



# **action on disability**

**Life beyond barriers**

A Company Limited by Guarantee

**Company No. 4237604  
Charity No. 1091518**

**Report and financial statements**

**For the year ended**

**31 March 2022**

---

# Action on Disability

## Report and financial statements For the year ended 31 March 2022

---

<b><u>Contents</u></b>	<b>Page</b>
<b>Reference and administrative information</b>	<b>1</b>
<b>Trustees' annual report</b>	<b>2 - 16</b>
<ul style="list-style-type: none"><li>• Achievements and performance</li><li>• Financial review</li><li>• Structure, governance and management</li><li>• Statement of responsibilities of the trustees</li><li>• Statement as to disclosure to our auditors</li></ul>	
<b>Independent auditors' report</b>	<b>17 - 20</b>
<b>Statement of financial activities</b> (incorporating an income and expenditure account)	<b>21</b>
<b>Balance Sheet</b>	<b>22</b>
<b>Statement of cashflows</b>	<b>23</b>
<b>Notes to the financial statements</b>	<b>23 - 32</b>

---

## Action on Disability

### Report and financial statements For the year ended 31 March 2022

---

## Reference and administrative information

<b>Trustees:</b>	Cllr Sharon Holder, Chair Peter Harden, Treasurer David Isaac (resigned on 21 <sup>st</sup> January 2022) Kate Betteridge Victoria Brignell Juliana Dubuisson (elected on 15 <sup>th</sup> November 2021) Mike Gannon Mustafa Karim Cllr Patricia Quigley (resigned on 10 <sup>th</sup> June 2022) Amy Rait (re-elected on 15 <sup>th</sup> November 2021) Angeleca Silversides (re-elected on 15 <sup>th</sup> November 2021) Gabriella Zahzouh
<b>Co-opted Adviser:</b>	Patrick McVeigh
<b>Company Secretary:</b>	David Buxton
<b>Chief Executive:</b>	David Buxton
<b>Company number:</b>	4237604
<b>Charity number:</b>	1091518
<b>Registered office:</b>	Normand Croft Community School, Lillie Road, London, SW6 7SR
<b>Auditors:</b>	Goldwins Limited 75 Maygrove Road West Hampstead London NW6 2EG
<b>Bankers</b>	Lloyds Bank 417 North End Road Fulham London, SW6 1NS

# Action on Disability

## Trustees' Annual Report

For the year ended 31 March 2022

---

## Trustees Annual Report 2021-22

The Trustees are pleased to present the annual report and accounts for the year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

### Vision

To be part of, and promote, an inclusive society free of disabling barriers, where all individuals are equal.

### Mission

As a user-led organisation, managed and controlled by disabled people, our mission is to:

- Deliver high quality, professional, accessible activities which promote independent living.
- Give disabled people the knowledge and confidence about their rights, enabling them to access opportunity, make choices and live independently.
- Campaign for the rights of disabled people and influence local and national policy and practice.

## Achievements and performance 2021-22

### Employment Service

We have a good reputation for setting up and delivering supported internships for people with learning disabilities. This year we provided management, job-coaching, and employer engagement for 34 young people with learning difficulties/ASD across our 4 internship and traineeship partners.

We have also continued our new supported employment projects which have been. Those two projects are;

- Equip Inclusive Employment project funded by ESFA
- Follow on Support Service for former interns funded by Inclusion London
- ABLE 2 project supporting 16 - 25 physically disabled/long term medical conditions funded by Barnet and Southgate College.

This brings the total number of employment projects to 7. All projects are aimed at promoting accessible recruitment and jobs for disabled people, whilst supporting employers in the development of a diverse work force through consultation and training. We are proud to be working with several employers and partners who are committed to change.

Here are some of the employers with whom we have worked this year:



## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

- Building 245 Hammersmith
- Ashdown Phillips
- Comic Relief
- PWC
- BNP
- Green Zone
- Marks and Spencer
- John Lewis/ Waitrose
- Westfield
- The Entertainer
- Coliseum Theatre
- Holiday Inn
- Imperial College London, Charing Cross
- London Borough of Hammersmith and Fulham
- Lyric
- Gails Bakery
- Iverde
- Nandos
- Safety Net People First
- NHS
- Pret a Manger
- VIY
- Royal Mail
- Ealing Council
- Oaklands School
- West Middlesex University Hospital
- ISS
- Info4Sport
- Unity Works
- Primark
- Royal Borough of Kensington and Chelsea

### Case Story – Kabir's Supported Internship Journey

Kabir joined the High Street Supported Internship programme because

***'I needed to develop my employability skills to prepare for my future job ... especially if you may have been excluded from apprenticeships or traineeships ... none would get back to me'.***

Kabir was keen to pursue technical and supportive roles where he could assist other deaf people but felt unable to do so due to his own barriers – he had previously sought support for his impairment. During his first placement - he worked as a Business Support Officer in Kensington and Chelsea councils Children's services. Due to the pandemic, this was a remote role.

Kabir wished to develop his data-processing skills during this time and spent most of this placement updating a database of disability-confident employers in the local area. Other aspects of his role involved co-production; Kabir investigated access issues with the local offer's website, gave his opinion on how deaf people could access the material on the site, as well as other functionalities he believed the site should consider.

Kabir discussed performance pressures with his job coach – where he found regular meetings tiring but wanted to show his hearing colleagues and mentors that he was present/ paying attention during those meetings, alongside other issues such as ergonomic issues (strain signing on screen whilst using a keyboard). Kabir's job coach worked with him to develop better ergonomics and his self-advocacy skills to discuss with his workplace mentors about what reasonable adjustments he would require as a deaf autistic person to do his job remotely.

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

The Equality Act 2010 places a duty on an employer to make reasonable adjustments for disabled employees. By the second term Kabir negotiated to have bullet-pointed notes of meetings sent to him, a detachable keyboard and a change in his role (titled: SEND Local Offer Officer in Employment Pathways and Participation) to focus primarily on co-produced tasks. Action on Disability staff also negotiated a 'check-in' system and a timetable with planned in screen-time and ergonomic breaks to elevate these issues that were causing Kabir anxiety.

