

## **Trustees Annual Report for the period 1<sup>st</sup> January 2021 to 31<sup>st</sup> December 2021**



### **Durham Area Disability Leisure Group (DADLG)**

**Charity Registration Number: 1049610**

#### **Objectives and Activities:**

The Charity's objects are:

The relief of persons with disabilities and in particular those who are children, resident in Durham and surrounding areas by the provision of facilities, for recreation or other leisure time occupations with the objects of improving their conditions of life and social welfare.

With respect to the children, no age barriers are drawn, except for that which is specified in any funding streams secured in order to fulfil the Charity's objects. In relation to the purposes carried out for the public benefit; activities, projects and services are provided to family units including parents and carers, siblings, and other family members as appropriate at the discretion of the Charity's trustees.

Relief is determined as those activities, events and projects which bring relief to the disabled person(s) and improve the general health and wellbeing and resilience of the family unit as a whole.

In fulfilling the Charity's objects through its services, Durham Area Disability Leisure Group's trustees have regard for the Charity Commission's advice and guidance, particularly in respect of the management of its funds.

#### **Optional additional information (only relevant sections selected)**

Volunteers, including trustees and activity volunteers make a huge contribution to fulfilling its objects, by supporting activities and events in person and by providing additional skills and expertise.

#### **Achievements and Performance**

As a family orientated organisation catering for children and young people with disabilities, their siblings and parents and carers, we aim to make a difference by offering families the opportunity to choose activities that they would like to try during evenings, weekends and in holiday periods covering as many interests as possible. We give young people a voice by creating opportunities for them to say what they

would like to do, what they have enjoyed and what we could do to improve. Children and young people tell us they enjoy being part of the group and that they look forward to seeing familiar faces at activities. We are helping them to develop resilience and experience emotional well-being through a sense of belonging.

During 2021 we continued to provide a virtual service with online activities and events including our book club and youth club. We also stayed connected with families through the door-to-door activity bag delivery service. This continued from January to August and from September 2021 we began to re-introduce face-to-face activities. We followed Government guidelines, local advice, and specific venue rules. Most venues gave instructions not to attend if anyone in a household was self-isolating and all operated restricted numbers and online pre-booking. We provided families with guidance to support both them and venues to stay safe. With many families still testing positive for COVID, there were many occasions when attendance did not match with places booked making activity management trickier than usual. Venues also raised their entry prices, and some were no longer offering group discounts, to recoup some of their losses during periods of closure. With funding achieved during lockdown we were able to maintain pre-pandemic contribution levels for families.

Despite the many challenges faced by everyone, our database of families continued to rise during 2021 and now stands at around 800. Some families who had not engaged for some time requested places for our virtual service and others returned when we re-started some face-to-face activities.

During Easter and Summer school holidays we took part in the DFE funded 'Fun and Food' project and were contracted to provide a service to families where one or more children have a special educational need and/or disability. The key eligibility criterion was that children and young people should be in receipt of free school meals with a proviso that if a high proportion of them met this criterion, others with SEND not in receipt of free school meals could be included. During the Easter holiday we provided a service to 199 children and 205 during the Summer holiday with some families accessing the service both times.

We anticipate that 2022 will see a return to the complete range of face-to-face activities that were provided pre-pandemic. We also plan to implement a small number of pilot projects whereby families who are hard to reach due to significant personal issues or difficulties with transport and location, will be able to continue to participate as they did during the virtual service, we provided throughout COVID-19 restrictions.

## **Financial Review**

Full end of year audited accounts are available in conjunction with this report. At the end of 2021, the Charity was in a financially stable position with no concerns regarding its ability to operate throughout 2022.

## **Additional Optional Information**

The Charity's principal sources of funds are from successful contract tendering processes and bids made to organisations providing grant funds. Funding is not secured through any type of loan system. Grant makers are listed each year in the end of year accounts.

The principal risks facing the organisation are the potential for funding streams to cease and the levels of capacity within the staff team. The addition of the Staffing Activity Co-ordinator post in 2020 increased the organisation's capacity to meet demand in 2021. In addition, sessional workers and external bodies are employed to provide and enhance the offer.

## **Structure, Governance and Management**

Type of governing document: Group Constitution

At the Annual General Meeting each year, the individual members elect from amongst themselves a Chair, an Honorary Secretary and an Honorary Treasurer, who hold office from the conclusion of the meeting.

The management committee shall have no less than 6 and no more than 13 members. All members retire from office at the AGM after they came into office but may be re-elected or re-appointed. Members of the management committee may not act as a member of the committee until minutes declaring their election or willingness to act in the trusts of the charity have been signed. The powers held by the management committee and specified in the Group Constitution, may only be exercised in the furtherance of the group's objects.

## **Additional Optional Information**

Policies and procedures adopted include those required for safeguarding purposes, financial management, health and safety and trustees' codes of conduct. A full list of policy and procedure documents is available on request.

## **The charity's organisational structure and any wider network with which the charity works.**

The Charity has a close working relationship with Durham County Council for whom it provides a funded Countywide Family Short Breaks Service for families with disabled children up to the age of 25 and living within County Durham postcode areas. All other families over the age of 25, regardless of where they live and those of all ages in areas surrounding County Durham are funded separately.

