

## **ANNUAL REPORT FOR BLYTH VALLEY DISABLED FORUM**

The last year has been especially challenging for everyone because of the Pandemic. As a result of this we have been unable to hold our usual Annual General Meeting.

Our care staff have continued to work tirelessly throughout the pandemic ensuring that our vulnerable clients have received the care that they require during their own periods of shielding and isolation.

Our normal groups for Adults and young People with Learning Difficulties and other Disabilities have been unable to take place because of the restrictions imposed by lockdowns and social distancing.

Most of this group of clients have underlying health issues and we have been unable to carry out our normal activities safely. We were unable to open during lockdowns and in between times we tried to work out the best possible way to continue but due to limitations with group sizes (imposed by Government Guidelines) and being unable to meet in outside groups while adhering to government guidelines our activities were placed on hold.

We are very pleased to say that we are now in a position to re-open those groups and our activities are gradually returning to normal.

During the lockdown restrictions Trustee and Director's meetings continued on a weekly basis via TEAMS until we were able to safely meet when lockdown restrictions were relaxed.

We have taken delivery of a new bus with grateful thanks to a large donation from Lowes. We matched this funding in order to provide our clients with a much more reliable form of transport.

We look forward to expanding our voluntary groups and offering more variety of activities than we have been able to in the past.

Our local Bede Academy have been particularly helpful in allowing us the use of their Bistro which provides more space and the ability to allow our group users to explore new possibilities.

My thanks go to all of the Directors, Management Team and staff for their help and support during an unprecedented period of time.

David Hopper  
Chairman

Charity Registration No. 1076926

Company Registration No. 03336710 (England and Wales)

**BLYTH VALLEY DISABLED FORUM LTD**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# BLYTH VALLEY DISABLED FORUM LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J L Clough Mr S Crawford Mr D T Hopper
<b>Charity number</b>	1076926
<b>Company number</b>	03336710
<b>Principal address</b>	20 Stanley Street Blyth Northumberland NE24 2BU
<b>Registered office</b>	20 Stanley Street Blyth Northumberland NE24 2BU
<b>Auditor</b>	Azets Audit Services 32 Brenkley Way Blezard Business Park Seaton Burn Newcastle upon Tyne NE13 6DS

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# BLYTH VALLEY DISABLED FORUM LTD

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# **BLYTH VALLEY DISABLED FORUM LTD**

## **TRUSTEE REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The trust's objects are the promotion and welfare of the disabled in their homes and the community. The policies adopted in furtherance of these objects are:-

- providing a means of consultation among interested parties.
- collecting and dis-seminating information.
- focusing attention on the needs of the disabled.
- supplementing statutory services for the disabled and developing voluntary services where the need is indicated.

We refer to Charity Commission guidance on Public Benefit when reviewing our aims and objectives and ensure that future plans remain focused on their achievement. Funding limits our activities, but no beneficiaries appropriate to our aims are excluded. Equal access to our services is important to us and we promote local understanding of our work.

There has been no change in these aims and objectives during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

#### **Achievements and performance**

Despite the continued financial restraints, we achieved an increase in the hours of care services provided during the year. We now have employee and client representation on our committees. We continue to set ourselves a high standard of care provision and received a 'good' report across all areas following an audit by the CQC.

#### **Financial review**

Free reserves are those funds not tied up in fixed assets or designated/restricted funds. The trustees forecast the level of reserves required to sustain operations, should income generating activities be curtailed. Free reserves have increased slightly from £690,405 to £734,581 during the year, which equates to approximately 3.8 months of reserves, compared 4.1 months last year. Whilst the current level of reserves may prove sufficient, it is the view of the trustees that it would be prudent to ensure that there are sufficient reserves to provide financial flexibility over the course of the forthcoming challenges faced by the trust.

The Trustees are pleased to report that following the tender process with Northumberland County Council, the trust was awarded Preferred Provider status in Blyth and Tier 2 status for Cramlington and Bedlington. This came into effect from 1st April 2019 and continues to date to the benefit of disabled clients in these areas.

The trustees continue to investigate other new avenues of funding in order to maintain a satisfactory financial position. Our assets remain adequate and available to meet our aims and obligations.

The unprecedented effects of the Covid 19 pandemic has made this a difficult year. However, the trust has been able to maintain its care services to clients throughout the year. Although this has not significantly impacted on income, costs have increased especially in the provision of personal protective equipment for staff and clients. These costs have been absorbed by the trust, as the safety and wellbeing of both staff and clients remains a top priority of the trustees.