During this time, Kabir created a 'deaf friendly' video on his experience as a deaf student and why he chose to join a supported internship programme – for the purposes of informing other deaf students of vocational programmes. Kabir also enrolled on a business enterprise workshop, where he developed a business plan and a website for a deaf student support service which matches students with the appropriate support, they require to complete a chosen course (including BSL).

Once Kabir has completed the supported internship programme, he's considering a paid IT apprenticeship role within the council - developed by his workplace mentors for Kabir to continue developing his IT skills whilst in paid employment.

Kabir would prefer to complete functional skills to Level 2 next year, however he has a dependant, and he needs to evidence £18,600 earnings as a home-office requirement.

Kabir is currently working with Action on Disability staff to find full-time paid employment and assistance to setup Access to Work arrangements once in-work.

***"It was pleasant speaking with Kabir at team meetings and we value his positive contributions to the project ... he was very pro-active with his approach to the tasks we were working on together".***

**Marianna, Kensington and Chelsea Register Office**

### 2021-22 Highlights:

- All 3 Supported Internships managed to continue following the pandemic and a new cohort was recruited, as we had completed projects during lockdown we had additional plans in place in case there was another lockdown and this was implemented whenever there was a Covid related
- Follow on Support Project has continued and has involved us working with over 40 graduates throughout the year. This support was so invaluable and has resulted in the project being extended for another 6 months with the funders asking for a larger DPO led bid for further funding
- We have provided DET training to several employers at cost which has been well received and has led employers like ENO ( English National Opera) Coliseum Theatre to hire 8 graduates after completing work trials.
- We have supported 30 clients into paid employment in this time period

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

#### Future plans:

- Talk to BNP and PWC to create a Traineeship/Internship model that would be set in the City of London.
- Create a business plan to grow our Supported Internship sites with our follow-on support service
- Continue growing the In-work support service
- Work with Moat School in Hammersmith to create an Employer Engagement programme to support their sixth form students by sourcing work experience placements and support students into paid employment.

AoD continues to set the agenda for disability employment in West London and has devised new approaches that are achieving great results. We have carved out a role, and a reputation, for setting up and delivering supported internships for people with learning difficulties.

## Direct Payment Support Service

The Direct Payment Support Service supports Hammersmith and Fulham residents to manage their Direct Payments.

We work closely with the Direct Payment Peer Support Group and local residents to ensure that the service is co-produced and that we are working together in an active way to plan, deliver and review the service.

We believe that a good Direct Payment Support Service should promote choice, control, and independence for local residents, and that their views should inform our service delivery every step of the way.

#### The Direct Payment Support Service:

- Supports residents to set up their Direct Payments
- Supports residents to recruit and employ their own support staff
- Supports residents to find a suitable payroll service and manage their staff, or identify a suitable care agency or provider
- Supports residents to manage their Direct Payment budget
- Signposts and refers residents to other organisations where applicable
- Supports residents to use their Direct Payments flexibly and creatively (e.g. pooling budgets)
- Introduces residents to other people who use a Direct Payment through the Peer Support Group.

#### Project Outcomes:

- Residents are enabled to optimise the opportunities available to them through increased choice and control
- Through an ethos of self-help residents feel empowered and have the ability and confidence to manage their own direct payments

## **Action on Disability**

### **Trustees' Annual Report**

For the year ended 31 March 2022

---

- Residents feel safe, secure and supported to achieve greater independence with minimal support
- Residents have improved quality of life.

#### **2021-22 Highlights:**

- This year we received 96 referrals, a 12.5% increase on last year
- We provided one-off information and advice on 579 occasions.
- We delivered 25 Peer Group sessions, with a total of 64 residents in attendance.
- We delivered 22 training sessions to social workers and social care staff on a range of topics including an introduction to our service, Employment Law, Nominated and Authorised Persons and Using Direct Payments Flexibly: as well as refresher sessions encompassing all topics and tailored trainings for the social work teams.
- We continued to deliver our vital services online, via the telephone and face-to-face both in client's homes and in the office.

#### **Challenges:**

- Continuing to deliver the service with changing rules surrounding the pandemic.
- Providing accurate information around vaccinations & PPE to residents
- Building relationships with the council and social services, especially after the departure of a key member of the council staff who acted as a link between services.
- Supporting the council to build and implement a new DP process.

#### **How we have overcome these:**

- We have continued to stay up to date with all new changes surrounding COVID restrictions, rules & vaccination clinics and fed back to residents accordingly
- We have changed our communication style with the local authority and instead of relying on an individual to answer queries, have built relationships with Managers and Social Workers individually.
- Continued to develop our service to meet the needs of residents.

#### **Feedback: Having Support from AoD has helped me to...**

- Lovely support from the DPSS- they were welcoming and understanding and tried to help me look for a suitable carer. I know who to contact if I need anything else.
- Have a better understanding of the support available to me. Everyone I spoke with was very knowledgeable and keen to help
- I will certainly go back to DPSS if I need any more help. Thank you for what you have done for me. I feel everything is a little bit easier now.
- The DPSS was very helpful, and I now understand a lot about how I can use my DP. Plenty of support was provided and I am currently happy with my care provider, thank you.
- It's nice to speak to someone who really sounds like they know what they're doing...I look forward to further contact and looking for PA's



## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

#### Future Plans:

The COVID-19 pandemic continues to be challenging but we will regularly review and develop the service to ensure our delivery meets the needs of those who access it. Although carrying out virtual meetings and delivering a telephone-heavy service is not ideal, there are residents that prefer working this way. This has been especially apparent in Peer Group Meetings, with some residents reporting they would not be able to attend if the meeting were face-to-face. We will keep this in mind when developing the service and likely hold hybrid meetings – face-to-face for those who wish to attend in the new offices and projecting to those who would prefer to join online. The DPSS will continue to:

- Work closely with other voluntary sector organisations, day opportunities, supported living providers and community centers to promote our service more widely. We have recently started work on contacting these organisations individually and hope to promote the service this way. We hope to deliver a 're-launch' of our service alongside the opening of the new offices and with support from LBHF.
- Work closely with the council and build on our relationships with Managers, Social Workers and the newly appointed DP Champion. ILA's will continue working closely with their allocated teams to answer queries in a timely manner and deliver both annual refresher training and training to new members. The DP Lead will continue to attend Managers Meetings each fortnight and feed back to the team.
- Deliver the 4-week quarterly training, 1-off refresher sessions and tailored annual training with the individual teams. This training is delivered by both the project lead and the ILA's.
- Use the Find-A-PA platform for personal assistant recruitment but we will review its impact through consultation with those who use the platform to establish its value. Recruitment is presenting itself as a significant challenge to all sectors and particularly within social care. We will explore the potential to find safe recruitment platforms and methods to ensure those who recruit a PA have access to an effective service.
- Support co-production and ensure our service is delivered in a way that best meets the needs of local Disabled people, by being informed by local Disabled people. We will continue to support with the Steering Group in a way that works best for residents.

