

**HARROW ASSOCIATION OF DISABLED PEOPLE**  
(A company limited by guarantee)

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

Charity No. 1080505  
Company No. 03946731

# **HARROW ASSOCIATION OF DISABLED PEOPLE**

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## HARROW ASSOCIATION OF DISABLED PEOPLE

### REFERENCE AND ADMINISTRATIVE INFORMATION

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#### Status

The organisation is a charitable company limited by guarantee incorporated on 8 March 2000 and registered as a charity on 2 May 2000.

The company was established in accordance with the Memorandum of Association which incorporates the objects and powers of the charitable company and is governed by its Articles of Association. Under those Articles, the members of the Management Committee, being the Board of Directors, are elected to serve for a period of 1 year, subject to ratification at each Annual General Meeting. The Board of Directors will have at least 80% individual disabled people. The members of the Management Committee are also the Trustees of the charity.

**Charity** Harrow Association of Disabled People

#### Company Number

03946731

#### Charity Number

1080505

#### Management Committee

Adam Gabsi, Chair  
 Louise Weldon, Joint Vice Chair (Resigned 23/10/2021)  
 Maria Lobo, Joint Vice Chair (Resigned 20/04/2021)  
 Elizabeth Hugo  
 Jean Lammiman  
 Krishnapillai Suresh  
 Stephen McLelland (Resigned 01/12/2020)  
 Julie Browne  
 Mary Newman (Resigned 01/12/2020)  
 Charles Newman (Resigned 01/12/2020)  
 Marcia Anthony  
 Dr Jagdish Dave  
 Suzanne Dalfoss  
 Diana Hardman (Resigned 01/12/2020)  
 Christopher Stewart (Resigned 01/12/2020)

#### Co-opted Trustees

Gladys Janes, Staff Representative

#### Secretary

Ushma Shah

#### Sub-committee

##### Key Finance and General Purpose Sub-committee

Adam Gabsi  
 Marcia Anthony  
 Elizabeth Hugo

#### Management team

Nigel Long Chief Executive

#### Registered Office and operational address

The Wealdstone Centre, 38 - 40 High Street, Wealdstone, HA3 7AE

#### Independent Examiner

David Passey, Landau Morley LLP, 325 - 327 Oldfield Lane North, Greenford, Middlesex, UB6 0FX

#### Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Mailing, Kent ME19 4JQ  
 Metro Bank, One Southampton Row, London WC1B 5HA

# **HARROW ASSOCIATION OF DISABLED PEOPLE**

## **REPORT OF THE MANAGEMENT COMMITTEE**

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

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The Management Committee who are directors of the company for Companies Act purposes and trustees for the charity for Charity Law purposes presents its report and the financial statements for the year ended 31 March 2021.

The annual financial statements have been prepared in accordance with the accounting policies set out in note 1 of the annual financial statements and comply with the charitable company's Memorandum and Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice, 'Accounting and Reporting by Charities', applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (as amended for accounting periods commencing from 1 January 2016). This report has been prepared having taken advantage of small companies' exemption.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives of the charity**

The charitable company's objectives are to create a fully inclusive society where disabled people enjoy equality of opportunity as a right, not a privilege. To achieve this, the charitable company operates a number of projects to assist disabled people. There have been no changes in the charitable company's objects since the last management committee report.

##### **The charity's mission statement is:**

To promote and bring about inclusion and equality for all disabled people in all areas of life by:

- Ensuring that disabled people have access to relevant disability information, advice and support from a central contact point.
- Delivering high-quality services that empower and enable disabled people access their rights, live independently and gain equality.
- Providing a channel and voice for disabled people to campaign on the issues they identified as important to them.
- Influencing and assisting wider society to remove all physical and attitudinal areas that cause exclusion and disadvantage to disabled people.
- Be proactive in bringing for consultation, to disabled people's attention, issues which may affect them in their future.
- The Mission Statement was reviewed in 2018 and will be reviewed as part of the Business planning process for 2018 - 2022.

##### **Strategies for achieving objectives**

Strategies include a range of mechanisms: awareness raising, campaigning and service provision.

The charity operates a number of services for disabled people in Harrow, with some services being available to people outside of the borough.

