

**REGISTERED COMPANY NUMBER: 2235286 (England  
and Wales) REGISTERED CHARITY  
NUMBER: 800350**

**Report of the  
Trustees and  
Financial Statements for the Year Ended  
31 March 2022**

**Waltham Forest Disability  
Resource  
Centre  
e  
(A Company Limited By  
Guarantee)**

**Waltham Forest Disability  
Resource  
Centre**

**Report of the Trustees  
for the Year Ended 31**

**Contents of the Financial  
Statements for the Year Ended 31  
March 2022**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE  
DETAILS Registered Company number**  
2235286 (England and Wales)

**Registered Charity number**  
800350

**Registered office**  
90 Crownfield Road  
London  
E15 2BG

**Trustees**  
Mrs Heather Gower (passed away 1<sup>st</sup> June 2021)  
Mrs B Streader  
Mr M Gower  
Mrs K Butt  
Mr J. Malik  
Miss D Best

**Company Secretary**  
Ms P A Stanley

Accounts Checked by

Melanie Clarke  
Chelwood House  
Manor Lane  
Wistow  
Cambs

**Bankers**  
The Co-operative Bank Plc  
195 High Road  
Wood Green  
London  
N22 6DP

**Waltham Forest Disability  
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Centre**

**Report of the Trustees  
for the Year Ended 31**

**2021-22 OUR YEAR AT WALTHAM FOREST DISABILITY RESOURCE CENTRE**

The year very sadly brought shock and heartbreak when our wonderful Chairperson Heather Gower died on 1<sup>st</sup> June after a short illness. Heather and her family had been involved with the Centre from its earliest days and Heather had given so much to the organisation and its service users, in so many roles, including committee member, chairperson, spokesperson, volunteer tutor, fundraiser and caseworker. It's impossible to express how much we miss her dedication, humour and wisdom.

2021-22 was also an anxious year in other ways, as for so many charities and small companies during the Covid pandemic. Following Waltham Forest Public Health's Covid guidance for on-site disability services, we were very concerned to keep our vulnerable service users - as well as staff and volunteers - as safe as possible and were grateful to receive some National Infection Control funding towards implementing Covid precautions. With a restricted timetable and service user 'bubble' system, the Centre was able to offer on-site activities - albeit necessarily to a smaller number of service users - including needlecrafts, crafts, Fine Art, Table Tennis, Dance, Exercise classes and Ceramics.

Reduced service user numbers due to necessary Covid safety measures and a big reduction in community venue hire during this period had a significant financial impact on our charity in 2021-22. We were therefore extremely grateful to Landlease Ltd for a £10,000 grant from their Charity Gala and to the East End Community Foundation for funding a textile arts project led by Lucy Tate of United Arts. The project culminated in November 2021 with an exhibition of the gorgeous work produced by our service users, held at the Filly Brook restaurant in Leytonstone.

The Centre was also delighted to work with the LBWF Connecting Communities team as part of their Equality, Diversity and Inclusion (EDI) consultation work. We collaborated on running three workshops for local disabled adults to talk about their experiences of trying to earn a living, which highlighted many barriers to training and employment. We were also awarded an EDI Development Grant to hold a Digital Skills course for disabled adults.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

Waltham Forest Disability Resource Centre was originally established in 1988 to relieve persons with physical and/or sensory impairments resident in Waltham Forest. Since 2015 the Centre has been open to residents from neighbouring boroughs as well as Waltham Forest. It offers services to people with a range of needs, including people with learning disabilities, physical and sensory impairments and long-term health conditions.

**Governing  
document**

The organisation is a charitable company limited by guarantee, incorporated on 24 March 1988 and was also registered as a charity on 24 March 1988. The company was established

**Waltham Forest Disability  
Resource  
Centre**

**Report of the Trustees  
for the Year Ended 31**

under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up each trustee is required to contribute an amount not exceeding £1.00.

Elected Trustees, who are also directors for the purpose of company law, serve for a period of two years after which they must be re-elected at the next Annual General Meeting. All trustees give up their time freely and no trustee remuneration was paid in the year.

**Organisational  
structure**

Waltham Forest Disability Resource Centre has a Management Committee which is responsible for the strategic direction and policy of the Charity. The Company Secretary and staff representative also sit on the Committee but have no voting rights. The Committee normally involves service users, volunteers and staff in regular DRC Planning Meetings but this was very difficult in 2020-21, due to the Centre being closed during Covid lockdowns.