## Welfare Benefits Advice Service

AoD Welfare Benefits Service (WBS) offers free benefits advice and assistance to disabled adults and children of all ages – including parents and carers of disabled children – living in the borough of Hammersmith and Fulham. The help given is hands-on casework up to First-Tier Tribunal level, and, in some cases, Upper Tribunal level.

During the past year, the AoD WBS dealt with 380 cases as well as giving advice by telephone and e-mail. It also handled 2,880 phone calls and emails, of which about half entailed giving one-off advice to other organisations and disabled or ill people in the H&F borough.

#### 2021-22 Highlights:

- In supporting **380** ill and disabled residents of H&F, the WBS secured one-off backdated payments totalling **£222,477**.

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

- Increased *weekly income* totalled **£20,581.09**. As most benefits are awarded for at least a year, the total yearly figure is **£1,070,217**.

Once again, the AoD WBS would like to acknowledge the tremendous input of its volunteers. The smooth running and success of the AoD WBS would not be possible without their dedication and support. They continue to help local Disabled people to complete Personal Independence Payment (PIP), Disability Living Allowance (DLA) and Employment and Support Allowance Work Capability forms. They continue to achieve high success rates.

Regrettably, and with great sadness we said goodbye to Linda Shapman, who passed away in May 2022. Linda volunteered with AoD WBS for over 8 years and provide crucial support to countless families in Hammersmith and Fulham. Linda was a kind, warm and generous person who will be missed by all at AoD but particularly by Doreen and Justin.

### Case Stories

"It's good news! My son's DLA application was approved, and they have given him the higher rate until 2029. I wanted to take this opportunity to thank you from the bottom of my heart. This was only possible because of AoD. This makes a huge difference to my son's life and consequently my own. Please continue with the amazing work you do, changing the lives of people like my son and I."

"Fabulous service. It's so refreshing to see the same adviser every time and not having to re-explain my situation on every visit."

"I've known the service for several years. The advisers have an amazing knowledge of disability benefits. Every piece of advice they have ever given me has been spot on. I've recommended the service to several people over the years – none of who have been disappointed."

"I had benefit checks and was being underpaid by £402 a month. This help me get back payment of £1,120. Very happy."

## Youth Service

AoD Youth Service provides opportunities for young disabled people aged 11-25 to participate in positive activities, and, through partnerships, supports the development of inclusion across LBH&F. Young people have access to fun, informal learning where they can gain new skills and challenge themselves through a varied curriculum programme of activities, accreditation, and volunteering.

191 places were accessed by young disabled people across our delivery through the year and 79 different young people accessed our projects (This number still represents restricted delivery). Ordinarily, AoD Youth service engages, on average, 120 unique young people through all projects each year, however ongoing restrictions and uncertainty surrounding the



## **Action on Disability**

### **Trustees' Annual Report**

For the year ended 31 March 2022

---

pandemic meant there was a combination of a very controlled offer to a limited number of young people and anxiety around returning to a populated service space. AoD Youth service offered limited volunteering opportunities to young people and restricted access to the DofE awards. That said, as the year moved forward, so the numbers increased and were significantly up on 2021/2022.

#### **2021-22 Highlights:**

- As restrictions eased through 2021/22 AoD Youth Service, still following guidance from National Government and the National Youth Agency on delivery restrictions, increased the numbers of places to young people to 191 throughout all our delivery.
- We continued to work with existing partners and began new partnerships with Inclusion London and the Alliance for Inclusive education (Alfie), the Urban Partnership Group (UPG) at the Masbro Centre, Kingston University, You Are Not Alone (YANA), Advance, Finborough Theatre, Synergy Theatre Project, Bush Theatre and The Gate with Turtle Key Arts.
- We delivered on all LBH&F youth service contracts, including:
  - School holiday projects
  - A weekly after school project
  - A weekly youth club
  - The Duke of Edinburgh (DofE) awards scheme
- 5 young people commenced their gold DofE awards and 4 participated in Silver.
- We secured one year's Youth Music funding for a project that will commence in June 2022

#### **Challenges:**

- At the start of this year, restrictions were still a feature of our delivery and the summer project closed for 4 days after an outbreak of Covid amongst the staff team delivering the service.
- Uncertainty around the future of local authority contracts meant it was difficult to plan for service delivery.
- Uncertainty around contracts meant uncertainty around venues for delivery.
- There were safeguarding concerns raised around a young person becoming pregnant. Appropriate advice & guidance was sought, and this matter was managed.

#### **Impact:**

- Young disabled people thrived as equal members of their communities and continued to achieve their full potential.
- While restrictions remained during the first months of 21/22 young people, identified by LBH&F Disabled Children's Team and the Short Breaks Service, continued to have access to projects away from the domestic environment and had access to activities, a healthy meal, and their peers. Without this service these young disabled people may have endured significant isolation, a dependence on adults in the domestic environment and potential risk to their overall wellbeing.

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

- Young Disabled people have greater interpersonal skills, increased awareness of healthy life choices and well-being, acquired practical life skills, improved employability skills, increased creativity, and accredited learning outcomes.
- Young Disabled people have a positive perspective of disability, confidence to access their communities and their wider communities, a greater understanding of social and professional responsibility, increased self-esteem, and emotional resilience, can make informed decisions, and have enhanced self-awareness and an awareness of others.
- Young Disabled people have increased independence and economic well-being, have gained peer support and friendships, have a greater sense of belonging and contribution, and have improved well-being.

