

Blyth Valley Disabled Forum Limited

20 Stanley Street

Blyth

Northumberland

NE24 2BU

12<sup>th</sup> December 2023

BK Plus Limited

13 Windsor Terrace

Newcastle upon Tyne

NE2 4HE

Dear Sirs,

The following representations are made based on enquiries of management and staff with relevant knowledge and experience such as we consider necessary in connection with your audit of the financial statements for the period ended 31<sup>st</sup> March 2023. These enquiries have included inspection of supporting documentation where appropriate. All representations are made to the best of our knowledge and belief.

## **GENERAL**

1. We have fulfilled our responsibilities as trustees, as set out in the terms of your engagement letter dated 7<sup>th</sup> July 2023 under the Companies Act 2006, for preparing financial statements in accordance with applicable law and United Kingdom Accounting Standards (UK Generally Accepted Accounting Practice) for being satisfied that they give a true and fair view and for making accurate representations to you.
2. All the transactions undertaken by the company have been properly reflected and recorded in the accounting records.
3. All the accounting records have been made available to you for the purpose of your audit. We have provided you with unrestricted access to all appropriate persons within the company, and with all other records and relation information requested, including minutes of all management and shareholder meetings.

## **INTERNAL CONTROL AND FRAUD**

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control systems to prevent and detect fraud and error. We have disclosed to you the results of our risk assessment that the financial statements may be misstated as a result of fraud.

5. We have disclosed to you all instances of known or suspected fraud affecting the entity involving management, employees who have significant role in internal control or others that could have a material effect on the financial statements.
6. We have also disclosed to you all information in relation to allegations of fraud or suspected fraud affecting the entity's financial statements communicated by current or former employees, analysts, regulations, or others.

## **ASSETS AND LIABILITIES**

7. The company has satisfactory title to all assets and there are no liens or encumbrances on the company's assets, except for those that are disclosed in the notes to the financial statements.
8. All actual liabilities, contingent liabilities and guarantees given to third parties have been recorded or disclosed as appropriate.
9. We have no plans or intentions that may materially alter the carrying value and, where relevant, the fair value measurements or classification of assets and liabilities reflected in the financial statements.

## **ACCOUNTING ESTIMATES**

10. Significant assumptions used by us in making accounting estimates, including those measured at fair value are reasonable.

## **LEGAL CLAIMS**

11. We have disclosed to you all claims in connection with litigation that have been, or are expected to be, received and such matters, as appropriate, have been properly accounting for and disclosed in the financial statements.

## **LAWS AND REGULATIONS**

12. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.

## **RELATED PARTIES**

13. Related party relations and transactions have been appropriately accounted for and disclosed in the financial statements. We have disclosed to you all relevant information concerning such relationships and transactions and are not aware of any other matters which require disclosure in order to comply with the requirements of company law and accounting standards.

## **SUBSEQUENT EVENTS**

14. All events after the date of the financial statements which require adjustment or disclosure have been properly accounted for and disclosed.

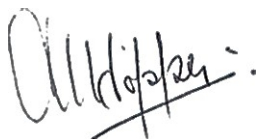
## **GOING CONCERN**

15. We believe that the financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the company's need. We have considered a period of twelve months from the date of approval for the financial statements.

We acknowledge our legal responsibilities regarding the disclosure of information to you as auditors and confirm that so far as we are aware, there is no relevant audit information needed by you in connection with preparing your audit report of which you are unaware.

Each trustee has taken all the steps that he ought to have taken as trustee in order to make himself aware of any relevant audit information and to establish that you are aware of that information.

Yours faithfully



.....  
David Hopper

Signed on behalf of the board of trustees

Date: 12<sup>th</sup> December 2023

**Appendix 1: Audit journals**

<b>Net movement in funds per SAGE</b>	<b>181,384</b>
Adjustment for PAYE & NIC's not provided for	(31,192)
Adjustment for Depreciation not charged	(13,270)
Adjustment for Prepayments not provided for	(12,174)
Adjustment for Wages and salaries	(7,663)
Adjustment for losses on investments	(3,338)
Adjustment for Accruals not provided for	18,655
Adjustment for Dividend income not provided for	13,092
Adjustment for Pensions, Employee loans and CSA deductions	8,353
Adjustment for Interest income received not provided for	7,505
<b>Net movement in funds per Accounts</b>	<b>161,352</b>

Charity registration number 1076926

Company registration number 03336710 (England and Wales)