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

# BLYTH VALLEY DISABLED FORUM LTD

## TRUSTEE REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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The trust has introduced a new software system across all its service; Quikplan has been acquired in order to better manage and organise staff and client care time, which together with the introduction of staff smart phones, has also increased safety and security for both.

### Structure, governance and management

The trust is a company limited by guarantee, all directors of the company are also trustees of the charity.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J L Clough

Mr S Crawford

Mr D T Hopper

The Trustees seek to ensure that the users needs are reflected through the diversity of the Board. To enhance the potential pool of Trustees, selected individuals who may wish to become Trustees are approached as necessary. Trustees are reappointed annually.

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.

New trustees are actively encouraged by the existing Trustees to acquire any specialist skills required. New Trustees are briefed on their legal obligations under company and charity law, our Memorandum and articles of Association, the committee and the decision making process, future plans and recent performance. They are encouraged to attend appropriate training, and made aware of Charity Commission publications.

### Auditor

In accordance with the company's articles, a resolution proposing that Azets Audit Services be reappointed as auditor of the company will be put at a General Meeting.

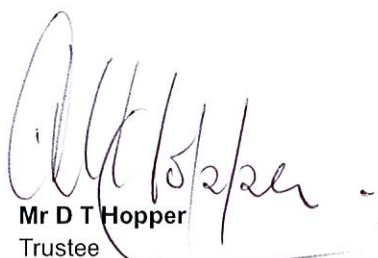
The Trustee report was approved by the Board of Trustees.



**Mr S Crawford**

Trustee

Dated: 30 July 2021



**Mr D T Hopper**

Trustee

Dated: 30 July 2021

# **BLYTH VALLEY DISABLED FORUM LTD**

## **STATEMENT OF TRUSTEE RESPONSIBILITIES**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees, who are also the directors of Blyth Valley Disabled Forum Ltd for the purpose of company law, are responsible for preparing the Trustee Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (FRS102 SORP).

Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Opinion**

We have audited the financial statements of Blyth Valley Disabled Forum Ltd (the 'trust') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustee use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of Trustee responsibilities, the trustees, who are also the directors of the trust for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Joanne Regan FCA (Senior Statutory Auditor)**  
for and on behalf of Azets Audit Services

30 July 2021

**Chartered Accountants**  
**Statutory Auditor**

32 Brenkley Way  
Blezard Business Park  
Seaton Burn  
Newcastle upon Tyne  
NE13 6DS

# BLYTH VALLEY DISABLED FORUM LTD

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD

Azets Audit Services is eligible for appointment as auditor of the trust by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# BLYTH VALLEY DISABLED FORUM LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b>Income and endowments from:</b>							
Grants, donations and contracting income	3	2,116	2,604,792	2,606,908	33,819	2,155,798	2,189,617
Investments	4	133	-	133	330	-	330
Other income	5	1,699	-	1,699	-	-	-
<b>Total income</b>		<b>3,948</b>	<b>2,604,792</b>	<b>2,608,740</b>	<b>34,149</b>	<b>2,155,798</b>	<b>2,189,947</b>
<b>Expenditure on:</b>							
Charitable activities	6	21,801	2,266,856	2,288,657	30,376	2,003,760	2,034,136
Net gains/(losses) on investments	9	74,220	-	74,220	(23,966)	-	(23,966)
<b>Net movement in funds</b>		<b>56,367</b>	<b>337,936</b>	<b>394,303</b>	<b>(20,193)</b>	<b>152,038</b>	<b>131,845</b>
Fund balances at 1 April 2020		796,743	268,734	1,065,477	816,936	116,696	933,632
<b>Fund balances at 31 March 2021</b>		<b>853,110</b>	<b>606,670</b>	<b>1,459,780</b>	<b>796,743</b>	<b>268,734</b>	<b>1,065,477</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BLYTH VALLEY DISABLED FORUM LTD

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		118,279		106,868
<b>Current assets</b>					
Debtors	12	87,714		80,357	
Investments	13	739,993		643,289	
Cash at bank and in hand		632,484		341,348	
		<u>1,460,191</u>		<u>1,064,994</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(118,690)</u>		<u>(106,385)</u>	
Net current assets			1,341,501		958,609
<b>Total assets less current liabilities</b>			<u>1,459,780</u>		<u>1,065,477</u>
<b>Income funds</b>					
Restricted funds	15	606,670		268,734	
Unrestricted funds		853,110		796,743	
		<u>1,459,780</u>		<u>1,065,477</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