Services are funded in four ways:

- Through the local Clinical Commissioning Group, NHS Harrow
- Through social enterprise activities
- Through fundraising and some donations
- Through agreements with non local authority providers

Services funded by the Clinical Commissioning Group, NHS Harrow are:

- Hearing Aids maintenance
- Advocacy

Social enterprise activities include:

- British Sign Language and other communication services for Deaf and Hard of hearing people
- Disability Equality training
- Deaf Awareness training
- DDA training
- Creative, social and learning groups for adults and children

## **HARROW ASSOCIATION OF DISABLED PEOPLE**

### **REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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Social enterprise activities include (continued):

- Payroll service for Direct Payment clients
- Training in basic British Sign Language
- Support Brokerage for people who hold Direct Payments or Personal Budgets
- Support Brokerage & Appointeeships for individuals to manage their personal finances
- Disability Consultancy
- Sale of meals at the Red Brick Cafe
- Independent Living placements
- Changes Nightclub, and other social events

Services funded by grant funders:

- Clubs for young people with learning difficulties funded by the BBC Children In Need
- Autism and Mentoring Outreach Service funded by City Bridge Trust

Other work includes:

- Advice into training and employment
- Awareness raising and campaigning
- Deaf services which include:
  - Drop in service
  - Information and support

HAD also takes a role in consultation and representation in local issues affecting disabled people in Harrow.

When deciding on activities and events, HAD's Trustees pay due regard to the Charity Commission's guidance on public benefit.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Review of performance against objectives:**

##### **Objectives for 2020/ 2021 were:**

1. Continuing to work with children, young people and local community members, to engender good attitudes regarding equality and disability in future generations.  
*We have continued and increased our children's activities especially over the pandemic through provision of activities via Zoom. Activities provided were arts and craft packs, cooking classes and when permitted social events.*
2. To continue to increase independent sources of funding.  
*New funding was acquired from City of London to set up a Deaf equipment bank. Additional funding was acquired from Harrow Council to prevent isolation for vulnerable service users over the pandemic. This included providing food packs, making telephone contact and signposting.*
3. To continue providing high quality services to disabled people.  
*All services at HAD continued to be provided from staff working from home.*
4. To ensure that representation and campaigning continues for disabled people in response to need.  
*This has continued*
5. Continue to raise awareness of equality, particularly disability equality.  
*The board and its members continually raise issues with the local council and challenge them in their decision making.*

## **HARROW ASSOCIATION OF DISABLED PEOPLE**

### **REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)**

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

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To continue to achieve our aims, HAD's future strategy includes:

1. Continuing to work with children, young people and local community members, to engender good attitudes regarding equality and disability in future generations.
2. To continue to increase independent sources of funding.
3. To continue providing high quality services to disabled people.
4. To ensure that representation and campaigning continues for disabled people in response to need.
5. Continue to raise awareness of equality, particularly disability equality.

#### **Review of activities**

The charitable company operates a number of projects to empower, and to support equality and quality of life opportunities for all disabled people, and to provide services for those people within the local community.

The charity received funding from the local authority and other charitable organisations. The charity earned a significant income from its' independent trading activity.

The charity achieves its objectives, as defined above through the provision of a number of services including:

**Advocacy** - support to enable disabled people to fight for their rights in many spheres of public and private life;

**Information** - a wide range of information on aspects of living with a disability, both in HAD's offices and externally;

**Welfare Benefits** - casework and support to complete applications for a wide range of benefits;

**Direct Payment Support Services** - for all who have been assessed by Harrow Council as needing care, this team offers support on how to recruit, manage and work with carers, and manage other aspects of receiving Direct Payments;

**Red Brick Cafe**, which provides work experience to people with learning or other disabilities, operates as a community cafe, and offers rooms which can be booked for community use. The intention is to develop the model towards providing a wider range of independent living functions, and some of this work has started, e.g. around safeguarding, and around increased customer services skills;

**Hearing Aids maintenance** - support to hearing aids users in maintaining and cleaning their aids;

**Changes Nightclub** - as part of our Community Link Up project, an integrated nightclub for people with learning disabilities to bring their friends to;

**Employment Advice and Guidance** - for disabled people who are seeking work and work experience;

**Deaf Services** - a range of services, including: general information support; Equipment resource room, Drop in for BSL users, signed coffee morning, Basic BSL classes, Communication agency for people needed support with BSL communication, lip reading, etc;

