

Company registration number: 03705381
Charity registration number: 1076761

The Disability Foundation Ltd

(A company limited by guarantee)

Annual Report and Financial Statements

for the Year Ended 29 February 2016

The Disability Foundation Ltd

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The following page does not form part of the statutory financial statements:

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The Disability Foundation Ltd
Reference and Administrative Details

Charity name	The Disability Foundation Ltd
Charity registration number	1076761
Company registration number	03705381
Principal office	Royal National Orthopaedic Hospital Brockley Hill Stanmore Middlesex HA7 4LP
Registered office	Royal National Orthopaedic Hospital Brockley Hill Stanmore Middlesex HA7 4LP
Trustees	R S Gibbons, Trustee, Chair M Freedman, Trustee R Lowrie, Trustee R Vickers, Trustee Z Smith, Trustee
Secretary	Financial Measures Limited, Secretary
Independent Examiner	MG Audit Services Ltd 260 Field End Road Ruislip, Middlesex HA4 9LT

The Disability Foundation Ltd

Trustees' Report

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 2016. 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
- 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:

The Disability Foundation Ltd

Trustees' Report

- 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 VAHC, 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, together with a small team of support 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 2015 - Feb 16

- TDF services continue to be of the highest standard and in great demand. Our volunteer-led project continues to widen in the community. More awareness has been raised locally and London-wide and in turn more people have been enabled to access the service – both as users and as volunteers.
- TDF undertook approximately 5000 complementary therapy treatments again this year.
- TDF opened its doors on Thursday evenings to provide an additional opportunity for evening appointments. This was initially enabled by a grant from the Worshipful Company of Grocers.
- TDF continued to consolidate its volunteer recruitment, development, training and mentor programme in line with our aim of having a formal training programme in place by 2017. More training needs have been identified.
- TDF has improved communication with all staff members with the introduction of a staff newsletter.

The Disability Foundation Ltd

Trustees' Report

- TDF further developed TDF's working relationship with RNOH. TDF now delivers TDF treatments on other Units at RNOH which now formally includes Spinal Injuries, Rehab as well the Cancer Unit. This has been enabled by close links built with RNOH Voluntary Service and this also allowed better access to training such as child protection and protection of vulnerable adults.

- TDF continued to investigate the expansion of TDF's outreach services with local GP practices, other local hospital wards, care homes and hospices as a long term aim. It has worked hard to make links with so many other organisations to include Dementia Relief, Sense Uk, Harrow Carers. The number of organisations who have approached TDF to deliver services to their user groups on an outreach basis has seen important growth.

- TDF participated in a large amount of external outreach at other organization and charities as well as support groups. TDF has also been involved in outreach for National Nurses Day, Crossroads Carers, Harrow Stroke Association, Jewish Care, Harrow Asian Awareness Day, Harrow Deaf Awareness Day, Sarcoma Support and Information Day, Harrow Mencap as well as Harrow Council, Age UK, Barnet Social Services and Aspire.

- TDF has increased its 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 has focused on the message of 'what is disability?' and the benefits of complementary therapies for disabled people. TDF has had more exposure in local community events and as outreach has increased the charity has been able to raise the profile of its message more.

- TDF identified a key new patron

- TDF has been working towards two National Lottery Bids. In addition, TDF was delighted to receive grants from the Worshipful Company of Grocers and the Masonic Providence of Middlesex Charitable Trust.

- TDF continued to liaise with the RNOH with regards TDF's position in the re-development.

- TDF's Advisory Group has contributed effectively in its role as and when requested.

Future Developments and Objectives for March 2016-February 2017

Re - consider the introduction of a computerised booking system to increase efficiency

- Continue to identify new patrons and donors
- 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
- Develop a formal outreach policy
- Increase the expertise on the Advisory Board
- Investigate further partnership working opportunities to widen delivery of services off-site.
- Start to look at re-location on site at RNOH
- Continue to look at new sources of funding
- Consider the possibility of a mobile therapy bus
- Develop our evaluation of services in terms of outcomes

Fundraising activities/income generation

The Disability Foundation Ltd
Trustees' Report

Income has been generated via donations and Gift Aid. Membership and patronage continue to be constant and a new patron was identified. Small events such as a World Book Night supplement TDF's work; links with local schools and supermarkets such as Waitrose have raised money for TDF. TDF also organised a high profile dinner.

