

Charity Registration No. 1114435

Company Registration No. 05706441 (England and Wales)

**BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

**FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31 MARCH 2007**

**(13 February 2006 to 31 March 2007)**

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Kathy Godden (Chair) Sue Adams (Vice Chair) Geraldine Des Moulins Tim Williamson
<b>Patron</b>	The Rt Hon The Earl of Snowdon GCVO RDI FSAID
<b>Secretary</b>	Sam Hubbert
<b>Charity number</b>	1114435
<b>Company number</b>	05706441
<b>Principal address</b>	Snowdon House 3 Rutland Gardens Hove East Sussex BN3 5PA
<b>Registered office</b>	Snowdon House 3 Rutland Gardens Hove East Sussex BN3 5PA
<b>Accountants</b>	Russell New The Courtyard Shoreham Road Upper Beeding Steyning West Sussex BN44 3TN
<b>Bankers</b>	CafCash Limited Kings Hill West Malling Kent ME19 4TA

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# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

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# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## TRUSTEES' REPORT

### *FOR THE PERIOD ENDED 31 MARCH 2007*

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The trustees present their report and accounts for the period ended 31 March 2007.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 1985 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

#### **Structure, governance and management**

The charity is a company limited by guarantee registered as a charitable company on 13 February 2006. On 31 May 2006 all of the assets, liabilities and activities of the charity known as Brighton and Hove Federation of Disabled People, registered number 281731, were transferred to the charitable company of the same name. The company is governed by its Memorandum and Articles of Association.

The trustees, who are also the directors for the purpose of company law, who served during the period were:

Kathy Godden (Chair)	(Appointed 13 February 2006)
Sue Adams (Vice Chair)	(Appointed 13 February 2006)
Geraldine Des Moulins	(Appointed 13 February 2006)
Tim Williamson	(Appointed 13 February 2006)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Trustee recruitment is guided by an equal opportunities policy through fair and transparent recruitment procedures as outlined in the Trustee Recruitment Pack.

The essential requirements for trustees are listed in the job description and personal specification. Short-listing is based on how potential trustees demonstrate their ability to meet these requirements. Once selected, successful candidates meet with the other trustees of the Federation, followed by a tour of the three offices.

Induction and training is carried out in accordance with the induction plan for trustees.

The trustees determine the strategy, policy framework and oversee the implementation. The day-to-day management was provided by John Nash as the Operations & Services Development Manager. Strategic management was supported by the WellSpring Group.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to manage exposure to the major risks.

#### **Objectives and activities**

The charity was established for the relief of distress and suffering; the training, rehabilitation, treatment and other needs of persons who are physically, sensorial or mentally disabled in Brighton and Hove.

In furtherance of the above objective, the charity has the following powers:

-To provide a means for the exchange and dissemination of information

-To take steps through consultation with the constituent bodies to strengthen what is available and make good what is lacking.

# **BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE PERIOD ENDED 31 MARCH 2007***

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The Brighton & Hove Federation of Disabled People came into existence 26 years ago. Up until that time, the services provided for disabled people in Brighton & Hove mainly revolved around providing care. Local community organisations came together, to establish an organisation that would help promote independence with dignity for disabled people making sure that when services were being planned and developed local disabled people's views were heard. It is this ethos, which the Federation continues to represent today.

The organisation was originally set up to engage with and be an infrastructure support organisation for smaller community disability groups thereby enabling disabled people to have a more powerful voice in the city. It was decided when the organisation became a company limited by guarantee with charitable status to encourage membership from individual members who may or may not necessarily be part of another disability organisation thereby encouraging more involvement.

Apart from its campaigning and lobbying role the organisation provides direct support services to disabled people through its projects which include the Disability Advice Centre, The Direct Payments Service, The Counselling Service, Shopmobility and Welfare Benefits Service. The development of these services and its core business working for social change by representation and participation and putting disability issues on the agenda has benefited and impacted on the lives of the wider community of disabled people and carers across Brighton and Hove.

The overall strategy for the organisation is to continue to build on the Social Model of Disability, which fundamentally underpins all of the Federation's activities.

The charity has come along way since its inception in 1981 and is a highly respected voluntary organisation in the City.

#### **Achievements and performance**

The Federation of Disabled People has recently changed from an unincorporated organisation to a company limited by guarantee with new membership rules enabling individual members to influence the future development of the organisation.

The organisation is campaigning once again. It is collecting information to supply to the Licensing committee regarding the quality of Taxi services, including the ability to book ahead for an accessible taxi and to monitor the attitude of drivers and staff in call centres. The aim is to gather the evidence and to work with the city council and local taxi companies to improve access.

The organisation offers good quality volunteering opportunities. It offers one to one support, regular team meetings and supervision. All volunteers training needs are addressed and appropriate training is provided. The FED volunteering and training opportunities are designed with the intention of enhancing volunteer's chances of finding employment.