Names of the charity trustees who manage the charity.	
Steven Gascoigne	Chairman
Kaye Murray	Deputy Chair
Pamela Norman	Treasurer
Ann Young	
Linda Davison	
Linda Garbutt	
Names of the staff who carry out the functions of the charity.	
Lesley Clelland	Project Manager
Colleen Kirton	Activity Co-ordinator/ Meeting Minute Taker

### Reference and Administrative details

**Charity Name:** Durham Area Disability Leisure Group

**Other name the charity uses:** DADLG

**Charity's principal address:** Unit 15, Vane Tempest Hall, Maynard's Row,  
Gilesgate, Durham, DH1 1QF

### Declarations

The trustees declare that they have approved the trustee's report above.

**Signed on behalf of the charity's trustees:**

Signature: \_\_\_\_\_  \_\_\_\_\_

**Full Name:** \_\_\_\_\_ Steven Gascoigne \_\_\_\_\_

**Position:** \_\_\_\_\_ Chairman \_\_\_\_\_

**Date:** \_\_\_\_\_ 05/03/2022 \_\_\_\_\_

## **DURHAM AREA DISABILITY LEISURE GROUP**

### **Reports and Financial Statements**

**Year ended: 31 December 2021**

#### **Contents**

Legal and administrative information	1
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Statement of financial activities	3
Balance Sheet	4
Notes to the financial statements	5-7

#### **Legal and administrative information**

Charity number:	1049610
Trustees:	L Horsley (Resigned February 2021) L Davison L Garbutt A Young
Chair:	S Gascoigne
Treasurer:	P Norman
Secretary:	C Kirton
Deputy Chair:	K Murray
Address:	Vane Tempest Hall Maynards Row Gilesgate Durham DH1 1QF
Independent Examiner:	Neil Mullen FCA FCCA Mullen Stoker Ltd Mullen Stoker House Mandale Business Park Belmont Industrial Estate Durham DH1 1TH

**DURHAM AREA DISABILITY LEISURE GROUP**

**Year ended: 31 December 2021**

**Independent Examiner's Report to the Trustees of Durham Area Disability Leisure Group**

I report to the Charity trustees on my examination of the accounts of the Charity (number 1049610) for the year ended 31 December 2021 which are set out on pages 3 to 7.

**Responsibilities and basis of report**

As the Charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the Charities Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Neil Mullen FCA FCCA  
Mullen Stoker Ltd Chartered Accountants  
Mullen Stoker House  
Mandale Busines Park  
Belmont Industrial Estate  
Durham  
DH1 1TH

Date 5 March 2022

**DURHAM AREA DISABILITY LEISURE GROUP**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOME</b>					
Donations, legacies and other similar receipts:					
Other Donations	3	445	8,736	9,181	12,191
Durham County Council		70,050	5,350	75,400	44,999
Greggs Foundation		0	0	0	22,000
COVID		0	0	0	16,655
Temperance		2,000	0	2,000	0
Operating activities to generate funds					
Project Income/Member Contributions		5,848	0	5,848	2,580
Ticket Sales and Subscriptions		585	0	585	1,372
Interest Received		4	0	4	22
<b>Total</b>		<b>78,932</b>	<b>14,086</b>	<b>93,018</b>	<b>99,819</b>
<b>EXPENDITURE</b>					
Charitable Activities	4	30,635	4,552	35,187	25,212
Support Costs	4	35,040	2,386	37,426	22,159
Management and Administration	4	8,602	0	8,602	12,315
<b>Total</b>		<b>74,277</b>	<b>6,938</b>	<b>81,215</b>	<b>59,686</b>
Net incoming resources/(resources expended) before transfer		4,655	7,148	11,803	40,133
Transfers between funds		8,636	(8,636)	0	0
<b>Net incoming resources/(resources expended)</b>		<b>13,291</b>	<b>(1,488)</b>	<b>11,803</b>	<b>40,133</b>
Realised gains on investments assets		0	0	0	0
Unrealised gains on investments assets		0	0	0	0
<b>Net movement in funds</b>		<b>13,291</b>	<b>(1,488)</b>	<b>11,803</b>	<b>40,133</b>
Fund balances brought forward at 1 January 2021		102,163	2,867	105,030	64,897
Fund balances carried forward at 31 December 2021		<b>115,454</b>	<b>1,379</b>	<b>116,833</b>	<b>105,030</b>


All of the above results are derived from continuing activities. All gains and losses recognised in the year are included above.

**DURHAM AREA DISABILITY LEISURE GROUP  
STATEMENT OF ASSETS AND LIABILITIES  
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Petty Cash	Current Account	Community Account	Savings Account	Total Funds 2021	Total Funds 2020
	£	£	£	£	£	£
Bank and Cash	6	14,621	62,201	40,005	116,833	105,030

	Total Funds 2021	Total Funds 2020
Funds	£	£
<b>Unrestricted funds</b>		
General fund	115,454	102,163
<b>Restricted funds</b>		
Youth Club	979	979
Durham Sport	400	1,888
	<u>116,833</u>	<u>105,030</u>

The financial statements on pages 3 to 7 were approved by the Committee and authorised for issue by the trustees on 5 March 2022 and signed on their behalf by:

  
S Gascoigne  
Chair



**DURHAM AREA DISABILITY LEISURE GROUP**

**Notes to the Financial Statements for the year ended 31 December 2021**

**1 Accounting policies**

**(a) Basis of preparation and going concern**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

These financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £1.