**Basic BSL training** - training in BSL communication for groups of adults and children;

**Disability Adviser** - support to disabled people employed by Harrow Council;

**Campaigning** - support for mediation and campaigning activities which promote the rights and equality available to disabled people;

## HARROW ASSOCIATION OF DISABLED PEOPLE

### REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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**Equality Training** - training in Disability Equality, Deaf Awareness and Living and Working with PA's;

**Provision of useful products and information** - e.g. sessions on using the DDA, sales of RADAR keys, distribution of light bulbs, etc;

**Payroll service** - a service for people who have employed personal assistants through their Direct Payment and need support to run the payroll for them;

**Support Brokerage** - a service for people who need additional support in order to safely manage their Direct Payments;

**Managing money** - as well as helping individuals learn to manage money, we now run a service which holds appointeeship, and manages day to day expenditure for people who do not have capacity to manage on their own;

**Children's learning groups** - as part of our community Link Up work we run classes for children to learn IT, numeracy and literature on a Saturday morning;

**Adult learning groups** - as part of our community Link Up work we run groups for adults to learn IT, numeracy and literature on a Saturday morning;

**One off / short sessions groups** - we have run a number of short session groups helping people to learn independence skills such as healthy cooking;

**Creative sessions** - we have run a number of arts based sessions for adults and children;

**Children's' activities** - including dance classes, 1:1 junior club, and social outings and activities; and

**ASAP groups** - we have meetings and outings specifically for people on the Autism and Asperger's spectrum

**AMOS** - A new service that started at the end of 2019 but being more vital over the pandemic. The services mentors adults on the autism spectrum to live independently.

#### FUTURE STRATEGY

In order to support HAD's main aim of equality for all disabled people, much of future focus is on attitude changing and improvement of accessibility for disabled people. In addition, we aim to secure the financial future of the organisation for as long as it is needed. HAD has drawn up a 4 year business plan with a view to becoming less dependent on external funding. It has a medium term financial strategy and a vision strategy up to 2030.

#### To achieve these aims, our future strategy involves:

1. Continuing to increase work with children and young people to engender good attitudes regarding equality and disability in future generations;
2. Continue to develop and raise the profile and use of our Disability Equality services, such as our training, access auditing and British Sign Language support;
3. Increase peer support and evaluation work;
4. Increase services offered in line with the Self Directed Support agenda;
5. Secure additional funding to support key services such as Welfare Benefits and Advocacy.
6. Continue to access maximum staffing levels at least costs to HAD, by supporting projects which also help those who need the work;
7. Continue all current high standards of service provision;
8. Continue to raise awareness of and commitment to, equality principles in Harrow;
9. Work on organisational format such as merger which will increase long term sustainability;
10. Develop services in NW London;
11. Consider merger, acquisition and collaborative activities which are in HAD's interests; and
12. Campaigning and awareness raising activities may need to increase as cuts increasingly affect disabled people.

#### FINANCIAL REVIEW

The net movement in funds amounted to a surplus of £68,866. The surplus was split between restricted funds of £29,919 and unrestricted funds of £38,947. The accumulated funds at 31 March 2021 were £442,784 of which £80,314 will be utilised on restricted projects and £362,470 is attributable to unrestricted funds.

## **HARROW ASSOCIATION OF DISABLED PEOPLE**

### **REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Reserves Policy**

The management committee has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets (the 'free reserves') held by the charity should be between 3 and 6 months of expenditure (approximately between £90,000 and £180,000). At this level the management committee feel that they would be able to continue the current activities of the charity. In the event of a significant drop in funding, it would be necessary to consider how the funding would be replaced or the activities changed.

#### **Investment Policy**

The Management Committee has the power to invest in such assets as they see fit. On a day to day basis, the charity invests the funds that are surplus to immediate requirement in a high interest bank account with a market competitive rate of return.

#### **Risk Review**

As the impact of Covid 19 became apparent, The Management Committee undertook risk assessments for the whole charity both financial and non-financial. They implemented appropriate guidelines and systems to mitigate these risks. These procedures have been reviewed regularly to ensure that they meet the needs of the charity.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

#### **Constitutional and organisational structure**

Harrow Association Of Disabled People ("HAD") is a charitable company, limited by guarantee, incorporated on 8 March 2000 and registered as a charity on 2 May 2000.