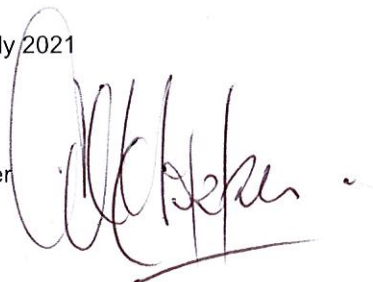
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 July 2021

Mr S Crawford  
Trustee



Mr D T Hopper  
Trustee



Company Registration No. 03336710

# BLYTH VALLEY DISABLED FORUM LTD

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	19	339,587	277,908
<b>Investing activities</b>			
Purchase of tangible fixed assets		(28,700)	(15,358)
Proceeds on disposal of tangible fixed assets		2,600	-
Purchase of investments		(24,500)	-
Proceeds on disposal of investments		2,016	5,948
Investment income received		133	330
<b>Net cash used in investing activities</b>		(48,451)	(9,080)
<b>Net cash used in financing activities</b>		-	-
<b>Net increase in cash and cash equivalents</b>		291,136	268,828
Cash and cash equivalents at beginning of year		341,348	72,520
<b>Cash and cash equivalents at end of year</b>		632,484	341,348

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Charity information

Blyth Valley Disabled Forum Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 20 Stanley Street, Blyth, Northumberland, NE24 2BU.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The trust is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared on the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the trust.

#### 1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Buildings	2% straight Line
Plant and machinery	33.3% Reducing Balance
Motor vehicles	25% Reducing Balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the trust's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the trust's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Grants, donations and contracting income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Grants, donations and contracting income	2,116	2,604,792	2,606,908	33,819	2,155,798	2,189,617

During the year the charity received £72,014 re Covid support grants included in restricted funds.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	133	330

### 5 Other income

	Unrestricted funds	Total
	2021	2020
	£	£
Net gain on disposal of tangible fixed assets	1,699	-

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	2021 £	2020 £
Staff costs	2,056,471	1,833,659
Depreciation and impairment	16,389	12,334
Travel and motor expenses	5,664	13,503
Light, heat & rates	8,164	7,508
Repairs and computer costs	24,339	20,380
Postage, stationery & phone costs	50,468	37,927
Legal & professional fees	10,247	9,803
Insurance	10,003	10,238
Sundry expenses	55,420	43,100
Training costs	4,078	1,767
Equipment leasing	28,706	26,743
Advertising	10,165	7,670
Bank charges	1,463	2,664
	<u>2,281,577</u>	<u>2,027,296</u>
Share of governance costs (audit fees)	7,080	6,840
	<u>2,288,657</u>	<u>2,034,136</u>
<b>Analysis by fund</b>		
Unrestricted funds	21,801	30,376
Restricted funds	2,266,856	2,003,760
	<u>2,288,657</u>	<u>2,034,136</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Carers & Drivers	102	96
Administrative staff	12	13
Total	<u>114</u>	<u>109</u>

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Employees (Continued)

Employment costs	2021 £	2020 £
Wages and salaries	1,891,964	1,694,484
Social security costs	130,530	109,614
Other pension costs	33,977	29,561
	<u>2,056,471</u>	<u>1,833,659</u>

There were no employees whose annual remuneration was £60,000 or more.

### 9 Net gains/(losses) on investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Revaluation of investments	72,204	(42,064)
Gain/(loss) on sale of investments	2,016	18,098
	<u>74,220</u>	<u>(23,966)</u>

### 10 Tangible fixed assets

	Buildings £	Plant and machinery £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2020	129,704	207,203	33,241	370,148
Additions	-	806	27,894	28,700
Disposals	-	-	(12,000)	(12,000)
At 31 March 2021	<u>129,704</u>	<u>208,009</u>	<u>49,135</u>	<u>386,848</u>
<b>Depreciation and impairment</b>				
At 1 April 2020	45,722	194,474	23,083	263,279
Depreciation charged in the year	2,594	4,507	9,288	16,389
Eliminated in respect of disposals	-	-	(11,099)	(11,099)
At 31 March 2021	<u>48,316</u>	<u>198,981</u>	<u>21,272</u>	<u>268,569</u>
<b>Carrying amount</b>				
At 31 March 2021	<u>81,388</u>	<u>9,028</u>	<u>27,863</u>	<u>118,279</u>
At 31 March 2020	<u>83,982</u>	<u>12,728</u>	<u>10,158</u>	<u>106,868</u>