### Case Story

#### Background

E.F. is 18-years and on the "AUTISTIC spectrum, has learning difficulties and a sensory processing disorder". He started with AoD at the age of 14 but left our services for a while to attend another provision. However, access to that provision ended when he turned 18. It also meant that access to children's services also ended as he transitioned to adulthood. These changes to his structure and routine caused great anxiety for both E.F as well as his family. During this year, E.F. started accessing our services again and was extremely anxious about this change. E.F was very hesitant to engage in the activities on offer and felt more comfortable keeping to himself.

#### Approach

Encourage E.F. to engage in activities that he enjoys as well as new ones

Encourage E.F. to engage with his peers

Find ways to cater the programme to things that E.F enjoys

Encourage E.F. to have conversations with peers about things he enjoys

#### Observation

E.F. has engaged with the activity programme during the year

E.F. has participated physically for small amounts of time (normally 5-10 minutes) in activities like football and handball. He does spend more time (15-20 minutes) engaging with the activities by standing on the side and acting as an announcer, describing in his own words what is happening.

E.F. has had conversations with peers about things he likes to do. Through asking each other questions they have been able to bond and become familiar with one another. On several occasions young people have initiated the conversation and spoke to him about other topics, and he has become more open to participate in new activities and try new things.

#### Outcome

E.F. has improved his social skills with peers, has improved his communication skills, has become more engaged in activities offered, has become less anxious and enjoys attending the Youth club with his peers.

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

#### Summary

Being new to our services after being away for a few years, E.F. struggled with increased anxiety due to a change in his routine and the transition to adulthood. This caused anxiety within the family as well. Accessing our services has allowed E.F. to re-engage in activities he enjoys, make new friends, and learn new skills. He has increased his confidence and has become more communicative with peers and staff. He has also improved his social skills by talking with peers and engaging with them in new and familiar activities. His family have noted the change in his demeanour and actions since coming back to Action on Disability. Mum has expressed that he appears less anxious at home and has settled well into a new routine while improving his communication and inter-personal skills.

#### **Future Plans:**

- Prepare for the Early intervention tender process which is scheduled to commence in October 2022. This will be for LBH&F Contract delivery from 1<sup>st</sup> April 2023.
- Review current service and develop a strategy for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026.
- Deliver one year Youth Music Funded project in partnership with Lyric Hammersmith.
- Deliver a one year "Acting Up" performing arts project in partnership with Lyric Hammersmith.
- Pilot two term deliver of youth club in partnership with UPG at the Masbro Centre.
- Advance talks with Onside to develop a partnership that will see young disabled people have access to West Zone as equals.

## Financial review

A successful year which ended with a surplus.

- During this financial year there has not been one significant event that has contributed to AoD's financial performance. We have been responsive to situations as they have arisen and have been careful to work within agreed budgets, control costs and new full cost recovery models.
- The principal sources of funding for the charity are derived from several different contracts, grant awards and earned income.
- There are no pension liabilities arising from obligations to a defined benefit pension scheme or pension asset on the financial position of the charity.
- The charity holds no material financial investments, other than our reserves account held with Lloyds Bank.

#### **Reserves policy**

Our unrestricted funds, as at 1 April 2022, were £331,173 in general funds. The current reserves policy, as agreed by the trustees, is a minimum of 25% of annual expenditure, or 3 months running costs in the current financial year, to preserve AoD's cash flow and to meet any unexpected contingencies. For the year, a 25% target would require a reserve of £275,000 in unrestricted general funds. The present level of free reserves of £331,173, available to the charity, is just above this target level. In the short term, the Board has also considered the



## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

extent to which existing activities and expenditure could be curtailed, should this be necessary, and have agreed to set a balanced year.

#### Going concern

There are no concerns about the Charity's ability to meet all its financial and contractual obligations in the year ahead. The charity is a going concern.

#### Principal risks and uncertainties

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. We have a Risk Register which is updated every six months. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Cash flow remains the greatest risk. With several grants/contract funds being released in arrears, careful planning is required. Cash flow projections enable the CEO to give advance notice to the Board of Trustees of any periods when temporary support is required from reserves.

Regular supervision and yearly appraisals for staff and volunteers ensure compliance with employment laws. Improved internal communication with staff and volunteers ensures everyone feels part of one organisation. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre.

## Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated in June 2001 and registered as a charity in April 2002. 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. In the event of the company being wound up members are required to contribute an amount not exceeding £1 to the assets of the charity. The Board members have no beneficial interest in the charity

The objects of the charity are:

- a. To promote equality of opportunity, choice and independence by removing physical, social and attitudinal barriers to integration within the community for people who have a physical or sensory impairment or learning difficulty, or who experience mental health difficulties, through the encouragement and development of education, training, facilities for recreation, employment based on the ethos of independent living and who reside, work or are undergoing educational or vocational training in, but not exclusively, Greater London.
- b. To fulfil any other object which is deemed wholly and exclusively charitable by the laws of England and Wales.

## Action on Disability

### Trustees' Annual Report

For the year ended 31 March 2022

---

The issues that AoD seeks to tackle cover every part of a person's life and can affect any person from any culture and any walk of life. It covers the following, though this is by no means an exhaustive list:

- Poverty
- Discrimination
- Lack of access, exclusion and segregation
- Health inequalities and lower life expectancy
- Internalised oppression

The trustees have agreed the following strategies to ensure the charity meets both its objects and the public benefit.

- Inclusion – where possible delivering services inclusively in mainstream settings and influencing other organisations (public, private and voluntary) to do the same.
- Specialist services – where necessary providing tailored, specialist services for disabled people only.
- Campaigning for equality – arguing for equality of outcome over opportunity and supporting organisations to identify whether inclusion or specialist provision is required to achieve equality of outcome.