The charitable company was established in accordance with the Memorandum of Association which incorporates the objects and powers of the charitable company and is governed by its Articles of Association. Under those Articles, the Management Committee, being the Board of Directors, are elected to serve for a period of 1 year. The Management Committee board will have at least 80% individual disabled people.

The charity is governed by a management committee, with day to day operations being undertaken by the Chief Executive and the organisation's management.

The Management Committee meets six times a year to oversee the management of the charitable company. Operational decisions are delegated to the sub-committees, who have delegated responsibility. The Finance & General Purposes subcommittee meets bi-monthly.

The subcommittees are made up of Trustees and relevant staff members.

#### **Recruitment and appointment of Trustees**

Trustees are recruited from the charitable company's membership, and through organisations which share a common purpose. Only individual members can vote at the AGM, and at board meetings. Once potential Trustees are identified they are invited to attend Management Committee meetings as observers.

Trustees are appointed at the AGM by a membership vote. The Trustees can co-opt members during the year, who are then ratified at the next AGM.

The Trustees invite London Borough of Harrow to appoint Council representatives to the board.



## **HARROW ASSOCIATION OF DISABLED PEOPLE**

### **REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Induction and training of Trustees**

New Trustees are given an induction pack which details their responsibilities and opportunities as Trustees. They are also introduced to the staff team and familiarised with the operation of the charitable company. Trustees are offered opportunities to develop their skills by attending courses through the year as and when appropriate.

All trustees are required to complete safeguarding training and a DBS certificate.

#### **Volunteers**

The charity is grateful for the efforts of our volunteers who are involved in administration and service provision. In addition the management committee all provide their time freely to the charity. We recognise that HAD could not exist without our Board members and operational volunteers.

#### **Public benefit**

The trustees confirm that they have complied with the duty in section 2 (1) (b) of the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

#### **Responsibilities of the Management Committee**

The Management Committee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the Management Committee to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Management Committee is required to;

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

So far as each of the Management Committee members is aware at the time the report is approved:

- there is no relevant information of which the charitable company's independent examiners are unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiners are aware of that information.

#### **Members of the Management Committee**

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year are set out in the Legal and Administrative Information page at the beginning of this report.

Members of the management committee guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of guarantees at 31 March 2021 was 16.

**HARROW ASSOCIATION OF DISABLED PEOPLE**  
**REPORT OF THE MANAGEMENT COMMITTEE (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**Going Concern**

At the time of approving the financial statements, the Trustees are confident that the charity has adequate resources to support the current level of expenditure and to continue in operational existence for the foreseeable future. The Trustees have, however recognised that Covid 19 has had a significant impact on the activities of the charity. The Red Brick cafe and offices are now back to normal, however some staff continue to work from home. The management committee has secured Government funding and other charitable trust funding to cover core and service costs. The Trustees will continue to evaluate the financial impact of the situation.

**Independent Examiner**

David Passey has been re-appointed as Independent Examiner.

Approved by the Management Committee on 07 December 2021 and signed on its behalf by:

Adam Gabsi  
Chair

## **HARROW ASSOCIATION OF DISABLED PEOPLE**

### **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF HARROW ASSOCIATION OF DISABLED PEOPLE**

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I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

#### **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

#### **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS 102)].

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

David Passey ACA

Landau Morley LLP  
325 - 327 Oldfield Lane North  
Greenford  
Middlesex  
UB6 0FX