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

<b>11 Financial instruments</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Carrying amount of financial assets</b>		
Instruments measured at fair value through profit or loss	739,993	643,289
<b>12 Debtors</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	55,063	63,276
Prepayments and accrued income	32,651	17,081
	87,714	80,357
<b>13 Current asset investments</b>	<b>2021</b>	<b>2020</b>
	£	£
Listed investments	739,993	643,289
<b>14 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	£	£
Other taxation and social security	22,808	21,401
Trade creditors	23,401	24,918
Other creditors	656	299
Accruals and deferred income	71,825	59,767
	118,690	106,385

### 15 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			Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended 31 March 2021	Balance at 31 March 2021
	£	£	£	£	£	£	£
Restricted funds re promotion and welfare for disabled	116,696	2,155,798	(2,003,760)	268,734	2,604,792	(2,266,856)	606,670

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	Unrestrict 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	118,279	-	118,279	106,868	-	106,868
Current assets/(liabilities)	734,581	605,615	1,341,501	690,405	268,204	958,609
	<u>852,860</u>	<u>605,615</u>	<u>1,459,780</u>	<u>797,273</u>	<u>268,204</u>	<u>1,065,477</u>

### 17 Operating lease commitments

At the reporting end date the trust had outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Within one year	<u>53,020</u>	<u>74,890</u>

### 18 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 19 Cash generated from operations

	2021 £	2020 £
Surplus for the year	394,303	131,845
Adjustments for:		
Investment income recognised in statement of financial activities	(133)	(330)
Gain on disposal of tangible fixed assets	(1,699)	-
Gain on disposal of investments	(2,016)	(18,098)
Fair value gains and losses on investments	(72,204)	42,064
Depreciation and impairment of tangible fixed assets	16,389	12,334
Movements in working capital:		
(Increase)/decrease in debtors	(7,357)	77,008
Increase in creditors	12,304	33,085
<b>Cash generated from operations</b>	<u>339,587</u>	<u>277,908</u>

### 20 Analysis of changes in net funds

The trust had no debt during the year.



Charity Registration No. 1076926

Company Registration No. 03336710 (England and Wales)

**BLYTH VALLEY DISABLED FORUM LTD**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# BLYTH VALLEY DISABLED FORUM LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J L Clough Mr S Crawford Mr D T Hopper
<b>Charity number</b>	1076926
<b>Company number</b>	03336710
<b>Principal address</b>	20 Stanley Street Blyth Northumberland NE24 2BU
<b>Registered office</b>	20 Stanley Street Blyth Northumberland NE24 2BU
<b>Auditor</b>	Azets Audit Services 32 Brenkley Way Blezard Business Park Seaton Burn Newcastle upon Tyne NE13 6DS

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# BLYTH VALLEY DISABLED FORUM LTD

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Notes to the financial statements	11 - 18

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# **BLYTH VALLEY DISABLED FORUM LTD**

## **TRUSTEE REPORT (INCLUDING DIRECTORS' REPORT)**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees present their report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The trust's objects are the promotion and welfare of the disabled in their homes and the community. The policies adopted in furtherance of these objects are:-

- providing a means of consultation among interested parties.
- collecting and dis-seminating information.
- focusing attention on the needs of the disabled.
- supplementing statutory services for the disabled and developing voluntary services where the need is indicated.

We refer to Charity Commission guidance on Public Benefit when reviewing our aims and objectives and ensure that future plans remain focused on their achievement. Funding limits our activities, but no beneficiaries appropriate to our aims are excluded. Equal access to our services is important to us and we promote local understanding of our work.

There has been no change in these aims and objectives during the year.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the trust should undertake.

#### **Achievements and performance**

Despite the continued financial restraints, we achieved an increase in the hours of care services provided during the year. We now have employee and client representation on our committees. We continue to set ourselves a high standard of care provision and received a 'good' report across all areas following an audit by the CQC.

