

# **Disability Cambridgeshire**

**Annual Report 2012 - 2013**



Prepared for the Annual General Meeting  
7<sup>th</sup> November 2013



## Contact us

### **Disability Cambridgeshire Advice Line:**



**01480 839 192**

**E mail:** [info@disability-cambridgeshire.org.uk](mailto:info@disability-cambridgeshire.org.uk)

**Website:** **Disability Cambridgeshire website includes the Resources Directory of organisations and services**



[www.disability-cambridgeshire.org.uk](http://www.disability-cambridgeshire.org.uk)

Please contact Disability Cambridgeshire if you know anyone who needs this information in another format or language.

---

## **A Year of Two Halves**

Football is famously 'game of two halves' – a truism attributed by some to the existentialist Algerian goalkeeper Albert Camus, but more widely credited to the opportunist Everton striker Andy Gray. Unlike most commonplace observations this one has a significance beyond the obvious. It implies that during the time that it takes to suck an orange or impersonate a hairdryer a whole new game plan can be devised to turn defeat into victory, or at least an honourable draw, based upon a foreshadowing strategic or tactical weakness demonstrated by your opponents in the first half.

Last year's A.G.M. took place at the midway point of a year in which Disability Cambridgeshire lost the Cambridgeshire County Council contract to provide disability related information and advice services to the people of Cambridgeshire. From 1<sup>st</sup> October 2012 the Papworth Trust received the core funding upon which we had relied to underpin our service to disabled people, their carers and families– a service developed over at least 15 years and managed with efficiency and effectiveness, in response to the needs of our many returning clients. Our reputation in the wider community had earned us the respect of all of our peers, including staff within the Papworth Trust who called upon us for expert advice in relation to benefit issues. We had many plaudits from our service users and no complaints.

Our perceived weakness was in our size. At a time of reducing budgets and the search for 'added value' we were not able to compete with expansionist ultra County businesses that looked to Hoover up small contracts to absorb into their larger corporate body. However, by their very nature such organisations do not work in partnership unless they are contractually required to do so. The County Council contract specifically enjoins partnership working and therefore the Papworth Trust had little option but to accept the invitation to join a partnership that is consistent with a disability advice and guidance remit, thus giving critical corporate weight to our planned Big Lottery application.

Our real strength is in our connections. CHSS and Disability Cambridgeshire formed a partnership at the AGM last year which became the nucleus of the Big Lottery Advice Transition Fund 'Right Advice, Right Time' project, embracing the Rural CAB network, Luminus Housing and the Papworth Trust as primary partners. CHSS and Disability Cambridgeshire had the capacity to support the Welfare Reform Specialist component of the project but, most importantly, the credibility to provide face to face appeals representation at a time of profoundly worrying change to disability related welfare benefit recipients.

---

A further connection that we have valued over the years has been Mark Taylor's involvement with Cambridge Online – a service to disabled and older people that has demystified computers and the internet with inestimable benefits to many of our clients. For that reason we did not hesitate to lend £8,000 to the Trustees to help them over a cash flow problem in the autumn.

Finally, I would like to record my thanks to all of the colleagues, clients and others who have wished us well during this most difficult year for the charity. The Management Committee has been tireless in its support and I particularly appreciate Mark Taylor's determination to guide us over the uneven playing field of competitive tendering, voluntary transfers and last minute substitutions – for which Emmanuel and Tony much thanks! Sally, David and Hilary maintained the continuity of service and were welcome faces in my lunch breaks during my weeks of TUPE inspired sojourn at the Papworth Trust. Eric has loyally minded the shop at Addenbrooke's Hospital. My only regret is that Gerri Bird, during a year of serious illness, also had to undergo the TUPE experience.