**DATE: 07 December 2021**

# HARROW ASSOCIATION OF DISABLED PEOPLE

## STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account) FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2021 £	Total 2020 £
<b>Income and endowments from:</b>					
Donations and legacies	2	6,600	8,500	15,100	11,543
Income from investments		67	-	67	313
<b>Charitable activities</b>	3	202,409	243,281	445,690	377,677
<b>Other Income</b>	4	-	85,765	85,765	21,942
<b>Total income and endowments</b>		<b>209,076</b>	<b>337,546</b>	<b>546,622</b>	<b>411,475</b>
<b>Expenditure on:</b>					
<b>Charitable activities</b>					
Advocacy service		-	18,834	18,834	26,619
Welfare benefits advice service		37,920	26,625	64,545	69,286
Direct Payments Support Scheme		79,128	-	79,128	68,718
Empowering Lives of Disabled people		3,837	66,907	70,744	33,566
Independent Living Co-ordinator		6,347	51,713	58,060	57,146
Trading Services		42,897	143,548	186,445	278,232
<b>Total expenditure</b>	5	<b>170,129</b>	<b>307,627</b>	<b>477,756</b>	<b>533,567</b>
<b>Net income/(expenditure)/Net movement in funds</b>		<b>38,947</b>	<b>29,919</b>	<b>68,866</b>	<b>(122,092)</b>
<b>Fund balances as at 1 April 2020</b>		<b>323,523</b>	<b>50,395</b>	<b>373,918</b>	<b>496,010</b>
<b>Fund balances at 31 March 2021</b>		<b>362,470</b>	<b>80,314</b>	<b>442,784</b>	<b>373,918</b>

All income and expenditure derive from continuing activities

The notes form part of these financial statements.

# HARROW ASSOCIATION OF DISABLED PEOPLE

## BALANCE SHEET AS AT 31 MARCH 2021

Company Reg No: 03946731

	Notes	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	9	32,424	35,126
<b>Current assets</b>			
Stock	10	2,500	2,500
Debtors	11	187,014	177,956
Cash at bank and in hand	12	257,961	191,852
		<u>447,475</u>	<u>372,308</u>
<b>Creditors: amounts falling due within one year</b>	13	(37,115)	(33,516)
<b>Net current assets</b>		<u>410,360</u>	<u>338,792</u>
<b>Net assets</b>		<u>442,784</u>	<u>373,918</u>
<b>Unrestricted funds</b>			
General funds	15	362,470	323,523
<b>Restricted funds</b>	16	80,314	50,395
<b>Total funds</b>		<u>442,784</u>	<u>373,918</u>

For the financial year ended 31 March 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

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

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

Approved by the management committee and authorised for issue on 07 December 2021 and signed on its behalf by:

Adam Gabsi

Julie Browne

The notes form part of these financial statements.

# HARROW ASSOCIATION OF DISABLED PEOPLE

## STATEMENT OF CASH FLOWS AS AT 31 MARCH 2021

	2021 £	2020 £
<b>Net income/(expenditure) for the reporting period</b>	68,866	(122,092)
<b>Adjustments for:</b>		
Depreciation	2,702	2,702
Decrease/ (increase) in stock	-	-
(Increase)/decrease in debtors	(9,058)	(51,629)
Increase/(decrease) in creditors	3,599	16,760
Dividends and interest from investments	(67)	(313)
<b>Net cash provided by/(used in) operating activities</b>	<b>66,042</b>	<b>(154,572)</b>
<b>Cash flow from investing activities:</b>		
Dividends and interest from investments	67	313
<b>Net cash provided by/(used in) investing activities</b>	<b>67</b>	<b>313</b>
<b>Change in cash and cash equivalents in the reporting period</b>	<b>66,109</b>	<b>(154,259)</b>
<b>Cash and cash equivalents at the beginning of the period</b>	<b>191,852</b>	<b>346,111</b>
<b>Cash and cash equivalents at the end of the period</b>	<b>257,961</b>	<b>191,852</b>
<b>Analysis of cash and cash equivalents</b>	<b>Balance at 2021 £</b>	<b>Balance at 2020 £</b>
Cash in hand	82,814	31,332
Notice deposits	175,147	160,520
	<b>257,961</b>	<b>191,852</b>

### Analysis of changes in net funds

The charity had no debt during the year.

## HARROW ASSOCIATION OF DISABLED PEOPLE

### NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

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#### 1 Accounting Policies

##### Charity information

Harrow Association of Disabled People is a private company limited by guarantee incorporated in England and Wales. The registered office is as shown on page 1.

#### 1.1 Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (as amended for accounting periods commencing from 1 January 2016)', the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

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

#### 1.2 Income

Donations, grants and other forms of voluntary income are recognised as income when receivable, except insofar as they are incapable of financial measurement. Income is shown net of VAT where applicable.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are depreciated in accordance with the charity's accounting policy. Depreciation is provided at rates calculated to write off the cost of the asset less any estimated residual value over its expected useful life, as follows:

Leasehold Building	Over the term of the lease
Computer Equipment	Straight Line over 3 years
Office Equipment	Straight Line over 5 years

Items of equipment are capitalised where the purchase price exceeds £1,000.

