



the disability foundation

the holistic health charity for every body

Annual General Report

March 2013

To

February 2014

LEGAL AND ADMINISTRATIVE DETAILS

Charity number 1076761

Company registration number 03705381 (England and Wales)

Registered office c/o Royal National Orthopaedic Hospital
Brockley Hill
Stanmore
Middlesex
HA7 4LP

Trustees Robin Gibbons Trustee, Chair
Michele Freedman Trustee
Rebecca Lowrie Trustee

Secretary Financial Measures Limited

Independent Examiner MG Audit Services Ltd

CHIEF EXECUTIVE'S REPORT

TDF is pleased to present the Annual Report and summarised accounts for March 2013-February 2014.

This year period has seen a significant transformation at The Disability Foundation. TDF announced its restructure in March 2013 - this was an extremely important step in order to create a sustainable future moving forward. Transitional changes are never easy, either to deliver or to implement, and so TDF can be proud of the way it has been able to continue and develop through these changes. The next year period should demonstrate that this modification was entirely necessary and everyone at TDF looks forward to more stability over the coming years.

TDF is a special charity helping at the core of individual need. During the year, we were delighted that our pilot project with RNOH and their Occupational Therapy team came to fruition on the Sarcoma Unit. We were also pleased to be chosen as Sainsburys Stanmore Charity of the Year and be the charity partner at the Global Mobility Summit delivering an exciting Real Mobility Challenge. We are also now open Saturday mornings and Monday evenings on a permanent basis and by next year we hope that our hours will have extended even further.

A big thanks to everyone involved in TDF this year – members, supporters, volunteers, friends, staff, patrons and donors - you enable this unique charity to continue to thrive and support those who need our services the most; TDF is still the place people come to as their last resort in alleviating the pain that comes with disability and/or ill health, be it as a disabled person or as a carer. Thank you ALL for your continued support, commitment, hard work and belief in TDF's mission.

Very best wishes

A handwritten signature in blue ink, appearing to read 'JHL', with a horizontal line above the letters.

Julia Henry Lee
Acting CEO

REPORT OF THE TRUSTEES

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 28th February 2014. The Trustees have adopted the following provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

Constitution

The Charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The Company is set up under its Memorandum and Articles of Association, registered as a Company Limited by Guarantee, registration number 03705381, and is registered with the Charity Commission under the Charities Act 2006, registration number 1076761.

The Disability Foundation was incorporated as a charitable company limited by guarantee on 1 February 1999. For the purposes of the Companies Act 2006 the Board of Trustees are regarded as Board of Directors of the company.

The liability of the Trustees, being members of the charitable company, is limited. Every member of the Charity undertakes to contribute such amount as may be required (not exceeding £10) to the Charity's assets if it should be wound up while he or she is a member or within one year after he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves.

Objectives, activities and Principal Activities of the Foundation

The Disability Foundation is a pan-disability organisation which exists to support adults, children, their families, carers and friends coping with disability and social disadvantage. We do this in a number of ways:

- Offering complementary therapies to members at subsidised rates
- Creating educational and awareness opportunities
- Distributing Newsletters and Factsheets
- Putting people in touch with local support networks

Appointment of new Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association

The number of trustees shall be not less than three but not subject to any minimum. One third of the trustees, who have been in office longest retire by rotation at the Annual General Meeting (AGM). Additional trustees can be appointed by recommendation of the existing trustees or by standing for election at the AGM.

Statement of trustees' responsibilities

The Trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and the United Kingdom Generally Accepted Accounting Practice applicable to charities.

Company and charity law applicable to charities in England and Wales 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 charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the Trustees have:

- select suitable accounting policies and then apply them consistently;
- Made judgments and estimates that are reasonable and prudent
- Stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements and
- Prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the Trust will continue in operation).

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

Induction of New Trustees and Training for Trustees

All new trustees, once elected, are inducted by the CEO. All new trustees are handed the NCVO publication The Good Trustee Guide and a pack which contains important organisational policies and documents. All Trustees are encouraged to attend regular training courses made available through the NCVO, LVSC and other local voluntary support bodies such as HAVS, as well as utilise online resources for Trustees and attend networking opportunities. All trustees are also invited to meet the management team and other key staff.

Organisational structure and decision making

The Charity has a Board of Trustees that meet regularly. The Board makes final all operational decisions of the charity which are put forward by the senior management team. Day to day running of the charity is carried out by the Chief Executive Officer and the Deputy CEO's, who are supported by a team of administration and information staff.