The charity fulfils its objects and the public benefit requirement through the following activities:

- Information, signposting and referrals – ensuring people have accurate information and are connected with appropriate services is an essential first step to tackle the issues above.
- Advice and guidance – supporting people through the complex maze of public services is essential.
- Advocacy – ensuring that people have their voice heard when they have been denied, or are not happy with, a service.
- One to one support and person-centred planning – providing direct support to tackle individual issues.
- Employment and volunteering opportunities – providing and supporting people to access opportunities that can lift them out of poverty and to give them a purpose.
- Campaigning and influencing – working with politicians and officers in the public sector, and directors and managers in the private and voluntary sectors, to change attitudes and remove barriers to inclusion.

At the first meeting after each Annual General Meeting, the Trustees will review how the charity meets the public benefit and the CEO also takes them through their specific responsibilities as charity trustees. Each Trustee is provided with the location of all Charity Commission guidance online and specific toolkits are printed and given to them.

### Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and, under the company's Articles, are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association, the members of the Board are

# Action on Disability

## Trustees' Annual Report

For the year ended 31 March 2022

---

elected to serve for a period of three years, after which they must be re-elected at the next AGM. Each year those trustees who have served their 3-year term must step down but may be re-elected for another three-year term up to a maximum of 9 years of service. Temporary vacancies are filled by the Board until the following AGM when they can be re-elected. The Board appoints its honorary officers at its first meeting after the AGM.

The Board of Trustees represent the voice of local disabled people and, constitutionally, 75% of its members must have a disability. This is an important part of our structure and one that ensures Action on Disability remains 'user-led'.

### Trustee induction and training

Most trustees have personal experience of disability and all subscribe to the 'Social Model of Disability' which is the guiding principle of the organisation. However, as part of induction, all trustees will attend our internal disability equality training course.

We encourage new trustees to participate in short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover:

- The obligations of the Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Basic charity law.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives for the charity.
- Disability Equality Training & Social Model understanding.

The induction programme gives new trustees an understanding of the work of individual projects, funding of the organisation and various Charity Commission publications. The Chair and senior managers deliver a brief induction shortly after the AGM. Trustees are encouraged to take an interest in a specific area of Action on Disability covering both operations and a strategic interest in the organisation's future developments.

All trustees serve on the Board of Trustees, which meets quarterly, to review performance and long-term strategies for Action on Disability (AoD). The Officers Group meets at least four times a year to ensure that the policies of AoD are implemented and that the work is properly managed.

The trustees delegate the day to day running of the charity to the CEO. He is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The CEO leads a team of 16 full and 4 part-time staff, 44 sessional staff and around 25 volunteers. The senior management team ensures the effective and efficient operation of AoD services to disabled people with the primary focus being Hammersmith and Fulham.

### Volunteers

AoD relies on volunteers to staff its reception function. They are the frontline and first contact for people visiting, calling or emailing the charity. Individuals benefit from the role, increasing their social contact, improving their skills and their chance of paid employment. However, the



## **Action on Disability**

### **Trustees' Annual Report**

For the year ended 31 March 2022

---

charity could not be run effectively without these volunteers, many of whom work several shifts a week and stay with us for years.

Like all charities, our trustees give unpaid time to run the charity. They take the legal responsibility for the organisation, set strategy, monitor the finances and ensure that we comply with all regulations. Trustees take an active role in fundraising and are each encouraged to get involved in an area of activity.

Across the organisation our volunteers contributed well over 4,200 hours this year. If this was calculated just at the living wage level it would equate to £42,630 per year. Many of the roles volunteers carry out would attract salaries above the living wage.

### **Related parties and relationships with other organisations**

The charity has a formal agreement with partner organisation Ruils for the Direct Payments Support Service. AoD is the lead partner and is responsible for all monitoring, evaluation and performance reporting to the funders. There are agreements with all colleges that are part of our supported employment internship activities, and outline roles/responsibilities and funding agreements.

### **Statement of responsibilities of the trustees**

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 and statements of recommended practice 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 charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## **Action on Disability**

### **Trustees' Annual Report**

For the year ended 31 March 2022

---

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

#### **Statement as to disclosure to our auditors**

Insofar as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

#### **Auditors**

Goldwins Limited were re-appointed as the auditors of the charitable company during the year and have expressed their willingness to continue in that capacity.

The trustees' annual report has been approved by the Trustees on 25<sup>th</sup> July 2022 and signed on their behalf by;



Sharon Holder  
**Chair of Trustees**

# Action on Disability

## Independent Auditors' Report For the year ended 31 March 2022

---

### Opinion

We have audited the financial statements of Action on Disability (the 'Charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and notes to the financial statements, including a summary of 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 Charity's affairs as at 31 March 2022 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 Charity 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 charity'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 directors with respect to going concern are described in the relevant sections of this report.

### Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

## **Action on Disability**

### **Independent Auditors' Report For the year ended 31 March 2022**

---

In connection with our audit of the financial statements, 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 audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. 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.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

### **Responsibilities of the trustees**

As explained more fully in the trustees' responsibilities statement, the trustees 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 they 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 Charity'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 Charity or to cease operations, or have no realistic alternative but to do so.

## Action on Disability

### Independent Auditors' Report For the year ended 31 March 2022

---

#### Our responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
- The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation..

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [[www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities)]. This description forms part of our auditor's report.