#### 1.4 Fundraising costs

Fundraising expenses relate to costs incurred in inducing people and organisations to contribute towards the Charity's work.

#### 1.5 Expenditure

Expenditure is included in the Statement of Financial Activities of an accruals basis, inclusive of any VAT which cannot be recovered.

Certain expenditure is directly attributable to specific activities and has been included in those cost categories.

Certain other costs, which are attributable to more than one activity, are apportioned across categories on the basis of staffing on each project.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support our activities.

#### 1.6 Funds

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purposes and are available as general funds.

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 wide and varied in pursuance of the charity's main objectives.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

#### 1.7 Stock

Stock relates to the dry consumables at the Red Brick Cafe and have been valued at the lower of cost and estimated selling price less costs to sell.

#### 1.8 Debtors and Creditors

Debtors and Creditors are measured at the transaction price. Any changes are recognised in the Statement of Financial Activities.

#### 1.9 Cash at Bank and In Hand

Cash at Bank and In Hand are measured at the transaction price.

# HARROW ASSOCIATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting Policies (Continued)

#### 1.10 Pension contributions

The charity pays contributions towards employee stakeholder pensions. The charity's contributions to the employee stakeholder pensions are equal to the contributions paid by the employees. The contributions can be up to a maximum level for each employee as calculated for the respective employee in accordance with the Charity's pensions policy. Pension contributions are not paid in respect of any members of the Management Committee.

#### 1.11 Operating leases

Rentals paid under operating leases are charged to the Statement of Financial Activities as incurred.

#### 1.12 Going Concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the charity 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.

#### 1.13 Government grants

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable.

2	Donations and Legacies	Unrestricted	Restricted	2021	2020
		funds £	funds £	£	£
	General donations	6,600	8,500	15,100	11,543
3	Income from charitable activities	Unrestricted	Restricted	2021	2020
		funds £	funds £	£	£
	Fees receivable - all services	194,576	26,625	221,201	260,014
	Harrow Giving Grant	-	10,858	10,858	-
	BBC Children In Need	-	19,276	19,276	18,312
	City Bridge Trust Grant	-	48,500	48,500	-
	CCG Advocacy	-	17,298	17,298	16,885
	CCG Hearing Aids	-	9,451	9,451	8,915
	Volunteers 4 Change	-	-	-	5,000
	HCA Joint Funding Information & Advice	-	36,814	36,814	20,715
	City of London	-	49,559	49,559	-
	Awards For All	-	9,900	9,900	9,883
	Power To Change Grant	-	15,000	15,000	-
	Sundry Income	510	-	510	32,136
	Access to work	7,323	-	7,323	5,817
		202,409	243,281	445,690	377,677
4	Other Income	Unrestricted	Restricted	2021	2020
		£	£	£	£
	Coronavirus Job Retention Scheme Government Grants Receivable and Released	-	62,593	62,593	4,568
	Retail and Hospitality Grant	-	23,172	23,172	3,274
	Towergate Insurance Claim	-	-	-	14,100
		-	85,765	85,765	21,942



# HARROW ASSOCIATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

5 Total expenditure	Advocacy Service £	Welfare Benefits Advice £	Direct Payments Support Scheme £	Empowering Lives of Disabled people £	Independent Living & Deaf Support Services £	Trading Activities £	Total 2021 £	Total 2020 £
<b>Direct charitable expenditure</b>								
Staff wages and salaries	5,677	39,205	54,283	45,568	28,128	124,657	297,518	274,015
Staff training, Dues & subscriptions	735	495	-	-	54	-	1,284	1,671
Travelling expenses	-	-	-	-	-	-	-	4,395
Cafe Expenses	-	-	-	-	-	12,098	12,098	68,951
Freelance Interpreters	-	-	-	-	3,684	-	3,684	5,658
Club expenses	-	-	-	331	1,644	-	1,975	9,029
Deaf Equipment	-	-	-	-	12,128	-	12,128	-
Personal Injury Claim	-	-	-	-	-	-	-	14,100
	<b>6,412</b>	<b>39,700</b>	<b>54,283</b>	<b>45,899</b>	<b>45,638</b>	<b>136,755</b>	<b>328,687</b>	<b>377,819</b>
<b>Support costs</b>								
Reallocation of support costs to Activities	12,422	24,845	24,845	24,845	12,422	49,690	149,069	155,748
	<b>18,834</b>	<b>64,545</b>	<b>79,128</b>	<b>70,744</b>	<b>58,060</b>	<b>186,445</b>	<b>477,756</b>	<b>533,567</b>