---

## **Disability Cambridgeshire interim statement of contract commitments and liabilities projected to 31.3.14**

1. The current contracted workload is made up of the following agreements:
    - (a) Big Lottery Advice Transition Fund Welfare Reform specialist advice and representation for two years commenced 1.10.13 in partnership with CHESS working in Fenland, Hunts and East Cambs: Budget £53,756
    - (b) Cambridge & District M.S. Branch Welfare Benefits worker for two years commenced 1.4.13: Budget £14,000
    - (c) Cambridge City Council Community Development Home Visiting and Universal Credit Partnership with CHESS and Cambridge Online to conclude on 30.4.14: Budget for eight months £8160. An application was submitted in October for continuation funding from May 2014.
  2. The current unfunded workload is the maintenance and updating of the Resources Directory supported by the Administrator and one volunteer and general advice and guidance over the telephone and internet. Advocacy in respect of SDS Individual Budget holders is not funded.
  3. Disability Cambridgeshire needs funding to support the costs associated with the Resources Directory. We currently pay an annual fee in February to Neil Laister, Analytic Art, for protecting our domain names and related services. This year the annual fee was £336.50 plus £68.40 for domain name charges until September 2015.
  4. In addition to employment liabilities arising from the four fixed term employment two year contracts arising from the BLATF 'Right Advice, Right Time' Project Disability Cambridgeshire is liable for the leasing contract on the telephony and photocopier at Pendrill Court, although the running costs are met currently by Disability Huntingdonshire.
  5. We currently have £10,000 in reserve to discharge our liabilities and meet winding up costs. We have £7,000 currently out on loan to Cambridge Online, being the balance of £8,000 loaned to that organisation in October 2012 to tide them over a cash flow problem. Repayment arrangements have been revised to extend the loan to December 2014 at the latest.
-

**DISABILITY CAMBRIDGESHIRE  
(Formerly DIRECTIONS PLUS)**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**CONTENTS AND CHARITY INFORMATION**

CONTENTS	PAGE
Report of the Management Committee	1 to 3
Independent Examiner's Report	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to the Accounts	7 to 10

MANAGEMENT COMMITTEE	Eric Bishop	Ian Raine
	Chris Lakin*	Martin Smart
	Judith Margolis	Mark Taylor*
	Judith Pal	Alison Walker

All of the above are trustees of the charity. Those marked with an \* are also directors of the limited company.

COMPANY SECRETARY &  
CHIEF EXECUTIVE OFFICER

Peter Wetherell

REGISTERED OFFICE

Pendril Court  
Ermine Street North  
Papworth Everard  
Cambridge  
CB23 3UY

COMPANY REGISTRATION NUMBER

4373745

CHARITY REGISTRATION NUMBER

1091855

INDEPENDENT EXAMINER

Geoff Mann FCIE  
Geoff Mann Limited  
Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

BANKERS

The Co-operative Bank plc  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**REPORT OF THE MANAGEMENT COMMITTEE**

The management committee present their report and the accounts for the year ended 31 March 2013.

**STATEMENT OF MANAGEMENT COMMITTEE'S RESPONSIBILITIES**

Company law requires the management committee to prepare accounts 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 accounts, the management committee are required to:

- (i) Select suitable accounting policies and apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.
- (iv) Observe the methods and principals of the Charities SORP.

The management committee are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts 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 prevention and detection of fraud and other irregularities.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Disability Cambridgeshire is a company limited by guarantee with charitable status which is governed by a memorandum and articles of association.

**Appointment of members of the management committee**

New members of the management committee are appointed by a majority of the members in office at that time.

**Induction and training of the members of the management committee**

The members of the management committee are currently reviewing the procedures in place for the induction and training of new members by reference to guidance published by the Charity Commission.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**REPORT OF THE MANAGEMENT COMMITTEE**

Organisational structure

The charity has a management committee who meet quarterly and are responsible for its strategic direction and policy. A chief executive officer is appointed by the management committee to manage the day to day operations of the charity. In planning their activities for the year, the trustees have kept in mind the Charity Commission's guidance on public benefit at their meetings.

Risk management

The management committee have conducted their own review of the major risks to which the charity is exposed, and are satisfied that systems have been established to mitigate these risks.

OBJECTIVES AND ACTIVITIES

The charity's objectives and activities continue to be:

To relieve disabled people and relieve the poverty of disabled people living or working in the City of Cambridge, and the districts of South Cambridgeshire, East Cambridgeshire and Fenland.

To relieve carers of disabled people and relieve the poverty of the carers of disabled people living or working in the City of Cambridge, and the districts of South Cambridgeshire, East Cambridgeshire and Fenland.

ACHIEVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

A review of these is contained in the annual report.

RESERVES POLICY

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended which equates to £15,000 to £30,000 in general funds. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. In the event of such an occurrence it would obviously be necessary to consider how the funding would be replaced or activities changed. At present, the free reserves, which amount to £25,510, are within these parameters and the management committee consider this to be a satisfactory situation.