## Action on Disability

### Independent Auditors' Report For the year ended 31 March 2022

---

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

*Nabeel Shahzad*

**Nabeel Shahzad (Senior Statutory Auditor)**

**for and on behalf of**

**Goldwins Limited**

**Statutory Auditor**

**Chartered Accountants**

**75 Maygrove Road**

**West Hampstead**

**London NW6 2EG**

DATE: *05.09.2022*



## Action on Disability

### Statement of Financial Activities (incorporating an income and expenditure account) For the year ended 31 March 2022

	Notes	Restricted funds £	Unrestricted funds £	2022 Total funds £	Restricted funds £	Unrestricted funds £	2021 Total funds £
<b>Income</b>							
<b>Income from</b>							
Donations and fundraising		98	1,719	1,817	4,584	24	4,608
<b>Charitable activities:</b>							
Disability projects		610,254	460,660	1,070,914	504,812	384,026	888,838
<b>Total income</b>	<b>2</b>	<b>610,352</b>	<b>462,379</b>	<b>1,072,731</b>	<b>509,396</b>	<b>384,050</b>	<b>893,446</b>
<b>Expenditure on</b>							
Raising funds		(98)	(2,144)	(2,242)	(4,904)	-	(4,904)
<b>Charitable activities</b>							
Disability projects		(445,608)	(459,580)	(905,188)	(486,790)	(285,542)	(772,332)
<b>Total expenditure</b>	<b>3</b>	<b>(445,706)</b>	<b>(461,724)</b>	<b>(907,430)</b>	<b>(491,694)</b>	<b>(285,542)</b>	<b>(777,236)</b>
<b>Net income / (expenditure) for the year</b>		<b>164,646</b>	<b>655</b>	<b>165,301</b>	<b>17,702</b>	<b>98,508</b>	<b>116,210</b>
<b>Transfers between funds</b>		(103,254)	103,254	-	(990)	990	-
<b>Net movement in funds</b>		<b>61,392</b>	<b>103,909</b>	<b>165,301</b>	<b>16,712</b>	<b>99,498</b>	<b>116,210</b>
<b>Funds at 1 April 2021</b>		<b>56,043</b>	<b>346,045</b>	<b>402,088</b>	<b>39,331</b>	<b>246,547</b>	<b>285,878</b>
<b>Funds at 31 March 2022</b>		<b>117,435</b>	<b>449,954</b>	<b>567,389</b>	<b>56,043</b>	<b>346,045</b>	<b>402,088</b>

All of the above results are derived from continuing activities. There are no other recognised gains and losses other than those stated above.

## Action on Disability

### Balance Sheet

For the year ended 31 March 2022

	Notes	£	2022 £	£	2021 £
<b>Fixed assets</b>					
Tangible fixed assets	7		121,752		23,250
<b>Current assets</b>					
Debtors	8	98,148		58,357	
Cash at bank and in hand		481,083		394,817	
		<u>579,231</u>		<u>453,174</u>	
<b>Creditors: amounts falling due within one year</b>	9	(133,594)		(74,336)	
<b>Net current assets</b>			445,637		378,838
<b>Net assets</b>	10		<u>567,389</u>		<u>402,088</u>
<b>Funds</b>	11				
Restricted funds			117,435		56,043
Unrestricted funds					
Designated funds			118,781		68,035
General funds			331,173		278,010
<b>Total funds</b>			<u>567,389</u>		<u>402,088</u>

Approved by the Board of Trustees on 25/7/2022 and signed on its behalf by:



Sharon Holder, Chair

Company Registration No. 4237604

## Action on Disability

### Statement of Cashflows

For the year ended 31 March 2022

	Note	2022 £	2022 £	2021 £	2021 £
<b>Net cash provided by / (used in) operating activities</b>	<b>13</b>		194,260		118,853
<b>Cash flows from investing activities:</b>					
Interest/ rent/ dividends from investments	6			15	
Sale/ (purchase) of fixed assets	(108,000)			(14,245)	
Sale/ (purchase) of investments	-			-	
<b>Cash provided by / (used in) investing activities</b>			(107,994)		(14,230)
<b>Cash flows from financing activities:</b>					
Cash inflows from new borrowing			-	-	
Receipt of endowment			-	-	
<b>Cash provided by / (used in) financing activities</b>			-		-
<b>Change in cash and cash equivalents in the year</b>			86,266		104,623
Cash and cash equivalents at the beginning of the year			394,817		290,194
<b>Cash and cash equivalents at the end of the year</b>	<b>14</b>		<b>481,083</b>		<b>394,817</b>

# Action on Disability

## Notes to the Financial Statements

For the year ended 31 March 2022

---

### 1. Accounting policies

- a) The financial statements have been prepared in accordance with 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 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

- b) Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.
- c) Grants are recognised in full in the statement of financial activities in the period in which they are received or receivable whichever is earlier. Grants received which are clearly specified for a future accounting period are shown as deferred.
- d) Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

Expenses are recognised in the period in which they are incurred. Most expenditures include VAT which cannot be recovered.

- e) Expenses are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Disability projects	98%
Fundraising and publicity	2%

- f) Depreciation and amortisation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	2 years / 5 years (straight line)
Fixtures, fittings and equipment	20% (straight line)
Intangible assets	over 10 years

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

- g) Cost of generating funds relate to the costs incurred by the charity in inducing others to make voluntary contributions to it.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- j) Designated funds are unrestricted funds earmarked by the Board of Trustees for a particular purpose.

## Action on Disability

### Notes to the Financial Statements

For the year ended 31 March 2022

---

#### Accounting policies (continued)

- k) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities on a straight-line basis, based on the length of the lease.
- l) The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The company has no liability under the scheme other than for the payment of those contributions.
- m) The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. No key judgements have been made by the charitable company which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

## Action on Disability

### Notes to the Financial Statements For the year ended 31 March 2022

2	Total Income	Fund raising	Support Services	Capital Project	Employment Services	Youth Services	Advocacy Services	Welfare Benefits Service	Independent Living Services	2022 Total	2021 Total
		£	£	£	£	£	£	£	£	£	£
	<b>Restricted Income</b>										
	Statutory Income	-	350	103,254	-	123,099	-	88,220	159,410	474,333	334,562
	Charitable Income	-	4,753	-	71,399	59,746	-	-	-	135,898	170,250
	Donation and Fundraising	98	-	-	-	-	-	-	-	98	4,584
	Fee Income	-	-	-	-	-	-	-	-	-	-
	Membership / Subscription	-	-	-	-	23	-	-	-	23	-
	Other Income	-	-	-	-	-	-	-	-	-	-
	<b>Total Restricted Income</b>	98	5,103	103,254	71,399	182,868	-	88,220	159,410	610,352	509,396
	<b>Unrestricted Income</b>	£	£	£	£	£	£	£	£	£	£
	Statutory Income	-	100	-	-	-	-	-	-	100	10,339
	Charitable Income	-	505	-	19,061	99,500	-	-	-	119,066	105,887
	Investment and Interest	6	-	-	-	-	-	-	-	6	15
	Donation and Fundraising	1,713	-	-	-	50	-	-	-	1,763	24
	Fee Income	-	1,047	-	324,562	14,684	-	-	-	340,293	266,038
	Membership / Subscription	-	-	-	-	1,100	-	-	-	1,100	357
	Other Income	-	-	-	-	51	-	-	-	51	1,390
	<b>Total Unrestricted Income</b>	1,719	1,652	-	343,623	115,385	-	-	-	462,379	384,050
	<b>Total Income</b>	1,817	6,755	103,254	415,022	298,253	-	88,220	159,410	1,072,731	893,446