A scheme of delegation is in place and the day-to-day responsibility for the provision of the services rests with the Centre Manager. The Centre Manager is responsible for ensuring that the charity delivers the services specified, health and safety and staff issues.

**Risk  
management**

The Management Committee continues to review regularly the major risks to which the charity is exposed and has identified that the key risks currently facing the charity are:

- The Covid pandemic continues and will certainly have a major impact on our charity's finances and how we provide services to our vulnerable users for some time to come. The inability to predict Covid's future course makes accurate organisational/financial planning very difficult.
- Our organisation has a contract to provide some building management and building closing services at 90 Crownfield Road. Planned developments at the building and the way it is run could mean the loss/reduction of this income.
- The Centre needs to attract new funding in order to continue providing services to a wide range of disabled people
- Attracting new funding may continue to be very difficult with a small staff team and a competitive fundraising environment.

Insurance cover is in place, appropriate Disclosure and Barring Service (DBS) checks are made on all staff and volunteers and are being updated on a three-yearly basis.

Internal control risks are minimised by implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, users and visitors to the Centre.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Use of  
volunteers**

The Centre has always been grateful to work with local people who provide support and befriending as volunteers, help with fundraising and as Course/Activity tutors.

**FINANCIAL REVIEW**

The main creditor of the charity is the Landlord, London Borough of Waltham Forest.

**STATEMENT OF TRUSTEES  
RESPONSIBILITIES**

The trustees (who are also the directors of Waltham Forest Disability Resource Centre (A Company Limited By Guarantee) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**On behalf of the board of Trustees:**

A handwritten signature in black ink, appearing to read 'Beryl Stead', is written over a large, loopy flourish that extends across the width of the signature.

**Waltham Forest Disability  
Resource  
Centre**

**Statement of Financial**

**for the Year Ended 31 March 2022**

	Note	Unrestrict fun £	Restrict fun £	<b>31.3.2 Total fund £</b>	31.3.2 <b>Tota fun £</b>
<b>INCOMING RESOURCES from</b>					
Grants & donations			21,059		
HMRC Furlough Scheme			7,3		30,77
Activities for generating funds				<b>19,72</b>	19,83
Investment income		-	-	-	-
<b>Incoming resources from charitable activities</b>		<u>50,970</u>	—	<b><u>50,970</u></b>	<u>10,068</u>
Disability Resource Centre					
<b>Total incoming resources</b>		87,233	28,438	<b>115,671</b>	96,32
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>		7,966			
<b>Charitable activities</b>					
Disability Resource Centre			15,855		
<b>Governance costs incl. redundancy payments</b>		2,152		<u>2,152</u>	<u>1,017</u>
<b>Total resources expended</b>		101,712	15,855	<b><u>117,567</u></b>	<u>90,93</u>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		(1,806)	0	<b>(1,806)</b>	
<b>Fund balances at 1 April 2021</b>				<b>15,955</b>	
Fund balance at 31 March 2022				—	—
		—	—	<b><u>14,05</u></b>	—

**Waltham Forest Disability  
Resource  
Centre**

**BALANCE SHEET At 31 March 2022**

	Note	Unrestric fun £	Restrict fun £	31.3.2 Total funds £	31.3.2 Total fund £
<b>FIXED ASSETS</b>					
Tangible assets		-	-	-	-
<b>CURRENT ASSETS</b>					
Debtors			-	-	
Cash at bank and in hand		8,657	5,402	<u>14,059</u>	<u>15,955</u>
		<b>8,657</b>	<b>5,402</b>	<b>14,059</b>	<b>15,955</b>
<b>CREDITORS</b>					
Amounts falling due within one year		14			
		<u>14,05</u>	<u>5,40</u>	<u>14,05</u>	<u>15,95</u>
<b>NET CURRENT ASSETS</b>					
		<u>14,05</u>	<u>5,40</u>	<u>14,05</u>	<u>15,95</u>
<b>FUNDS</b>					
Unrestricted funds:			8,657		
Restricted funds				5,402	
<b>TOTAL FUNDS</b>				<b>14,059</b>	<u>15,95</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on January 6<sup>th</sup> 2023 and were signed on its behalf by:



Mrs Beryl  
Streader  
-Trustee

**Waltham Forest Disability  
Resource  
Centre**

**Notes to the Financial  
Statements for the Year  
Ended 31 March 2022**

**1. ACCOUNTING  
POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

Income has been recognised gross on the basis of entitlement, certainty and measurement.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable or any requirement imposed on the grant is fulfilled.