# HARROW ASSOCIATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6	Support Costs	2021 £	2020 £
	Salaries (incl. NIC & Pension)	42,232	44,062
	Staff Training	-	350
	Rent and rates	36,366	40,325
	Insurance	3,402	2,959
	Repairs & Renewals	12,218	8,510
	Printing, postage & stationery	4,314	5,652
	Marketing & Publicity & Website	1,740	7,019
	Telephone	3,371	2,941
	Cleaning	7,800	6,458
	Staff expenses	73	888
	Legal & Professional	5,196	7,216
	Finance Consultant	19,250	17,844
	VAT Partial exemption	2,112	2,842
	Equipment rentals	4,387	4,647
	Sundry expenses	2,833	149
	Bank charges	212	370
	Subscriptions	861	814
	Depreciation	2,702	2,702
		<u>149,069</u>	<u>155,748</u>
7	<b>Net income for the year</b>	<b>2021</b>	<b>2020</b>
	This is stated after charging:	£	£
	Depreciation	2,702	2,702
	Independent Examiner remuneration	<u>1,050</u>	<u>1,000</u>

## HARROW ASSOCIATION OF DISABLED PEOPLE

### NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

8	Staff costs and Trustees remuneration	2021 £	2020 £
	Staff costs were as follows:		
	Wages and salaries	322,100	298,232
	Social security costs	14,402	14,440
	Pensions	11,048	11,863
		<u>347,550</u>	<u>324,535</u>

No employee received annual emoluments of more than £60,000.

The average monthly number of employees during the year, was as follows:

	2021 Number	2020 Number
Advocacy Service	1	1
Welfare Benefits Service	2	2
Direct Payments Support Services	2	2
Empowering Lives of Disabled people with Learning Difficulties	2	1
Independent Living Co-ordinator	1	1
Trading Services	4	4
Support	1	1
	<u>13</u>	<u>12</u>

No trustees received any remuneration or reimbursement for the year (2020 - nil).

The Charity has provided indemnity insurance on behalf of its trustees as part of its total charity insurance. This has been provided to protect both the trustees and the charity against losses arising from any neglect or default.

The total emoluments paid to the Senior Management team in the year was £ 18,128 (2020: £29,423)

# HARROW ASSOCIATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9	Tangible fixed assets	Leasehold Building	Fixtures Fittings & 2021	Total 2021
		2021 £	2021 £	2021 £
	<b>Cost</b>			
	At 1 April 2020	59,444	38,391	97,835
	Additions in year	-	-	-
	Disposals in year	-	-	-
	<b>At 31 March 2021</b>	<b>59,444</b>	<b>38,391</b>	<b>97,835</b>
	<b>Depreciation</b>			
	At 1 April 2020	24,318	38,391	62,709
	Charge for the year	2,702	-	2,702
	Disposals in year	-	-	-
	<b>At 31 March 2021</b>	<b>27,020</b>	<b>38,391</b>	<b>65,411</b>
	<b>Net book value</b>			
	<b>At 31 March 2021</b>	<b>32,424</b>	<b>-</b>	<b>32,424</b>
	At 31 March 2020	35,126	-	35,126
10	<b>Stock</b>		2021 £	2,020 £
	Dry Consumables at Red Brick Cafe		2,500	2,500
11	<b>Debtors</b>		2021 £	2020 £
	Trade debtors		150,120	130,178
	Other debtors		1,667	7,497
	Prepayments & Accrued Income		35,227	40,281
			187,014	177,956
12	<b>Funds held on behalf of third parties</b>			
	During the year HAD Charity maintained bank client accounts for its brokerage and appointee clients. The balances as at 31 March 2021 of £1,159,188 held on behalf of third parties are excluded from the total cash and bank balance of £257,962.			
13	<b>Creditors: amounts falling due within one year</b>		2021 £	2020 £
	Sundry creditors		21,539	21,953
	VAT creditor		3,222	5,822
	PAYE creditor		4,187	4,095
	Accruals and deferred income		8,167	1,646
			37,115	33,516
14	<b>Towergate Insurance Claim</b>			

A personal injury claim was made against HAD for which £14,100 was awarded. HAD has made an insurance claim for this amount. The insurance claim amount remains outstanding from the insurers.

