



the disability foundation

the holistic health charity for every body

Registered charity No.1076761

Annual General Report

**March 2014
To
February 2015**

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
Ruth Vickers	Trustee
Zina Smith	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 2014-February 2015.

TDF has had a successful year; we undertook 5,000 complementary therapy treatments; participated in many external outreach events at other charities, organisations, learning and support groups and our work on the Sarcoma Unit here at the RNOH has been formalised with TDF now being invited to treat individual cases on other units within the site. Our Saturday service is busy and our evening service has also taken off. TDF has developed a very supportive Advisory Group and our Trustee Board has grown. We have also started to look at big grant and trust funding.

Our services continue to be of the highest standard and therapies are in high demand. Our volunteer-led project has widened access for more people and created more awareness. It has also enabled TDF to look at ways of expanding our outreach services to local GP practices, other local hospital wards, care homes and hospices. This is an important goal for the charity in the long term.

Whilst services have been busy, TDF has also built on volunteer recruitment and training: our volunteer complementary therapists are now given CPD points for their volunteering which adds to their professional development and TDF is becoming a valuable resource in terms of learning about complementary therapy and disability. The effect of this is two-fold – TDF benefits from therapists who are keen to improve and excel in their field with a genuine interest in disability and clients benefit from therapists' commitment and motivation. TDF is keen to formalise its learning initiatives, and again, this is an aim for the long term future.

As I have said many times before, TDF is a very unique and special charity (some clients even call it their "Fourth Emergency Service") TDF helps people on a very individual level and treats everyone with respect, dignity and kindness. Our services support some of the most vulnerable and isolated people in the communities around us. We never forget the pain that comes with living with a disability – seen or unseen and we never forget the carers.

All in all, our second year after changes implemented in March 2013 has been positive and everyone involved in TDF has played an important role in making this special charity what it is today—members, supporters, volunteers, friends, staff, patrons and donors. Thank you ALL for your continuing dedication and support.

Very best wishes



Julia Henry Lee
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 2015. 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
- 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 maximum. 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
- 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 2014 - Feb 15

- TDF continued to liaise with the RNOH with regards to TDF's position in the re-development
- TDF continued to build on volunteer recruitment and development with a particular focus on our volunteer complementary therapists. Working at TDF now gives volunteer therapists CPD points to add to their personal development

requirements and is a valuable resource for many therapists learning about disability and complex health. This is an important part of TDF's goal in having a formal training initiative in place by 2017

- TDF undertook 5,000 complementary therapy treatments and participated in a large amount of external outreach at other organisations, charities, learning and support groups.
- TDF has consolidated its work on the RNOH Sarcoma Unit and has started to be invited to treat individual cases on other units within the site
- 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 enables more people to access the service – both as users and as volunteers.
- Numerous new funding grants and trusts were identified and applications were completed – TDF is now awaiting outcomes.
- TDF has also created a working Advisory Group with members experienced in the fields of medicine, occupational therapy, accountancy, banking and personnel.

Future Developments and Objectives for March 2015- February 2016

- Continue to consolidate our volunteer recruitment, development, training and mentor programme with the aim of having a formal training programme in place by 2017.
- Introduce a computerised booking system to increase efficiency
- Continue to work with RNOH to deliver TDF treatments on other Units at RNOH
- Investigate the expansion of TDF's outreach services with local GP practices, other local hospital wards, care homes and hospices.
- Open further evenings in the week and all day Saturday/Sunday
- Consider offering specialist clinics for specific user groups – such as children – at specific opening times
- Consider offering new therapies such as art therapy and nutrition
- 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. TDF to focus on the message of 'what is disability?'
- Identify key new patrons and donors
- Continue to apply for grant applications to include the National Lottery
- Develop an annual small events calendar

Fundraising activities/income generation

As a result of TDF's re-structure, income has been generated via donations and Gift Aid. Membership and patronage continues to be constant. Small events such as an Autumn Entertainment evening and Indulgence Night supplement TDF's work.

Reserves Policy

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

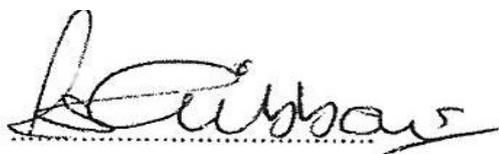
Anticipated income to be generated in future periods

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 dotted horizontal 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 2015.

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 2015

	Unrestricted funds £	2015 Total £	2014 Total £
Incoming resources			
Incoming resources from generating funds:			
Voluntary income	188,969	188,969	160,441
Activities for generating funds	13,066	13,066	29,427
Investment income	77	77	59
Total incoming resources	<u>202,112</u>	<u>202,112</u>	<u>189,927</u>
Resources expended			
Costs of generating funds:			
Cost of generating voluntary income	206	206	597
Charitable activities	183,889	183,889	175,406
Governance costs	6,960	6,960	4,971
Total resources expended	<u>191,055</u>	<u>191,055</u>	<u>180,974</u>
Net incoming/(outgoing) resources for the year / Net income/(expenditure) for the year	11,057	11,057	8,953
Total funds brought forward	10,722	10,722	1,769
Total funds carried forward	<u>21,779</u>	<u>21,779</u>	<u>10,722</u>

Balance sheet
as at 28 February 2015

	£	2015	£	£	2014	£
Current assets						
Debtors	6,101			1,361		
Cash at bank and in hand	50,176			51,886		
	<u>56,277</u>			<u>53,247</u>		
Creditors: amounts falling due within one year	(34,498)			(42,525)		
Net current assets		<u>21,779</u>			<u>10,722</u>	
Net assets		<u>21,779</u>			<u>10,722</u>	
Funds						
Unrestricted income funds		<u>21,779</u>			<u>10,722</u>	
Total funds		<u><u>21,779</u></u>			<u><u>10,722</u></u>	