Reserves Policy

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

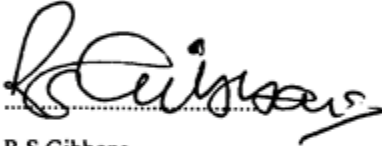
Anticipated income to be generated in future periods

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 small companies regime under the Companies Act 2006.

Approved by the Board on 13 September 2016 and signed on its behalf by:



R S Gibbons
Trustee

**Independent Examiner's Report to the Trustees of
The Disability Foundation Ltd**

I report on the accounts of the company for the year ended 29 February 2016, which are set out on pages 7 to 15.

Respective responsibilities of trustees and examiner

The 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;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

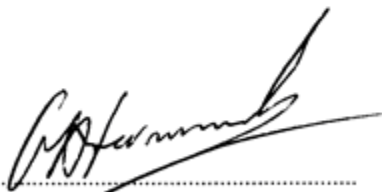
Basis of independent examiner's report

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 Charitieshave 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.


.....
Gavin Fernandes FCA, CTA
on behalf of MG Audit Services Ltd
260 Field End Road
Eastcote, Middlesex
HA4 9LT
Date:..... 18/9/16

The Disability Foundation Ltd
Statement of Financial Activities (including Income and Expenditure Account) for the
Year Ended 29 February 2016

	Note	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	187,466	187,466	188,970
Activities for generating funds	4	11,888	11,888	13,065
Investment income	5	44	44	77
Total incoming resources		<u>199,398</u>	<u>199,398</u>	<u>202,112</u>
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	6	-	-	206
Charitable activities	6	182,072	182,072	183,889
Governance costs	6	6,240	6,240	6,960
Total resources expended		<u>188,312</u>	<u>188,312</u>	<u>191,055</u>
Net movements in funds		11,086	11,086	11,057
Reconciliation of funds				
Total funds brought forward		21,779	21,779	10,722
Total funds carried forward		<u>32,865</u>	<u>32,865</u>	<u>21,779</u>

The notes on pages 9 to 15 form an integral part of these financial statements.

The Disability Foundation Ltd (Registration number: 03705381)

Balance Sheet as at 29 February 2016

		2016		2015	
	Note	£	£	£	£
Current assets					
Debtors	10	679		6,101	
Cash at bank and in hand		<u>66,438</u>		<u>50,176</u>	
			67,117		56,277
Creditors: Amounts falling due within one year	11		<u>(34,252)</u>		<u>(34,498)</u>
Net current assets			<u>32,865</u>		<u>21,779</u>
Net assets			<u>32,865</u>		<u>21,779</u>
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			<u>32,865</u>		<u>21,779</u>
Total charity funds			<u>32,865</u>		<u>21,779</u>

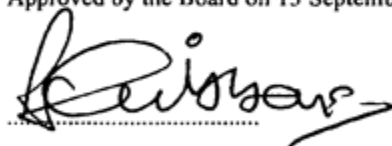
For the financial year ended 29 February 2016, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008 January 2015).

Approved by the Board on 13 September 2016 and signed on its behalf by:



R S Gibbons
Trustee

The notes on pages 9 to 14 form an integral part of these financial statements.

The Disability Foundation Ltd

Notes to the Financial Statements for the Year Ended 29 February 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 15.

Incoming resources

Voluntary income including donations, legacies and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income derived from events is recognised as earned (that is, as the related goods or services are provided).

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

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Fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	33% straight line basis
Fixtures and fittings	33% straight line basis

Operating leases

Rentals payable under operating leases are charged in the statement of financial activities on a straight line basis over the lease term.