#### **Financial review**

Free reserves are those funds not tied up in fixed assets or designated/restricted funds. The trustees forecast the level of reserves required to sustain operations, should income generating activities be curtailed. Free reserves have increased slightly from £690,405 to £734,581 during the year, which equates to approximately 3.8 months of reserves, compared 4.1 months last year. Whilst the current level of reserves may prove sufficient, it is the view of the trustees that it would be prudent to ensure that there are sufficient reserves to provide financial flexibility over the course of the forthcoming challenges faced by the trust.

The Trustees are pleased to report that following the tender process with Northumberland County Council, the trust was awarded Preferred Provider status in Blyth and Tier 2 status for Cramlington and Bedlington. This came into effect from 1st April 2019 and continues to date to the benefit of disabled clients in these areas.

The trustees continue to investigate other new avenues of funding in order to maintain a satisfactory financial position. Our assets remain adequate and available to meet our aims and obligations.

The unprecedented effects of the Covid 19 pandemic has made this a difficult year. However, the trust has been able to maintain its care services to clients throughout the year. Although this has not significantly impacted on income, costs have increased especially in the provision of personal protective equipment for staff and clients. These costs have been absorbed by the trust, as the safety and wellbeing of both staff and clients remains a top priority of the trustees.

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

# BLYTH VALLEY DISABLED FORUM LTD

## TRUSTEE REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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The trust has introduced a new software system across all its service; Quikplan has been acquired in order to better manage and organise staff and client care time, which together with the introduction of staff smart phones, has also increased safety and security for both.

### Structure, governance and management

The trust is a company limited by guarantee, all directors of the company are also trustees of the charity.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J L Clough

Mr S Crawford

Mr D T Hopper

The Trustees seek to ensure that the users needs are reflected through the diversity of the Board. To enhance the potential pool of Trustees, selected individuals who may wish to become Trustees are approached as necessary. Trustees are reappointed annually.

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.

New trustees are actively encouraged by the existing Trustees to acquire any specialist skills required. New Trustees are briefed on their legal obligations under company and charity law, our Memorandum and articles of Association, the committee and the decision making process, future plans and recent performance. They are encouraged to attend appropriate training, and made aware of Charity Commission publications.

### Auditor

In accordance with the company's articles, a resolution proposing that Azets Audit Services be reappointed as auditor of the company will be put at a General Meeting.

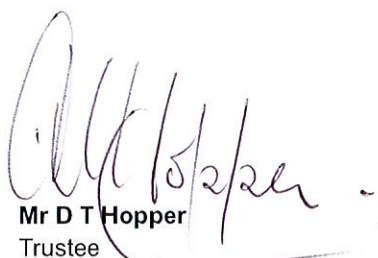
The Trustee report was approved by the Board of Trustees.



**Mr S Crawford**

Trustee

Dated: 30 July 2021



**Mr D T Hopper**

Trustee

Dated: 30 July 2021

# **BLYTH VALLEY DISABLED FORUM LTD**

## **STATEMENT OF TRUSTEE RESPONSIBILITIES**

### **FOR THE YEAR ENDED 31 MARCH 2021**

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The trustees, who are also the directors of Blyth Valley Disabled Forum Ltd for the purpose of company law, are responsible for preparing the Trustee Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (FRS102 SORP).

Company Law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the trust and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the trust will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the trust and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Opinion**

We have audited the financial statements of Blyth Valley Disabled Forum Ltd (the 'trust') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustee use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the trust's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of Trustee responsibilities, the trustees, who are also the directors of the trust for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the trustees are responsible for assessing the trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

#### **Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

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#### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

#### **Use of our report**

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Joanne Regan FCA (Senior Statutory Auditor)**  
for and on behalf of Azets Audit Services

30 July 2021

**Chartered Accountants**  
**Statutory Auditor**

32 Brenkley Way  
Blezard Business Park  
Seaton Burn  
Newcastle upon Tyne  
NE13 6DS

# **BLYTH VALLEY DISABLED FORUM LTD**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF BLYTH VALLEY DISABLED FORUM LTD**

Azets Audit Services is eligible for appointment as auditor of the trust by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# BLYTH VALLEY DISABLED FORUM LTD