# **BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

## **TRUSTEES' REPORT (CONTINUED)**

### ***FOR THE PERIOD ENDED 31 MARCH 2007***

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The FED supported a group of disabled people to take part in a steering group with statutory partners comprising the City Council, the PCT and the Brighton and Sussex University Trust to develop their Disability Equality Schemes. This is a document which states their commitment to equality and diversity throughout all their policies and programmes.

The organisation has been invited through the Stronger Communities Programme to play a key role in strategic partnerships in the city including the 2020 Partnership (The Local Strategic Partnership), which monitors the delivery of the Community Strategy, a long term plan to improve the social and environmental well being of the city.

The FED had been unable to take part in the ChangeUp consortium through lack of capacity; however the Changeup consortium recognised the importance of having the organisation at the table and funded the FED to take part. This is a key partnership looking at how infrastructure services can be developed and delivered to the city's community and voluntary sector.

#### **Financial review**

##### **General review**

Despite the background of limited resources and insecurities over funding, the charity has continued to plan and develop services. With the aid of sound financial management and the support of both its staff and volunteers it has generated a positive financial outcome for the period with a net increase in funds of £382.

##### **Reserves policy**

As a charity, the Federation has an obligation to make adequate provision for its liabilities. The Federation also has financial responsibilities regarding the leasing of property. The balance of reserves in the general fund as stated in the financial statements will, for the most part, be lodged in the Charities Aid Foundation account to ensure that the necessary funds are available.

##### **Funding sources**

The overall income for the year has increased due to funding for new projects, although there has been a decline in funding for some projects. Overall funding for direct payments reduced but was more than matched by new funding for community development and Shopmobility. The funding received for the Disability Advice Centre from the Big Lottery Fund and Brighton and Hove City Council continued at a similar level to earlier years as did the latter's funding for Counselling.

The organisation always puts the needs of Disabled People first and when being asked to deliver a service it has often endeavoured to do so without realistically looking at the financial implications, which in turn has put the whole organisation at risk. The charity is now committed to ensuring that any future contractual arrangements will be using "Full Cost Recovery".

This means that, in addition to the costs directly associated with the project, such as staff and equipment, projects will also draw on the rest of the organisation. For example, adequate finance, human resources, management, and IT systems, are also integral components of any project or service. The full cost of any project therefore includes an element of each type of overhead cost, which should be allocated on a comprehensive, robust, and defensible basis. This will allow the charity to have the capacity to manage its services effectively.

The charity has taken a responsible and professional approach in using development time to reflect upon the way that it can successfully fundraise in the future. It is intending to hold stakeholder events and is engaging with Brighton University to gather tangible evidence of the needs of local disabled people. This, and the Independent living agenda, will underpin any future funding bids.

# **BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

## **TRUSTEES' REPORT (CONTINUED)**

***FOR THE PERIOD ENDED 31 MARCH 2007***

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### **Plans for the future**

"Our Lives, Our Choices" - The campaign for the right to independent living

Many of our local groups have found funding problems recently and those who have survived are finding themselves under pressure from disabled people who are struggling more and more just to keep their lives together. It seems at times that the dream of independent living is getting further and further away.

The aim of the campaign is to get the Disabled Persons (Independent Living) Bill adopted as new law. The Bill will give all those currently entitled to social care support new rights to receive support which will enable them to live lives which are measurably more active and which match the pattern of daily life for the average citizen. We will be getting away from a medical model, risk averse model of assessment, towards more social model approach, which will guarantee disabled people and others sharing their lives with us, real independent living choices in the future.

On behalf of the board of trustees

Trustee

Dated: .....

# **BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

## **INDEPENDENT ACCOUNTANTS' REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE**

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We report on the accounts for the period ended 31 March 2007 set out on pages 6 to 13.

This report is made solely to the charity's members, as a body, in accordance with Section 249C of the Companies Act 1985. Our reporting work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an independent accountant's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our reporting work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and reporting accountants**

As described on page 7 the charitable company's trustees, who are also the directors of Brighton and Hove Federation of Disabled People for the purpose of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

### **Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

### **Opinion**

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the charitable company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the accounts for the period specified in section 249A(4) of the Act and did not, at any time within that period, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

### **Russell New**

Reporting Accountants  
The Courtyard  
Shoreham Road  
Upper Beeding  
Steyning  
West Sussex  
BN44 3TN

Dated: .....