2 Voluntary income

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations and legacies			
Donations	132,322	132,322	145,370
Contributions - Patrons	44,600	44,600	43,600
Grants - other agencies	10,544	10,544	-
	<u>187,466</u>	<u>187,466</u>	<u>188,970</u>

3 Grants receivable

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Grants - other agencies	10,544	10,544	-
	<u>10,544</u>	<u>10,544</u>	<u>-</u>

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

..... *continued*

4 Activities for generating funds

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Membership	10,165	10,165	9,928
Fundraising events	1,723	1,723	3,137
	<u>11,888</u>	<u>11,888</u>	<u>13,065</u>

5 Investment income

	Unrestricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Interest on cash deposits	44	44	77
	<u>44</u>	<u>44</u>	<u>77</u>

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

..... continued

6 Total resources expended

	Charitable activity	Governance	Total
	£	£	£
Direct costs			
Other direct costs	53,623	-	53,623
Employment costs	93,373	-	93,373
Establishment costs	6,107	-	6,107
Repairs and maintenance	1,213	-	1,213
Office expenses	1,209	-	1,209
Printing, posting and stationery	162	-	162
Subscriptions and donations	293	-	293
Sundry and other costs	1,022	-	1,022
Cleaning	6,020	-	6,020
Accountancy fees	-	5,040	5,040
Independent examination	-	1,200	1,200
Consultancy	5,834	-	5,834
Bad debt expense	35	-	35
Bank charges	6	-	6
	<u>168,897</u>	<u>6,240</u>	<u>175,137</u>
Support costs			
Establishment costs	1,933	-	1,933
Office expenses	9,830	-	9,830
Printing, posting and stationery	1,360	-	1,360
Advertising and promotion	52	-	52
	<u>13,175</u>	<u>-</u>	<u>13,175</u>
	<u>182,072</u>	<u>6,240</u>	<u>188,312</u>

7 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

..... continued

8 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

	2016	2015
	No.	No.
Charitable activities	1	1
Fundraising	1	1
Governance	2	2
	<u>4</u>	<u>4</u>

The aggregate payroll costs of these persons were as follows:

	2016	2015
	£	£
Wages and salaries	85,554	87,701
Social security	2,069	2,580
	<u>87,623</u>	<u>90,281</u>

9 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

..... continued

10 Tangible fixed assets

	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost			
As at 1 March 2015 and 29 February 2016	98,286	26,758	125,044
Depreciation			
As at 1 March 2015 and 29 February 2016	98,286	26,758	125,044
Net book value			
As at 29 February 2016	-	-	-
As at 28 February 2015	-	-	-

11 Debtors

	2016 £	2015 £
Other debtors	-	186
Prepayments and accrued income	679	5,915
	<u>679</u>	<u>6,101</u>

12 Creditors: Amounts falling due within one year

	2016 £	2015 £
Taxation and social security	1,092	1,089
Other creditors	5,453	4,951
Accruals and deferred income	27,707	28,458
	<u>34,252</u>	<u>34,498</u>

Creditors amounts falling due within one year includes deferred income:

	2016 £	2015 £
As at 1 March 2015	25,000	35,981
Amount released to incoming resources	-	(10,981)
As at 29 February 2016	<u>25,000</u>	<u>25,000</u>

The Disability Foundation Ltd
Notes to the Financial Statements for the Year Ended 29 February 2016

..... continued

13 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

14 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

15 Analysis of funds

	At 1 March 2015	Incoming resources	Resources expended	At 29 February 2016
	£	£	£	£
General Funds				
Unrestricted income fund	21,779	199,398	(188,312)	32,865

16 Net assets by fund

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Tangible assets	-	-	-
Current assets	67,117	67,117	56,277
Creditors: Amounts falling due within one year	(34,252)	(34,252)	(34,498)
Net assets	<u>32,865</u>	<u>32,865</u>	<u>21,779</u>

The Disability Foundation Ltd
Statement of financial activities by fund Year Ended 29 February 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	187,466	188,970
Activities for generating funds	11,888	13,065
Investment income	44	77
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Resources expended		
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