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes						
<b>Income and endowments from:</b>							
Grants, donations and contracting income	3	2,116	2,604,792	2,606,908	33,819	2,155,798	2,189,617
Investments	4	133	-	133	330	-	330
Other income	5	1,699	-	1,699	-	-	-
<b>Total income</b>		<b>3,948</b>	<b>2,604,792</b>	<b>2,608,740</b>	<b>34,149</b>	<b>2,155,798</b>	<b>2,189,947</b>
<b>Expenditure on:</b>							
Charitable activities	6	21,801	2,266,856	2,288,657	30,376	2,003,760	2,034,136
Net gains/(losses) on investments	9	74,220	-	74,220	(23,966)	-	(23,966)
<b>Net movement in funds</b>		<b>56,367</b>	<b>337,936</b>	<b>394,303</b>	<b>(20,193)</b>	<b>152,038</b>	<b>131,845</b>
Fund balances at 1 April 2020		796,743	268,734	1,065,477	816,936	116,696	933,632
<b>Fund balances at 31 March 2021</b>		<b>853,110</b>	<b>606,670</b>	<b>1,459,780</b>	<b>796,743</b>	<b>268,734</b>	<b>1,065,477</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# BLYTH VALLEY DISABLED FORUM LTD

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	10		118,279		106,868
<b>Current assets</b>					
Debtors	12	87,714		80,357	
Investments	13	739,993		643,289	
Cash at bank and in hand		632,484		341,348	
		<u>1,460,191</u>		<u>1,064,994</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(118,690)</u>		<u>(106,385)</u>	
Net current assets			1,341,501		958,609
<b>Total assets less current liabilities</b>			<u>1,459,780</u>		<u>1,065,477</u>
<b>Income funds</b>					
Restricted funds	15	606,670		268,734	
Unrestricted funds		853,110		796,743	
		<u>1,459,780</u>		<u>1,065,477</u>	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

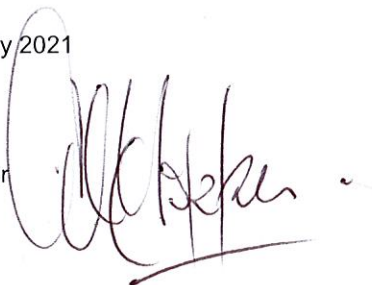
These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 30 July 2021

Mr S Crawford  
Trustee



Mr D T Hopper  
Trustee



Company Registration No. 03336710

# BLYTH VALLEY DISABLED FORUM LTD

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Cash generated from operations	19	339,587	277,908
<b>Investing activities</b>			
Purchase of tangible fixed assets		(28,700)	(15,358)
Proceeds on disposal of tangible fixed assets		2,600	-
Purchase of investments		(24,500)	-
Proceeds on disposal of investments		2,016	5,948
Investment income received		133	330
<b>Net cash used in investing activities</b>		(48,451)	(9,080)
<b>Net cash used in financing activities</b>		-	-
<b>Net increase in cash and cash equivalents</b>		291,136	268,828
Cash and cash equivalents at beginning of year		341,348	72,520
<b>Cash and cash equivalents at end of year</b>		632,484	341,348

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

#### Charity information

Blyth Valley Disabled Forum Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 20 Stanley Street, Blyth, Northumberland, NE24 2BU.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the trust's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The trust is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared on the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the trust has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the trust.

#### 1.4 Income

Income is recognised when the trust is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the trust has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the trust has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefit will be required in settlement and the amount of the obligation can be measured reliably.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following bases:

Buildings	2% straight Line
Plant and machinery	33.3% Reducing Balance
Motor vehicles	25% Reducing Balance

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the trust reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The trust has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the trust's balance sheet when the trust becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the trust's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the trust is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the trust's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Grants, donations and contracting income

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Grants, donations and contracting income	2,116	2,604,792	2,606,908	33,819	2,155,798	2,189,617

During the year the charity received £72,014 re Covid support grants included in restricted funds.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 4 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	133	330

### 5 Other income

	Unrestricted funds	Total
	2021	2020
	£	£
Net gain on disposal of tangible fixed assets	1,699	-

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 6 Charitable activities

	2021 £	2020 £
Staff costs	2,056,471	1,833,659
Depreciation and impairment	16,389	12,334
Travel and motor expenses	5,664	13,503
Light, heat & rates	8,164	7,508
Repairs and computer costs	24,339	20,380
Postage, stationery & phone costs	50,468	37,927
Legal & professional fees	10,247	9,803
Insurance	10,003	10,238
Sundry expenses	55,420	43,100
Training costs	4,078	1,767
Equipment leasing	28,706	26,743
Advertising	10,165	7,670
Bank charges	1,463	2,664
	<u>2,281,577</u>	<u>2,027,296</u>
Share of governance costs (audit fees)	7,080	6,840
	<u>2,288,657</u>	<u>2,034,136</u>
<b>Analysis by fund</b>		
Unrestricted funds	21,801	30,376
Restricted funds	2,266,856	2,003,760
	<u>2,288,657</u>	<u>2,034,136</u>