**BLYTH VALLEY DISABLED FORUM LTD**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

# BLYTH VALLEY DISABLED FORUM LTD

## LEGAL AND ADMINISTRATIVE INFORMATION

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Trustees	Mr David Hopper Mr John Clough Mr Simpson Crawford
Secretary	Mr John Clough
Charity number	1076926
Company number	03336710
Registered office	20 Stanley Street Blyth Northumberland United Kingdom NE24 2BU
Auditor	BK Plus Limited 13 Windsor Terrace Jesmond Newcastle Upon Tyne England NE2 4HE

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# BLYTH VALLEY DISABLED FORUM LTD

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# **BLYTH VALLEY DISABLED FORUM LTD**

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

### **FOR THE YEAR ENDED 31 MARCH 2023**

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The trustees present their annual report and financial statements for the year ended 31 March 2023.

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 '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 charity'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 amongst 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 service is important to us and we promote local understanding of our work.

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

#### *Public benefit*

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

#### **Achievements and performance**

##### *Significant activities and achievements against objectives*

The charity has improved upon its financial position, whilst providing a consistent level of of hours of care services. We continue to set ourselves a high standard of of care provision and received a 'good' report across all areas in the last audit by the CQC.

#### **Financial review**

##### *Reserves policy*

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 reduced to £735,706 from £780826 during the year due to the extension to the property, this equates to 3.6 months of reserves compared to 4.3 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 company.

The trustees are pleased to report that the charity continues to hold preferred Provider status in Blyth and Tier 2 status for Cramlington and Bedlington.

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

#### **Plans for future periods**

During the extension was completed and the charity are actively using the facility to give the provision of life skills training to young people.

# BLYTH VALLEY DISABLED FORUM LTD

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

FOR THE YEAR ENDED 31 MARCH 2023

### Structure, governance and management

The charity is a company limited by guarantee, incorporated on 20 March 1997, and registered as a charity on 6 August 1999. The company was established under a Memorandum of Association which established the Objects and powers of the charitable company and is governed under its articles of association. All the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

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 David Hopper

Mr John Clough

Mr Simpson Crawford

### Recruitment and appointment of trustees

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.

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, the Memorandum and Articles of Association, the committee and the decision making process, future plans and recent performance. They are encouraged to attend the appropriate training and made aware of Charity Commission publications.

The charity has a committee of 3 directors who meet weekly and are responsible for the strategic direction and policy of the charity. A scheme of delegation is in place and day to day responsibility for the provision of the services rest with the directors and the Registered Manager. The directors are responsible for ensuring the charity delivers the services specified and that key performance indicators are met. The Registered Manager has responsibility for the day to day operational management, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

The trustees consider the board of directors as comprising the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis. All trustees give their time voluntarily and receive no benefits from the charity. Any expenses reclaimed from the charity are set out in the notes to the accounts.

### Auditor

BK Plus Limited were appointed as auditor to the company and a resolution proposing that they be re-appointed will be put at a General Meeting.

The trustees report was approved by the Board of Trustees.

Mr David Hopper

Mr John Clough

Date:

14/12/23

# **BLYTH VALLEY DISABLED FORUM LTD**

## **STATEMENT OF TRUSTEES RESPONSIBILITIES**

### **FOR THE YEAR ENDED 31 MARCH 2023**

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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 Trustees Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

In preparing these financial statements, 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the 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 "company") for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and 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 Financial Reporting Standard 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 2023 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 company 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 trustees 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 company'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.

#### **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 trustees' 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.

# **BLYTH VALLEY DISABLED FORUM LTD**

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

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

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#### **Responsibilities of trustees**

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the 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 '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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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.

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

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**BK Plus Limited**

**Chartered Accountants  
Statutory Auditor**

.....

13 Windsor Terrace  
Jesmond  
Newcastle Upon Tyne  
England  
NE2 4HE

BK Plus Limited is eligible for appointment as auditor of the by virtue of its eligibility for appointment as auditor of a company under 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 2023

		Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	13,957	2,493,898	2,507,855	4,020	2,399,402	2,403,422
Investments	4	23,417	-	23,417	63	-	63
<b>Total income</b>		<b>37,374</b>	<b>2,493,898</b>	<b>2,531,272</b>	<b>4,083</b>	<b>2,399,402</b>	<b>2,403,485</b>
Charitable activities	5	23,486	2,343,096	2,366,582	17,105	2,131,321	2,148,426
Net gains/(losses) on investments	8	(3,338)	-	(3,338)	46,691	-	46,691
<b>Net income and movement in funds</b>		<b>10,550</b>	<b>150,802</b>	<b>161,352</b>	<b>33,669</b>	<b>268,081</b>	<b>301,750</b>
<b>Reconciliation of funds:</b>							
Fund balances at 1 April 2022		886,779	874,751	1,761,530	853,110	606,670	1,459,780
<b>Fund balances at 31 March 2023</b>		<b>897,329</b>	<b>1,025,553</b>	<b>1,922,882</b>	<b>886,779</b>	<b>874,751</b>	<b>1,761,530</b>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

# BLYTH VALLEY DISABLED FORUM LTD

## BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	10		161,623		105,954
<b>Current assets</b>					
Debtors	11	61,959		59,017	
Investments	12	1,336,244		894,820	
Cash at bank and in hand		417,216		779,854	
		<u>1,815,419</u>		<u>1,733,691</u>	
<b>Creditors: amounts falling due within one year</b>	13				
		<u>54,160</u>		<u>78,115</u>	
Net current assets			1,761,259		1,655,576
<b>Total assets less current liabilities</b>			<u>1,922,882</u>		<u>1,761,530</u>
<b>The funds of the</b>					
Restricted income funds	14	1,025,553		874,751	
Unrestricted funds		897,329		886,779	
		<u>1,922,882</u>		<u>1,761,530</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 2023, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

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 .....

Mr David Hopper  
Trustee

Mr John Clough  
Trustee

Company registration number 03336710 (England and Wales)

# BLYTH VALLEY DISABLED FORUM LTD

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	19		127,646		255,804
<b>Investing activities</b>					
Purchase of tangible fixed assets		(68,940)		(361)	
Proceeds from disposal of investments		(444,762)		(108,136)	
Investment income received		23,417		63	
<b>Net cash used in investing activities</b>			(490,285)		(108,434)
<b>Net cash used in financing activities</b>			-		-
<b>Net (decrease)/increase in cash and cash equivalents</b>			(362,639)		147,370
Cash and cash equivalents at beginning of year			779,854		632,484
<b>Cash and cash equivalents at end of year</b>			417,215		779,854

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

#### **Charity information**

Blyth Valley Disabled Forum Ltd is a England and Wales. The registered office is 20, Stanley Street, Blyth, Northumberland, NE24 2BU, United Kingdom in England & Wales.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the 's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and 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 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 or grantors 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 .

#### **1.4 Income**

Income is recognised when the 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 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 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.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 1 Accounting policies

(Continued)

#### 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 benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 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 or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% Straight Line
Plant and equipment	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 the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the 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 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 's balance sheet when the 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 2023

### 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 '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 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 '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 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Grants, donations and contracting income	13,957	2,493,898	2,507,855	4,020	2,399,402	2,403,422

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 4 Income from investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Income from listed investments	13,092	-
Interest receivable	10,325	63
	<u>23,417</u>	<u>63</u>

### 5 Expenditure on charitable activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<b>Direct costs</b>		
Staff costs	2,108,912	1,949,183
Depreciation and impairment	13,270	12,686
Travel expenses	9,817	4,037
Light, heat & rates	11,651	5,766
Repairs & IT support	61,944	24,050
Telephone, postage & stationery	24,087	32,474
Legal & professional fees	12,104	14,030
Insurance	15,247	13,226
Sundry expenses	45,761	37,729
Training	6,798	120
Operating leases	29,687	25,222
advertising	14,536	17,584
Bank charges	6,768	4,906
	<u>2,360,582</u>	<u>2,141,013</u>
<b>Share of support and governance costs (see note )</b>		
Governance	6,000	7,413
	<u>2,366,582</u>	<u>2,148,426</u>
<b>Analysis by fund</b>		
Unrestricted funds	23,486	17,105
Restricted funds	2,343,096	2,131,321
	<u>2,366,582</u>	<u>2,148,426</u>

### 6 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the during the year, but they are reimbursed for out of pocket expenses of £12,000. (2022 £12,000).