FUTURE DEVELOPMENTS

A review of the future developments is contained in the annual report.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**REPORT OF THE MANAGEMENT COMMITTEE**

The above report has been prepared in accordance with the small companies regime of the Companies Act 2006. It was approved by the trustees on 2013 and signed on their behalf.

Mark Taylor  
Chairman

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**INDEPENDENT EXAMINER'S REPORT**

**TO THE MANAGEMENT COMMITTEE OF DISABILITY CAMBRIDGESHIRE**

I report on the accounts of the charitable company for the year ended 31 March 2013, which comprise the Statement of Financial Activities, the Balance Sheet and the related notes.

**RESPECTIVE RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE AND THE EXAMINER**

The management committee (some of whom are also the directors of the company for the purpose of company law) are responsible for the preparation of the accounts. The management committee consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having been satisfied 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 144 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 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 the seeking of explanations from you as the management committee 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 and to comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (revised 2005)

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.

Geoff Mann FCIE  
Geoff Mann Limited  
Dee House  
Highworth Avenue  
Cambridge  
CB4 2BQ

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**STATEMENT OF FINANCIAL ACTIVITIES**

	Notes	Unrestricted Funds £	2013 Restricted Funds £	Total Funds £	2012 Total Funds £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Investment income	2	36	0	36	39
Incoming resources from charitable activities:					
Donations		217	0	217	134
Grants	3	29,100	0	29,100	77,300
Other income		19,278	0	19,278	4,036
Reimbursements		0	0	0	-776
<b>TOTAL INCOMING RESOURCES</b>	<b>1</b>	<b>48,631</b>	<b>0</b>	<b>48,631</b>	<b>80,733</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities		60,740	0	60,740	90,301
Governance costs		380	0	380	557
<b>TOTAL RESOURCES EXPENDED</b>	<b>5</b>	<b>61,120</b>	<b>0</b>	<b>61,120</b>	<b>90,858</b>
		-12,489	0	-12,489	-10,125
<b>TRANSFERS</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET MOVEMENT IN FUNDS FOR THE YEAR</b>		<b>-12,489</b>	<b>0</b>	<b>-12,489</b>	<b>-10,125</b>
<b>RESERVES BROUGHT FORWARD</b>		<b>37,999</b>	<b>0</b>	<b>37,999</b>	<b>48,124</b>
<b>RESERVES CARRIED FORWARD</b>		<b>25,510</b>	<b>0</b>	<b>25,510</b>	<b>37,999</b>

**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES**

There were no recognised gains or losses for 2013 or 2012 other than those included in the Statement of Financial Activities.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**BALANCE SHEET**

	Notes	2013 £	2012 £
<b>CURRENT ASSETS</b>			
Debtors	6	9,434	17,765
Cash at bank and in hand		16,456	43,000
		-----	-----
		25,890	60,765
<b>CREDITORS: amounts falling due within one year</b>			
	7	380	22,766
		-----	-----
<b>NET ASSETS</b>		<b>25,510</b>	<b>37,999</b>
		-----	-----
<b>RESERVES</b>			
Unrestricted funds		25,510	37,999
Restricted funds	8	0	0
		-----	-----
<b>ACCUMULATED RESERVES</b>		<b>25,510</b>	<b>37,999</b>
		-----	-----

For the year ended 31 March 2013 the charity was entitled to exemption from audit under section 477 Companies Act 2006 and no notice has been deposited under section 476. The management committee acknowledge their responsibility for ensuring that the charity keeps accounting records which comply with section 386 of the Act and preparing accounts which give a true and fair view of the state of affairs of the charity as at the year end and of its deficit for the year in accordance with the requirements of sections 393 and 394 and which otherwise comply with the requirements of the Companies Act 2006, so far as applicable to the charity.

The accounts have been prepared in accordance with the provisions of the Companies Act 2006 applicable to charities subject to the small companies regime and were approved by the management committee on 2013 and signed on their behalf.

Mark Taylor  
Chairman

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012**

**NOTES TO THE ACCOUNTS**

1 ACCOUNTING POLICIES

(a) BASIS OF PREPARATION OF ACCOUNTS

The accounts have been prepared under the historical cost convention and include the results of the charity's operations, which are described in the Report of the Management Committee and all of which are continuing. They have been prepared in accordance with the provisions of the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities', issued in March 2005, accounting standards and the Companies Act 2006.