### 7 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

### 8 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Carers & Drivers	102	96
Administrative staff	12	13
Total	<u>114</u>	<u>109</u>

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Employees (Continued)

Employment costs	2021 £	2020 £
Wages and salaries	1,891,964	1,694,484
Social security costs	130,530	109,614
Other pension costs	33,977	29,561
	<u>2,056,471</u>	<u>1,833,659</u>

There were no employees whose annual remuneration was £60,000 or more.

### 9 Net gains/(losses) on investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Revaluation of investments	72,204	(42,064)
Gain/(loss) on sale of investments	2,016	18,098
	<u>74,220</u>	<u>(23,966)</u>

### 10 Tangible fixed assets

	Buildings £	Plant and machinery £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2020	129,704	207,203	33,241	370,148
Additions	-	806	27,894	28,700
Disposals	-	-	(12,000)	(12,000)
At 31 March 2021	<u>129,704</u>	<u>208,009</u>	<u>49,135</u>	<u>386,848</u>
<b>Depreciation and impairment</b>				
At 1 April 2020	45,722	194,474	23,083	263,279
Depreciation charged in the year	2,594	4,507	9,288	16,389
Eliminated in respect of disposals	-	-	(11,099)	(11,099)
At 31 March 2021	<u>48,316</u>	<u>198,981</u>	<u>21,272</u>	<u>268,569</u>
<b>Carrying amount</b>				
At 31 March 2021	<u>81,388</u>	<u>9,028</u>	<u>27,863</u>	<u>118,279</u>
At 31 March 2020	<u>83,982</u>	<u>12,728</u>	<u>10,158</u>	<u>106,868</u>

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

<b>11 Financial instruments</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Carrying amount of financial assets</b>		
Instruments measured at fair value through profit or loss	739,993	643,289
<b>12 Debtors</b>	<b>2021</b>	<b>2020</b>
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	55,063	63,276
Prepayments and accrued income	32,651	17,081
	87,714	80,357
<b>13 Current asset investments</b>	<b>2021</b>	<b>2020</b>
	£	£
Listed investments	739,993	643,289
<b>14 Creditors: amounts falling due within one year</b>	<b>2021</b>	<b>2020</b>
	£	£
Other taxation and social security	22,808	21,401
Trade creditors	23,401	24,918
Other creditors	656	299
Accruals and deferred income	71,825	59,767
	118,690	106,385

### 15 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			Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended 31 March 2021	Balance at 31 March 2021
	£	£	£	£	£	£	£
Restricted funds re promotion and welfare for disabled	116,696	2,155,798	(2,003,760)	268,734	2,604,792	(2,266,856)	606,670

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Analysis of net assets between funds

	Unrestrict 2021 £	Restricted 2021 £	Total 2021 £	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:						
Tangible assets	118,279	-	118,279	106,868	-	106,868
Current assets/(liabilities)	734,581	605,615	1,341,501	690,405	268,204	958,609
	<u>852,860</u>	<u>605,615</u>	<u>1,459,780</u>	<u>797,273</u>	<u>268,204</u>	<u>1,065,477</u>

### 17 Operating lease commitments

At the reporting end date the trust had outstanding commitments for future minimum lease payments under non-cancellable operating leases as follows:

	2021 £	2020 £
Within one year	<u>53,020</u>	<u>74,890</u>

### 18 Related party transactions

There were no disclosable related party transactions during the year (2020 - none).

### 19 Cash generated from operations

	2021 £	2020 £
Surplus for the year	394,303	131,845
Adjustments for:		
Investment income recognised in statement of financial activities	(133)	(330)
Gain on disposal of tangible fixed assets	(1,699)	-
Gain on disposal of investments	(2,016)	(18,098)
Fair value gains and losses on investments	(72,204)	42,064
Depreciation and impairment of tangible fixed assets	16,389	12,334
Movements in working capital:		
(Increase)/decrease in debtors	(7,357)	77,008
Increase in creditors	12,304	33,085
<b>Cash generated from operations</b>	<u>339,587</u>	<u>277,908</u>

### 20 Analysis of changes in net funds

The trust had no debt during the year.