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 31 MARCH 2007

	Notes	Unrestricted funds £	Restricted funds £	Total 2007 £
<b><u>Incoming resources</u></b>				
<b>Incoming resources from generated funds</b>				
Voluntary income	2	2,025	14,087	16,112
Investment income	3	615	-	615
		<u>2,640</u>	<u>14,087</u>	<u>16,727</u>
<b>Incoming resources from charitable activities</b>	4	<b>18,353</b>	<b>170,233</b>	<b>188,586</b>
		<u>20,993</u>	<u>184,320</u>	<u>205,313</u>
<b><u>Resources expended</u></b>				
<b>Costs of generating funds</b>				
Costs of generating donations	5	1,851	-	1,851
		<u>19,142</u>	<u>184,320</u>	<u>203,462</u>
<b>Net incoming resources available</b>		<b>19,142</b>	<b>184,320</b>	<b>203,462</b>
		<u>20,287</u>	<u>179,743</u>	<u>200,030</u>
<b>Charitable activities</b>		<b>20,287</b>	<b>179,743</b>	<b>200,030</b>
<b>Governance costs</b>		<b>3,050</b>	<b>-</b>	<b>3,050</b>
		<u>25,188</u>	<u>179,743</u>	<u>204,931</u>
<b>Total resources expended</b>		<b>25,188</b>	<b>179,743</b>	<b>204,931</b>
		<u>(4,195)</u>	<u>4,577</u>	<u>382</u>
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(4,195)</b>	<b>4,577</b>	<b>382</b>
Assets transferred from unincorporated charity	13	(7,018)	8,641	1,623
		<u>(11,213)</u>	<u>13,218</u>	<u>2,005</u>
<b>Net movement in funds</b>		<b>(11,213)</b>	<b>13,218</b>	<b>2,005</b>
Fund balances at 13 February 2006		-	-	-
		<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balances at 31 March 2007</b>		<b>(11,213)</b>	<b>13,218</b>	<b>2,005</b>
		<u><u>(11,213)</u></u>	<u><u>13,218</u></u>	<u><u>2,005</u></u>

All of the activities are classed as continuing.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## BALANCE SHEET

AS AT 31 MARCH 2007

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	Notes	£	£
<b>Fixed assets</b>			
Tangible assets	9		10,308
<b>Current assets</b>			
Cash at bank and in hand		7,900	
<b>Creditors: amounts falling due within one year</b>	10	<u>(16,203)</u>	
<b>Net current liabilities</b>			<u>(8,303)</u>
<b>Total assets less current liabilities</b>			<u>2,005</u>
<b>Income funds</b>			
Restricted funds	12		13,218
Unrestricted funds			<u>(11,213)</u>
			<u>2,005</u>

The company is entitled to the exemption from the audit requirement contained in section 249A(2) of the Companies Act 1985, for the period ended 31 March 2007. No member of the company has deposited a notice, pursuant to section 249B(2), requiring an audit of these accounts.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with section 221 of the Act; and
- (b) preparing accounts which give a true and fair view of the state of affairs of the company at 31 March 2007 and of its profit for the period then ended in accordance with section 226, and otherwise comply with the requirements of the Act relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on .....

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**Trustee**

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS

**FOR THE PERIOD ENDED 31 MARCH 2007**

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### 1 Accounting policies

#### 1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 1985.

#### 1.2 Incoming resources

Grant income is recognised over the period for which it is granted.

Donations and gifts are recognised when receivable.

Investment income is recognised when receivable.

#### 1.3 Resources expended

Expenditure is included on an accruals basis and includes irrecoverable value added tax within the item of expense to which it relates. Costs that cannot be allocated directly to an activity are apportioned to activities on a basis designed to reflect the use of the resource.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include costs linked to the strategic management of the charity.

#### 1.4 Tangible fixed assets and depreciation

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:

Computer equipment	3 years straight line
Fixtures, fittings & equipment	15% reducing balance basis

#### 1.5 Accumulated funds

Unrestricted general funds comprise those amounts received for use at the discretion of the trustees in the furtherance of the general objectives of the charity.

Restricted funds are subject to specific conditions imposed by donors and includes monies raised for specific projects.

### 2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2007 £
Donations and gifts	-	371	371
Other voluntary income	2,025	13,716	15,741
	<u>2,025</u>	<u>14,087</u>	<u>16,112</u>

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# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2007

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### 3 Investment income

	2007 £
Interest receivable	615
	<u>615</u>

### 4 Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2007 £
Grants receivable	18,353	170,233	188,586
	<u>18,353</u>	<u>170,233</u>	<u>188,586</u>

Included within income relating to grants receivable are the following grants

Unrestricted funds

Brighton & Hove City Council	10,900
Change Up Consortium	7,453

Restricted funds

Brighton & Hove City Council	114,176
Brighton & Hove Primary Care Trust	56,057

188,586

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2007

### 5 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2007 £
<b>Costs of generating funds</b>				
Costs of generating donations	-	-	1,851	1,851
<b>Charitable activities</b>				
<u>Charitable activities</u>				
Activities undertaken directly	112,518	3,086	76,852	192,456
Support costs	-	-	7,574	7,574
<b>Total</b>	<b>112,518</b>	<b>3,086</b>	<b>84,426</b>	<b>200,030</b>
<b>Governance costs</b>	-	-	3,050	3,050
	<u>112,518</u>	<u>3,086</u>	<u>89,327</u>	<u>204,931</u>

Governance costs includes payments to the accountant of £1,704 for accountancy fees and £1,346 for other services.