## Action on Disability

### Notes to the Financial Statements For the year ended 31 March 2022

3 Total expenditure	Fund raising	Support services	Capital Project	Employment Services	Youth Service	Advocacy Services	Welfare Benefits Service	Independent Living Services	Total Disability Projects	2022 Total	2021 Total
	£	£	£	£	£	£	£	£	£	£	£
People Costs (see note 5)	500	96,042	-	320,445	149,100	-	66,806	75,789	708,182	708,682	606,040
Direct Project Expenditure	-	2,914	103,254	16,552	43,819	-	-	35,695	202,234	202,234	74,175
Direct Expenses	1,742	3,200	-	341	2,981	-	110	71	6,703	8,445	7,917
Premises Expenditure	-	1,743	-	1,742	13,837	-	1,742	2,904	21,968	21,968	23,360
Travel and Accommodation	-	1,107	-	1,083	1,499	-	30	6	3,725	3,725	1,225
Office Expenditure	-	10,351	-	11,498	7,097	-	7,058	7,304	43,308	43,308	43,733
Professional fees	-	6,403	-	2,989	712	-	1,596	1,124	12,824	12,824	12,322
Support Services fees	-	(124,918)	-	53,953	38,773	-	11,469	20,723	-	-	-
Depreciation	-	8,833	-	475	190	-	-	-	9,498	9,498	8,464
	2,242	5,675	103,254	409,078	258,008	-	88,811	143,616	1,008,442	1,010,684	777,236
Capitalised in the year	-	-	(103,254)	-	-	-	-	-	(103,254)	(103,254)	-
<b>Total expenditure</b>	<b>2,242</b>	<b>5,675</b>	<b>-</b>	<b>409,078</b>	<b>258,008</b>	<b>-</b>	<b>88,811</b>	<b>143,616</b>	<b>905,188</b>	<b>907,430</b>	<b>777,236</b>

## Action on Disability

### Notes to the Financial Statements

For the year ended 31 March 2022

#### 4 Net incoming/ (outgoing) resources for the year

This is stated after charging / crediting:

	2022 £	2021 £
Depreciation	9,498	8,464
Auditors' remuneration	4,250	4,250

#### 5 Staff costs and numbers

Staff costs were as follows:

	2022 £	2021 £
Salaries and wages	589,173	579,917
Social security costs	46,655	49,612
Pension contributions	14,897	12,432
Sessional and temporary workers	34,783	46,927
Other people costs	23,174	10,206
	<b>708,682</b>	<b>606,040</b>

No employee earned more than £60,000 during the year.

The total employee benefits including pension contributions of the key management personnel were £54,367 (2021: £59,686).

The average number of employees during the period was as follows:

	2022 No.	2021 No.
Disability Services and Projects	26	21
Support Services	3	3
	<b>29</b>	<b>24</b>

#### 6 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

## Action on Disability

### Notes to the Financial Statements

For the year ended 31 March 2022

<b>7 Tangible fixed assets</b>	<b>Intangibles</b>	<b>Leasehold improvements &amp; Office fit out</b>	<b>Fixtures, fittings &amp; equipment</b>	<b>Computer equipment</b>	<b>Total</b>
		£	£	£	£
<b>Cost</b>					
At 1 April 2021	4,161	-	7,067	35,258	46,486
Additions	284	93,220	11,021	3,475	108,000
Disposals	-	-	-	-	-
At 31 March 2022	<u>4,445</u>	<u>93,220</u>	<u>18,088</u>	<u>38,733</u>	<u>154,486</u>
<b>Depreciation &amp; amortisation</b>					
At 1 April 2021	536	-	5,159	17,541	23,236
Charge for the period	438	-	954	8,106	9,498
Disposals	-	-	-	-	-
At 31 March 2022	<u>974</u>	<u>-</u>	<u>6,113</u>	<u>25,647</u>	<u>32,734</u>
<b>Net book value</b>					
<b>At 31 March 2022</b>	<u><b>3,471</b></u>	<u><b>93,220</b></u>	<u><b>11,975</b></u>	<u><b>13,086</b></u>	<u><b>121,752</b></u>
At 31 March 2021	<u><b>3,625</b></u>	<u><b>-</b></u>	<u><b>1,908</b></u>	<u><b>17,717</b></u>	<u><b>23,250</b></u>

<b>8 Debtors</b>	<b>2022</b>	<b>2021</b>
	£	£
Prepayments	22,830	23,354
Accrued income	45,485	18,865
Other debtors	29,833	16,138
	<u><b>98,148</b></u>	<u><b>58,357</b></u>

<b>9 Creditors: amounts falling due within one year</b>	<b>2022</b>	<b>2021</b>
	£	£
Taxation and social security	(2,504)	2,916
Other taxes	9,877	966
Other creditors	6,803	625
Accruals	300	500
Deferred income	119,118	75,340
	<u><b>133,594</b></u>	<u><b>74,336</b></u>

## Action on Disability

### Notes to the Financial Statements For the year ended 31 March 2022

#### 10 Analysis of net assets between funds

For the year ended 31 March 2022	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	-	121,752	121,752
Current assets	117,435	118,781	343,015	579,231
Current liabilities			(133,594)	(133,594)
<b>Net assets at the end of the year</b>	<b>117,435</b>	<b>118,781</b>	<b>331,173</b>	<b>567,389</b>

  

For the year ended 31 March 2021 (prior year)	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	-	23,250	23,250
Current assets	56,043	68,035	329,096	453,174
Current liabilities			(74,336)	(74,336)
<b>Net assets at the end of the year</b>	<b>56,043</b>	<b>68,035</b>	<b>278,010</b>	<b>402,088</b>