Investment income is recognised on a receivable basis.

**Resources expended**

Expenditure is recognised on an accruals basis, inclusive of value added tax.

Costs of generating funds are those costs incurred in attracting voluntary income, in particular grant funding and the costs of maintaining the charity's profile within the sector.

Expenditure relating to Disability Resource Centre are those elements of expenditure directly incurred in performing these activities.

Governance costs include those costs incurred in the governance of the charity's assets and are primarily associated with constitutional and statutory requirements.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Plant and machinery	3
years	
Fixtures, fittings & equipment	
5 years	

**Capitalisation thresholds**

The company establishes £75 as the threshold amount for minimum capitalisation of tangible property. Any items costing below this amount will be expensed in the company's annual financial statements.

## **Waltham Forest Disability**

### **Resource**

#### **Centre**

##### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Waltham Forest Disability  
Resource  
Centre**

**Notes to the Financial Statements  
- continued**

				<b>31.3. 22£</b>	<b>31.3. 21£</b>
<b>1. HMRC FURLOUGH SCHEME</b>					<b>7,379</b>
30,776					
<b>2. DONATIONS AND LEGACIES</b>				<b>£</b>	
£ Donations and grants					
37,600	35,647				
<b>3. ACTIVITIES FOR GENERATING FUNDS</b>					
	<b>2022</b>	<b>2021</b>			
£				<b>£</b>	
other organisations, fundraising events and room hire				Services to	
					19,722
				19,835	
Customers fees and charges					50,970
10,068					
<b>4. INVESTMENT INCOME</b>					
	<b>2022</b>	<b>2021</b>			
£ Bank interest				<b>£</b>	
-	-			<u><u>          </u></u>	<u><u>          </u></u>
<b>5. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS</b>					
	Unrestricted funds 2022	Restricted funds 2022	Total 2022	<b>Total 2021</b>	
	£	£	£	£	
Grants	14,585	21,059	35,644	34,333	
Miscellaneous income	19,722		19,722	21,149	
	34,307	21,059	55,366	55,482	
<b>6. TOTAL RESOURCES EXPENDED</b>					
Costs of activities generating funds				<b>7,966</b>	
Governance costs including redundancy payments				<b>2,512</b>	
					<u>1,017</u>

**Waltham Forest Disability  
Resource  
Centre**

**Notes to the Financial Statements  
- continued**

	<b>31.3.</b>	<b>31.3.</b>
Charitable activities	<b>107,449</b>	<b>21E</b>
		<u>21,520</u>
	<b>117,567</b>	<u>0002</u>

**7. TRUSTEES' REMUNERATION AND BENEFITS**

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year.

**8. Employees**

			<b>2021</b>	
<b>2021</b>				
Wages and salaries	53,366	42,057	Redundancy payments	
HMRC and Pensions				
			4,994	1,972
			<u>          </u>	<u>          </u>
	58,360	44,029	<u>          </u>	<u>          </u>

No employees received remuneration of £60,000 or more.

**12. TANGIBLE FIXED ASSETS**

Existing plant, machinery, fixtures and machinery had no book value in year ending 31 March 2022 due to age.

**13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	
£ Trade debtors		
Prepayments and accrued income	<u>          </u>	<u>          </u>
Trade creditors	7,50	
Taxation and social security		713
Other creditors		

**14. Analysis of net assets between funds**

	Unrestricte d funds	Restricted funds	TOTAL
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**Waltham Forest Disability  
Resource  
Centre**

**Notes to the Financial Statements  
- continued**

	£	31.3. £ 22£	31.3. £21£
Fund balances at 31 March 2022 are			
Tangible fixed assets			
Current assets	8,657	5,402	<u>14,059</u>
Creditors	288		<u>7,788</u>
			<b>6,271</b>

**15. MATERIAL UNCERTAINTY**

In the light of price inflation and a difficult funding environment, trustees have concluded that a material uncertainty remains concerning the charity's ability to continue as a going concern and that, therefore, the charity may possibly be unable to realise its assets and discharge its liabilities in the normal course of operations. However, given the continuing efforts to continue providing services and to additional funding, the trustees continue to adopt the going concern basis of accounting at present.

**Waltham Forest Disability  
Resource  
Centre**

**Notes to the Financial  
Statements - continued**