# HARROW ASSOCIATION OF DISABLED PEOPLE

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

15 Charity Unrestricted funds	Balance at 1 April 2020 £	Movement in Funds			Balance at 31 March 2021 £
		Transfer £	Incoming £	Outgoing £	
Designated Funds: Legacy Money	143,616	-	-	(37,920)	105,696
General funds	179,907	-	209,076	(132,209)	256,774
	<u>323,523</u>	<u>-</u>	<u>209,076</u>	<u>(170,129)</u>	<u>362,470</u>

HAD received a legacy of £205,266 in 2018 which was shown as general funds until 31 March 2020 when the trustees decided to show this legacy as a designated fund. The fund will provide support to those core services that do not have any funding. For the year ended 2021, £37,920 was spent on the welfare benefits service.

## 16 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.

	Balance at 1 April 2020 £	Movement in Funds			Balance at 31 March 2021 £
		Transfer £	Incoming £	Outgoing £	
Big Lottery Fund	34,951	-	-	(2,702)	32,249
Children's Advocacy	7,229	-	-	(1,536)	5,693
Harrow Council	-	-	26,625	(26,625)	-
BBC Children In Need	-	-	19,276	(19,276)	-
CCG Advocacy & Hearing Aids	-	-	26,749	(26,749)	-
HCA Joint Advocacy & Information	-	-	36,814	(36,814)	-
Harrow Giving Grant	-	-	10,858	(10,858)	-
Red Brick Café	-	-	8,500	(8,500)	-
City Bridge Grant	-	-	48,500	(48,500)	-
Awards For All	4,941	-	9,900	(9,900)	4,941
City of London	-	-	49,559	(12,128)	37,431
Power To Change	-	-	15,000	(15,000)	-
Coronavirus Job Retention Scheme	-	-	62,593	(62,593)	-
Retail and Hospitality Grant	3,274	-	23,172	(26,446)	-
	<u>50,395</u>	<u>-</u>	<u>337,546</u>	<u>(307,627)</u>	<u>80,314</u>

The Harrow Healthy Living Centre, now Red Brick Café received a grant from the Big Lottery for setting up the cafe and centre.

Harrow Council funding was received for the welfare benefits service to continue to provide advice to Harrow residents.

The Red Brick Café focuses on providing advice on healthy living to people with learning difficulties.

The Childrens Advocacy funding was received from London Borough of Harrow to provide advocacy services for children and young people.

BBC Children In Need provides a monthly social club for children with learning difficulties under the age of eighteen.

CCG Advocacy & Hearing Aids funding is to provide an advocacy service to people who have health and medical issues and to support people who are deaf or hard of hearing.

HCA Joint Advocacy & information Service (SWISH) provides information and sign posting to the local community

Harrow Giving Grant was received to provide information to Harrow residents during Covid-19

Grants to support the charity during Covid-19 were received from Awards For All and Power to Change specifically for the Red Brick Café

The City of London provided a grant to set up a deaf equipment bank for people with hearing difficulties.

The Grant from City Bridge Trust is for the new Autism and Mentoring Outreach Service (AMOS)

The Coronavirus Job Retention Scheme, a Government Grant has provided 80% of staff costs to those employees that were furloughed during the year ended 31st March 2021 due to Covid-19.

The Retail and Hospitality Cash Grant was provided by the Government through the local council to support businesses during the Coronavirus Pandemic.

17	Analysis of net assets between funds	Unrestricted Funds		Restricted Funds	Total
		Designated £	Other £		
Fund balances at 31 March 2021 are represented by:					
	Fixed assets	-	175	32,249	32,424
	Current assets	37,920	361,490	48,065	447,475
	Creditors: amounts falling due within one year	-	(37,115)	-	(37,115)
		<u>37,920</u>	<u>324,550</u>	<u>80,314</u>	<u>442,784</u>

## 18 Share capital

Harrow Association of Disabled People is a company limited by guarantee. It does not have share capital. Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2021 was 11 (2020 - 15).