#### 11 Movements in funds

	As at 1 April 2021	Income	Expenditure	Transfers in/(out)	As at 31 March 2022
	£	£	£	£	£
<b>Restricted funds:</b>					
Fund raising	-	98	(98)	-	-
Support Services	-	5,103	(5,103)	-	-
Capital Project	-	103,254	-	(103,254)	-
Employment Services	5,000	71,399	(65,455)	-	10,944
Youth Services	-	182,868	(142,623)	-	40,245
Welfare Benefits Service	16,834	88,220	(88,811)	-	16,243
Independent Living Services	34,209	159,410	(143,616)	-	50,003
<b>Total restricted funds</b>	<b>56,043</b>	<b>610,352</b>	<b>445,706</b>	<b>(103,254)</b>	<b>117,435</b>
<b>Designated funds:</b>					
Fund raising	-	1,719	(2,144)	425	-
Support Services	-	1,652	(572)	(1,080)	-
Employment Services	-	343,623	(343,623)	-	-
Youth Services	-	115,385	(115,385)	-	-
Capital Fund	68,035	-	-	50,746	118,781
<b>Total designated funds</b>	<b>68,035</b>	<b>462,379</b>	<b>(461,724)</b>	<b>50,091</b>	<b>118,781</b>
<b>General funds</b>	<b>278,010</b>	<b>-</b>	<b>-</b>	<b>53,163</b>	<b>331,173</b>
<b>Total unrestricted funds</b>	<b>346,045</b>	<b>462,379</b>	<b>(461,724)</b>	<b>103,254</b>	<b>449,954</b>
<b>Total funds</b>	<b>402,088</b>	<b>1,072,731</b>	<b>(907,430)</b>	<b>-</b>	<b>567,389</b>



# Action on Disability

## Notes to the Financial Statements

For the year ended 31 March 2022

### 11 Movements in funds

	As at 1 April 2020	Income	Expenditure	Transfer s in/(out)	As at 31 March 2021
	£	£	£	£	£
<b>Restricted funds:</b>					
Fund raising	-	4,609	(4,904)	295	-
Support Services	-	-	-	-	-
Capital Project	-	4,524	(4,381)	(143)	-
Employment Services	15,000	38,374	(48,374)	-	5,000
Youth Services	-	215,246	(215,246)	-	-
Advocacy Service	1,074	375	(307)	(1,142)	-
Welfare Benefits Service	3,000	95,720	(81,885)	-	16,835
Independent Living Services	20,257	150,548	(136,597)	-	34,208
<b>Total restricted funds</b>	<b>39,331</b>	<b>509,396</b>	<b>(491,694)</b>	<b>(990)</b>	<b>56,043</b>
<b>Designated funds:</b>					
Fund raising	-	661	-	(661)	-
Support Services	-	11,164	(6,207)	(4,957)	-
Employment Services	-	252,998	(242,882)	(10,116)	-
Youth Services	-	66,801	(36,453)	(30,348)	-
Independent Living Services	-	2,426	-	(2,426)	-
New Centre - Capital Fund	18,035	50,000	-	-	68,035
<b>Total designated funds</b>	<b>18,035</b>	<b>384,050</b>	<b>(285,542)</b>	<b>(48,508)</b>	<b>68,035</b>
<b>General funds</b>	<b>228,512</b>	<b>-</b>	<b>-</b>	<b>49,498</b>	<b>278,010</b>
<b>Total unrestricted funds</b>	<b>246,547</b>	<b>384,050</b>	<b>(285,542)</b>	<b>990</b>	<b>346,045</b>
<b>Total funds</b>	<b>285,878</b>	<b>893,446</b>	<b>(777,236)</b>	<b>-</b>	<b>402,088</b>

### 12. Purposes of restricted and designated funds

<b>Support Services</b>	To provide management and administration of the organisations and the provision of welfare rights and information service, trust application and events fundraising.
<b>Capital Project</b>	The AoD Centre for Independent Living is a newly built, accessible, ground floor space (opening in the summer of 2022) which will include supported community activities, peer support groups, confidential interview rooms, a conference / training room and a community garden project.
<b>Employment Service</b>	To assist disabled people towards employment – through internships in partnership with businesses, schools and colleges as a route to paid work.
<b>Youth Service</b>	To provide a range of leisure, social and educational opportunities for young disabled people throughout the year in inclusive environments and settings.

## Action on Disability

### Notes to the Financial Statements

For the year ended 31 March 2022

<b>Advocacy Services</b>	To provide a single point of access to advocacy services for those eligible for or in receipt of adult social care services in the London Borough of Hammersmith and Fulham, delivered in partnership with MIND and MENCAP.
<b>Welfare Benefits Services</b>	To provide welfare benefits advice and support – to tribunal level. DLA, PIP & AA form filling support for disabled people. Local authority funded children and families and adult services.
<b>Independent Living Service</b>	To provide a service aimed at bringing disabled people together to offer mutual support around all aspects of their lives, while sharing activities around common interests such as Direct Payments, IT, Knitting and Healthy Lifestyles.

#### 13 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2022	2021
	£	£
<b>Net movement in funds for the reporting period</b>	<b>165,301</b>	<b>116,210</b>
Depreciation	9,498	8,464
Interest, rent and dividends from investments	(6)	(15)
Decrease / (increase) in debtors	(39,791)	(34,160)
(Decrease) / increase in creditors	59,258	28,354
<b>Net cash provided by / (used in) operating activities</b>	<b>194,260</b>	<b>118,853</b>

#### 14 Analysis of cash and cash equivalents

	At 1 April 2021	Cash flows	Other changes	At 31 March 2022
			£	£
Cash at bank and in hand	394,817	86,266	-	481,083
Overdraft facility (repayable on demand)	-	-	-	-
<b>Total cash and cash equivalents</b>	<b>394,817</b>	<b>86,266</b>	<b>-</b>	<b>481,083</b>

#### 15 Operating lease commitments

The charity had annual commitments at the year-end under non-cancellable operating leases expiring as follows:

	Equipment 2022	Equipment 2021
	£	£
<b>Within 2 to 5 years</b>	<b>-</b>	<b>-</b>

#### 16 Related party transactions

There were no related party transactions during the year.