(b) INCOMING RESOURCES

Incoming resources are recognised in the period in which the charity is entitled to the receipt, and the amount can be measured with reasonable certainty. Income is only deferred when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is to be expended in a future period.

(c) RESOURCES EXPENDED

Includes all expenditure incurred by the charity other than that which has been capitalised.

(d) OPERATING LEASES

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor, are charged against income as incurred.

(e) PENSIONS

The charity operates a defined contribution pension scheme. The pension charge represents the amounts payable by the charity to the fund in respect of the year.

(f) COMPUTER EQUIPMENT

Expenditure on computer equipment is written off in the year in which it is incurred. The trustees are of the opinion that such expenditure has no commercial resale value and that, in view of this and the nature of the organisation, such costs should not be capitalised.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**NOTES TO THE ACCOUNTS**

(g) CASH FLOW STATEMENTS

The charity, being a small company of small size within the meaning of the Companies Act 2006, has used the exemption provided by Financial Reporting Standard No. 1 under which they are not required to include a cash flow statement as part of their accounts.

2	INVESTMENT INCOME	2013 £	2012 £
	Interest received from bank accounts	36	39
		-----	-----

3	GRANTS	2013			2012
		Unrestricted	Restricted	Total	Total
		Funds	Funds	Funds	Funds
		£	£	£	£
	Cambridgeshire County Council	29,100	0	29,100	75,700
	South Cambridgeshire District Council	0	0	0	1,600
		-----	-----	-----	-----
		29,100	0	29,100	77,300
		-----	-----	-----	-----

4 STAFF COSTS

No remuneration was paid to any of the management committee in the year. Expenses totalling £76 (2012 - £76) were reimbursed to them.

The staff costs were:	2013 £	2012 £
Wages and salaries	30,272	60,567
Social security costs	2,567	5,549
Other pension costs	5,597	910
	-----	-----
	38,436	67,026
	-----	-----

The average weekly number of staff employed by the charity during the year was 3 (2011 - 4)

No member of staff received emoluments of more than £60,000 in the year.

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

NOTES TO THE ACCOUNTS

5	TOTAL RESOURCES EXPENDED	Charitable activities	2013 Governance costs	Total resources expended	2012 Total resources expended
		£	£	£	£
	Accountancy	0	380	380	481
	Advertising	2,455	0	2,455	0
	Events	0	0	0	424
	Equipment hire and maintenance	3,356	0	3,356	3,097
	Insurance	1,369	0	1,369	1,021
	Miscellaneous charges	0	0	0	47
	Office and general costs	0	0	0	123
	Payroll administration fees	251	0	251	335
	Payroll costs (note 4)	38,436	0	38,436	67,026
	Photocopying	0	0	0	466
	Postage	349	0	349	258
	Premises costs	2,240	0	2,240	3,995
	Publicity	0	0	0	257
	Recharged payroll costs	7,500	0	7,500	7,329
	Staff recruitment, training and travel	683	0	683	1,716
	Stationery	568	0	568	466
	Subscriptions	288	0	288	178
	Telephone, fax and internet	1,913	0	1,913	3,191
	Trustees expenses	0	0	0	76
	Volunteers expenses	0	0	0	372
	Website	1,332	0	1,332	0
		----- 60,740	----- 380	----- 61,120	----- 90,858

6	DEBTORS: Due within one year	2013 £	2012 £
	Grants receivable	0	16,696
	Loan to Cambridge Online	8,000	0
	Prepayments	1,434	1,069
		----- 9,434	----- 17,765

Loan to Cambridge Online

£1,000 of this loan had been repaid by the date that these accounts were signed, and a plan has been agreed to repay by the balance of the loan by 31 December 2014 at the latest.

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013**

**NOTES TO THE ACCOUNTS**

7	CREDITORS: Due within one year	2013	2012
		£	£
	Trade creditors	380	235
	Accruals	0	481
	Payments on account	0	22,050
		-----	-----
		380	22,766
		-----	-----

**8 LIABILITY OF THE MEMBERS**

The charity is limited by guarantee. In the event of the charity being wound up, the liability of the members is limited to £1.