Risk Management and Identification of Risks

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. There have been no new major areas of risk that have been highlighted. Risk in key areas such as IT, finance, legalities and human resources continue to be regularly monitored and reviewed by Senior Management and any issues that arise are swiftly brought to the attention of the Trustees.

REVIEW OF ACTIVITIES

Achievements and Performance: March 2013 - Feb 14

- Implemented TDF's re-structure to New TDF – TDF's changed to a sustainable charity model.
- TDF used funds awarded from the Joseph Levy Foundation to develop its evening

and weekend service. Staff leading this project have focused on recruitment, training and development of our volunteer-led project. In addition, TDF have successfully introduced Saturday morning and Monday evening openings to date.

- TDF continued to liaise with the RNOH with regards TDF's position in the re-development.
- TDF completed a pilot working with RNOH Occupational Therapy Team to deliver TDF treatments on Sarcoma Unit at RNOH.
- TDF services continue to be of the highest standard and in great demand. Our volunteer-led project has widened TDF's appeal in the community, raised more awareness and in turn enabling more people to access the service – both as users and as volunteers.
- TDF were pleased to be chosen as Sainsburys Stanmore Charity of the Year

Future Developments and Objectives for March 2014- February 2015

- Continue to build on our volunteer development, training and mentor programme with the aim of having a formal training initiative in place by 2017.
- Introduce a computerised booking system to increase efficiency
- Work with RNOH Occupational Therapy Team and additional departments to deliver TDF treatments on other Units at RNOH and make permanent the availability of our therapists on the Sarcoma Unit
- Open further evenings in the week and all day Saturday/Sunday
- Increase campaigning in order to raise awareness about benefits of complementary therapies and TDF's services within wider community, in particular within the health service, social services
- Identify key new patrons and donors

Fundraising activities/income generation

As a result of TDF's re-structure, income has been generated via donations and Gift Aid. Membership and patronage continue to be constant. TDF was delighted to be awarded funding from the Joseph Levy Foundation in October 2013 (deferred from October 2012) for the implementation of evening and weekend services.

Reserves Policy

The Trustees continue to strive to increase the reserves where possible but this may prove to be challenging in the short term.

Anticipated income to be generated in future periods

The Trustees will endeavor to concentrate on a programme of small and large scale fundraising events and applications to grant givers /trusts as well as identify new supporters and fundraising avenues.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

On behalf of the board

A handwritten signature in black ink, appearing to read 'R.S. Gibbons', written over a horizontal dotted line.

R.S. Gibbons - Trustee

Independent examiner's report to the trustees on the unaudited financial statements of The Disability Foundation Ltd.

I report on the accounts of The Disability Foundation for the year ended 28 February 2014.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to examine the accounts under section 145 of the 2011 Act; as amended; to follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act, as amended; and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

-to keep accounting records in accordance with section 386 of the Companies Act 2006; and

-to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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Gavin Fernandes ACA, CTA on behalf of MG Audit Services Ltd
Independent examiner

93-95 Gloucester Place, London, W1U 6JG

Statement of financial activities (incorporating the income and expenditure account) for the year ended 28 February 2014

	Unrestricted funds £	2014 Total £	2013 Total £
Incoming resources			
Incoming resources from generating funds:			
Voluntary income	160,441	160,441	82,236
Activities for generating funds	29,427	29,427	44,941
Investment income	59	59	146
Total incoming resources	<u>189,927</u>	<u>189,927</u>	<u>127,323</u>
Resources expended			
Costs of generating funds:			
Cost of generating voluntary income	597	597	19,434
Charitable activities	175,406	175,406	187,997
Governance costs	4,971	4,971	2,680
Total resources expended	<u>180,974</u>	<u>180,974</u>	<u>210,111</u>
Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year	8,953	8,953	(82,788)
Total funds brought forward	1,769	1,769	84,557
Total funds carried forward	<u>10,722</u>	<u>10,722</u>	<u>1,769</u>

Balance sheet
as at 28 February 2014

	2014		2013	
	£	£	£	£
Fixed assets				
Tangible assets		-		411
Current assets				
Debtors	1,361		1,351	
Cash at bank and in hand	51,886		34,113	
	<u>53,247</u>		<u>35,464</u>	
Creditors: amounts falling due within one year	<u>(42,525)</u>		<u>(34,106)</u>	
Net current assets		10,722		<u>1,358</u>
Net assets		10,722		<u>1,769</u>
		<u> </u>		<u> </u>
Funds				
Unrestricted income funds		10,722		1,769
Total funds		<u>10,722</u>		<u>1,769</u>
		<u> </u>		<u> </u>