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

### 7 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Carers & Drivers	97	90
Administrative staff	12	12
Total	109	102

### Employment costs

	2023 £	2022 £
Wages and salaries	1,955,624	1,796,511
Social security costs	130,433	123,100
Other pension costs	22,855	29,572
	2,108,912	1,949,183

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

### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

### 8 Gains and losses on investments

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Gains/(losses) arising on:		
Revaluation of investments	(20,998)	19,960
Sale of investments	17,660	26,731
	(3,338)	46,691

### 9 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 10 Tangible fixed assets

	Freehold land and buildings £	Plant and equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2022	129,704	208,369	49,135	387,208
Additions	62,590	6,350	-	68,940
At 31 March 2023	192,294	214,719	49,135	456,148
<b>Depreciation and impairment</b>				
At 1 April 2022	50,910	202,107	28,238	281,255
Depreciation charged in the year	3,846	4,200	5,224	13,270
At 31 March 2023	54,756	206,307	33,462	294,525
<b>Carrying amount</b>				
At 31 March 2023	137,538	8,412	15,673	161,623
At 31 March 2022	78,794	6,263	20,897	105,954

### 11 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Trade debtors	53,282	38,166
Prepayments and accrued income	8,677	20,851
	61,959	59,017

### 12 Current asset investments

	2023 £	2022 £
Listed investments	1,336,244	894,820

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

	2023 £	2022 £
Other taxation and social security	34,190	32,592
Trade creditors	7,425	7,986
Other creditors	3,500	3,230
Accruals and deferred income	9,045	34,307
	54,160	78,115

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 14 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Promotion & welfare for disabled persons	(3,655,972) 4,530,723	2,493,898 -	(2,343,096) -	(3,505,170) 4,530,723
	<u>874,751</u>	<u>2,493,898</u>	<u>(2,343,096)</u>	<u>1,025,553</u>
<b>Previous year:</b>	<b>At 1 April 2021 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 March 2022 £</b>
Promotion & welfare for disabled persons	<u>606,670</u>	<u>2,399,402</u>	<u>(2,131,321)</u>	<u>874,751</u>

#### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2022 £	Incoming resources £	Resources expended £	Gains and losses £	At 31 March 2023 £
General funds	<u>886,779</u>	<u>37,374</u>	<u>(23,486)</u>	<u>(3,338)</u>	<u>897,329</u>
<b>Previous year:</b>	<b>At 1 April 2021 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Gains and losses £</b>	<b>At 31 March 2022 £</b>
General funds	<u>853,110</u>	<u>4,083</u>	<u>(17,105)</u>	<u>46,691</u>	<u>886,779</u>

#### 16 Analysis of net assets between funds

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
<b>Fund balances at 31 March 2023 are represented by:</b>			
Tangible assets	161,623	-	161,623
Current assets/(liabilities)	<u>735,706</u>	<u>1,025,553</u>	<u>1,761,259</u>
	<u>897,329</u>	<u>1,025,553</u>	<u>1,922,882</u>

# BLYTH VALLEY DISABLED FORUM LTD

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

### 16 Analysis of net assets between funds

(Continued)

	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
<b>Fund balances at 31 March 2022 are represented by:</b>			
Tangible assets	105,954	-	105,954
Current assets/(liabilities)	780,825	874,751	1,655,576
	<u>886,779</u>	<u>874,751</u>	<u>1,761,530</u>

### 17 Operating lease commitments

#### Lessee

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

	2023 £	2022 £
Within one year	<u>21,213</u>	<u>31,719</u>

### 18 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).

### 19 Cash generated from operations

	2023 £	2022 £
Surplus for the year	161,352	301,750
Adjustments for:		
Investment income recognised in statement of financial activities	(23,417)	(63)
Gain on disposal of investments	(17,660)	(26,731)
Fair value gains and losses on investments	20,998	(19,960)
Depreciation and impairment of tangible fixed assets	13,270	12,686
Movements in working capital:		
(Increase)/decrease in debtors	(2,942)	28,697
(Decrease) in creditors	(23,955)	(40,575)
<b>Cash generated from operations</b>	<u>127,646</u>	<u>255,804</u>

### 20 Analysis of changes in net funds

The charity had no material debt during the year.



# **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 "company") for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and 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 Financial Reporting Standard 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 2023 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 company 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 trustees 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 company'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.

#### **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 trustees 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.

# **BLYTH VALLEY DISABLED FORUM LTD**

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

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

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#### **Responsibilities of trustees**

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the 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 '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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

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.

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

This report is made solely to the company's members, as a body, in accordance with section 391 of the Companies Act 2014. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**BK Plus Limited**

**Chartered Accountants  
Statutory Auditor**

.....  
13 Windsor Terrace  
Jesmond  
Newcastle Upon Tyne  
England  
NE2 4HE

BK Plus Limited is eligible for appointment as auditor of the by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.