### 6 Support costs

	2007 £
Management, legal and professional fees	7,574
	<u>7,574</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the period but were reimbursed £365 for out of pocket expenses.

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2007

### 8 Employees

Employment costs	2007 £
Wages and salaries	103,838
Social security costs	8,680
	<u>112,518</u>

The average number of persons employed by the charity during the year was five. No individual's emoluments were greater than £60,000.

### 9 Tangible fixed assets

	Computer equipment £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 13 February 2006	-	-	-
Additions	8,724	4,671	13,395
<b>At 31 March 2007</b>	<u>8,724</u>	<u>4,671</u>	<u>13,395</u>
<b>Depreciation</b>			
At 13 February 2006	-	-	-
Charge for the period	2,779	308	3,087
<b>At 31 March 2007</b>	<u>2,779</u>	<u>308</u>	<u>3,087</u>
<b>Net book value</b>			
At 31 March 2007	<u>5,945</u>	<u>4,363</u>	<u>10,308</u>

### 10 Creditors: amounts falling due within one year

	2007 £
Trade creditors	14,153
Accruals	2,050
	<u>16,203</u>

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED)

**FOR THE PERIOD ENDED 31 MARCH 2007**

### 11 Share capital

The charity is a company limited by guarantee and therefore without a share capital. No one member has overall control of the charity.

### 12 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2007
	Incoming resources	Resources expended	Transferred balances from charity	
	£	£	£	£
Advice Centre (PCT)	33,377	(27,742)	(6,886)	<b>(1,251)</b>
Counselling Project (PCT)	21,972	(23,994)	(2,126)	<b>(4,148)</b>
Direct payments	86,313	(68,335)	(3,807)	<b>14,171</b>
DAC - Big Lottery Fund	-	-	6,642	<b>6,642</b>
Community Development	19,225	(20,472)	(1,102)	<b>(2,349)</b>
Global Grant	-	-	3,310	<b>3,310</b>
Shopmobility	18,433	(33,300)	12,610	<b>(2,257)</b>
Access	5,000	(5,900)	-	<b>(900)</b>
	<u>184,320</u>	<u>(179,743)</u>	<u>8,641</u>	<u><b>13,218</b></u>

The Advice Centre fund comprises money granted for the running of the Advice Centre.

The Counselling project represents funds used for counselling services to disabled people.

The Direct Payments fund assists disabled people to manage finances for personal care.

The DAC Big Lottery fund project is providing welfare benefits advice, outreach work and training opportunities for interested parties.

The Community Development project engages disabled people to create support structures that will empower and enable them to have a greater involvement in their communities. It is hoped that by sharing learning and best practice, disabled people will be better supported to influence their local agenda, access information and services, support one another and lead more independent lives.

# BRIGHTON AND HOVE FEDERATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2007

### 12 Restricted funds

(continued)

The Global Grants Programme have provided funding to provide a trial in Online Counselling by Email as an addition to our face to face service. We believe an online service will make counselling available to a wider range of people in the area who could not come to our premises for a wide variety of reasons such as mobility, transport or health problems, work commitments or responsibilities towards others. The counsellors involved in this trial are qualified members of the counselling team who have undertaken specialised training in online counselling by a BACP approved training organisation.

The Shopmobility Service operates from Churchill Square in Brighton via a tender secured from the City Council. We see the Shopmobility Scheme as the final link in the transport chain for people with disability living in and visiting our City. Our vision is to ensure that people with disabilities reach their destination and go about their daily lives in a way that meets their needs and aspirations.

### 13 Transfer from unincorporated charity

On 1 June 2006 the assets from the unincorporated charity of the same name were transferred into the incorporated charity.

### 14 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Fund balances at 31 March 2007 are represented by:			
Tangible fixed assets	10,308	-	10,308
Current assets	(5,318)	13,218	7,900
Creditors: amounts falling due within one year	(16,203)	-	(16,203)
	<u>(11,213)</u>	<u>13,218</u>	<u>2,005</u>

### 15 Commitments under operating leases

At 31 March 2007 the company had annual commitments under non-cancellable operating leases as follows:

	Land and buildings 2007 £	Other 2007 £
Expiry date:		
Within one year	-	3,268
Between two and five years	10,950	-
	<u>10,950</u>	<u>3,268</u>