The Charity constitutes a Public Benefit Entity as defined by FRS 102.

The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

**(b) Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for a particular purpose. The cost of raising and administering such funds are charged against the specific fund.

**(c) Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

No amounts are included in the financial statements for services donated by volunteers.

**(d) Grant income**

Grant and contributions received for current year expenditure are recognised in full in the Statement of Financial Activities in the period in which they are received.

**DURHAM AREA DISABILITY LEISURE GROUP****Notes to the Financial Statements for the year ended 31 December 2021****(e) Resources expended**

All expenditure is accounted for on a cash basis and has been classified under headings that aggregate all costs related to the category.

**(f) Defined contribution pension scheme**

Existing employees of the Charity were entitled to join Smart Pension which is funded by contributions from the employee and employer. New and existing employees were automatically enrolled into the master trust with the option to opt out should they choose to do so.

**2 Related party transactions and trustees' expenses and remuneration.**

The trustees give freely their time and expertise without any form of remuneration or other benefit in cash or kind (2020: £nil). Expenses, in respect of travel paid to a trustee in the year totalled £nil (2020: £681).

**3 Other donations**

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
CDCF	0	0	0	3,760
L Garbutt Syd Memory	0	0	0	200
JM Mason Syd Memory	0	0	0	30
Engel UK Ltd	0	0	0	1,000
Believe Housing	0	0	0	461
Durham Sport	0	0	0	4,990
Rothley Trust	0	0	0	750
Sir Julies Thorn	0	0	0	1,000
Freemen of Durham	250	0	250	0
Rotary Club Durham	150	0	150	0
Book Club T Shirts Refund	45	0	45	0
Community Foundation	0	8,736	8,736	0
	<u>445</u>	<u>8,736</u>	<u>9,181</u>	<u>12,191</u>

**DURHAM AREA DISABILITY LEISURE GROUP**

**Notes to the Financial Statements for the year ended 31 December 2021**

**4 Resources expended**

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
	£	£	£	£
<b>Charitable activities:</b>				
Event expenses	30,606	4,531	35,137	1,518
Transport expenses	4	0	4	814
Equipment	25	21	46	4,814
COVID activities	0	0	0	18,066
	<u>30,635</u>	<u>4,552</u>	<u>35,187</u>	<u>25,212</u>
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
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<b>Support costs:</b>				
Wages	29,448	0	29,448	20,597
Staff and volunteer expenses	5,592	2,386	7,978	256
COVID travel expenses	0	0	0	1,306
	<u>35,040</u>	<u>2,386</u>	<u>37,426</u>	<u>22,159</u>
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
	£	£	£	£
<b>Management and administration:</b>				
Rent and room hire	2,400	0	2,400	6,873
Accountancy	1,498	0	1,498	1,215
Coaching fees	320	0	320	206
Telephone, stationary, postage etc	1,662	0	1,662	1,944
Insurance	2,086	0	2,086	1,767
Sundry	636	0	636	310
	<u>8,602</u>	<u>0</u>	<u>8,602</u>	<u>12,315</u>

## **DURHAM AREA DISABILITY LEISURE GROUP**

### **Reports and Financial Statements**

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**Year ended: 31 December 2021**

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**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 DECEMBER 2021**

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	Notes				
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Durham Sport	0	0	0	4,990
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Sir Julies Thorn	0	0	0	1,000
Freemen of Durham	250	0	250	0
Rotary Club Durham	150	0	150	0
Book Club T Shirts Refund	45	0	45	0
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**DURHAM AREA DISABILITY LEISURE GROUP**

**Notes to the Financial Statements for the year ended 31 December 2021**

**4 Resources expended**

	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
	£	£	£	£
<b>Charitable activities:</b>				
Event expenses	30,606	4,531	35,137	1,518
Transport expenses	4	0	4	814
Equipment	25	21	46	4,814
COVID activities	0	0	0	18,066
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	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
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<b>Support costs:</b>				
Wages	29,448	0	29,448	20,597
Staff and volunteer expenses	5,592	2,386	7,978	256
COVID travel expenses	0	0	0	1,306
	<u>35,040</u>	<u>2,386</u>	<u>37,426</u>	<u>22,159</u>
	Unrestricted	Restricted	Total Funds	Total Funds
	Funds	Funds	2021	2020
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<b>Management and administration:</b>				
Rent and room hire	2,400	0	2,400	6,873
Accountancy	1,498	0	1,498	1,215
Coaching fees	320	0	320	206
Telephone, stationary, postage etc	1,662	0	1,662	1,944
Insurance	2,086	0	2,086	1,767
Sundry	636	0	636	310
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