



**Disability**  
**Network**  
**Hounslow**

## **Report and Accounts for the year ending 31 March 2021**

Charity details

Report of the Trustees

Independent Examiner's report

Statement of Financial Activities

Balance Sheet

Notes to the Financial Statements

[The following pages do not form part of the Financial Statements]

Analysis of Incoming Resources 17

Analysis of Resources Expended

## Charity Details

Name and status: Disability Network Hounslow [DNH]

DNH has charitable status and is a company limited by guarantee and not having a share capital.

Trustees Co Chairs: Caroline Carney and Penny Ledger:

Company Secretary: Virginia Fassnidge until April 2021

Harvir Sahota, Christine Hay, Beatrice Ani, Pat McCarthy, Margaret Krowicki, Mukesh Malhotra

Councillor Mel Collins [Nominated by London Borough of Hounslow]

Chief Executive Officer: John Seear

Senior Caseworker: Ashi Dhillon

Registered office

Star Centre, 63-65 Bell Road Hounslow, Middlesex. TW3 3NX

Charity Registration No: 1097010

Company Registration No: 04542527

Bankers CAF Cash Limited

PO Box 289, West Malling Kent KT1 4ET

Independent Examiner: Jane Spencer-Davis

4-6 Peterborough Road Harrow, Middlesex. HA1 2BQ

## **Report of the Trustees For the year ending 31 March 2021**

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Disability Network Hounslow (the charitable company) for the year ended 31 March 2021.

The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the charitable company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required

### **CHAIR'S INTRODUCTION**

DNH staff, John Seear and Ashi Dhillon, have maintained and developed DNH services throughout the year, in spite of the covid-19 restrictions.

The trustees have been working hard to support DNH staff, members, volunteers and other people who use our services.

Demand for casework, advice and support keeps growing. Our services are greatly appreciated by our clients and by other Hounslow organisations.

As well as supporting the work of staff and volunteers, John manages the contracts and financial arrangements that enable DNH to function effectively.

Ashi's expertise in casework, benefits and languages enables her to help people who have difficulty accessing other services and those

who have complex needs. She checks benefits, housing and support and acts as an advocate.

From the start of the Covid-19 lockdown in March 2020 DNH staff and trustees switched to working from home and meeting online. Ashi has been busy arranging deliveries of cooked meals and shopping to people unable to go out. She worked with local organisations including faith groups.

DNH, our members, and the community we serve have been severely affected by local and national changes in benefits and services for people with disabilities and their families. Most medical and social work appointments were replaced by telephone calls or cancelled altogether. Ashi worked from home but made home visits when necessary. As well as helping with application forms, DNH supports people to ask for decisions to be reviewed and to appeal to a tribunal. Because of this process each person may need several appointments over a year or more for benefits including Personal Independence Payments, Attendance Allowance, Employment Support Allowance, Universal Credit and Blue Badge applications. with similar processes for Employment Support Allowance and Attendance Allowance.

The benefits people receive don't just help with basic living costs. Personal Independence care money pays for extra help and other disability related costs such as council charges for home care. Mobility payments help with the cost of Motability cars, electric wheelchairs, and other travel. Personal Independence Payment for care is £3104 to £4659 a year and for mobility £1232 to £3253 a year.

Ashi calculated that in the year 2020-2021, in spite of covid restrictions, her work directly resulted in annual payments totalling £112,046.00 with two outcomes still to be received. Benefits money is usually spent quickly and locally, including paying for social care, so local people also gain indirectly.

We were especially concerned about people living alone who have been isolated from their families, friends and community links.

People in sheltered housing were cut off from their families and



friends and even their neighbours in the same building. Many are still wary of crowded places because of covid. Ashi organised shopping and donations of meals, toiletries, hand gel, masks and gloves. Ashi and volunteers filled and delivered bags of treats for Christmas.

Some people have continuing support from Ashi and volunteers in addition to having help with specific issues.

DNH casework and advice services can be accessed by disabled people, their families, friends, carers or professionals involved with them. The service is free and available to anyone who has a disability-related enquiry who lives or works in Hounslow. Enquiries are also answered over the telephone or via email. About 400 calls a year come to the office. The advice services are based completely on the issues people bring to us. If we are unable to help directly, we try to find out who can.

We are a disabled people led organisation. Most of our trustees have personal and/or professional experience of disability and long-term health conditions.

On behalf of the trustees and everyone at DNH we would like to thank our volunteers, funders and donors for their continued interest, support and generosity. This includes all the "donations in kind" of goods and services which DNH would otherwise have to buy, leaving more money for running services.

We received a substantial legacy from a former client which gives us financial security while we continue to apply for funding.

We would particularly like to thank Gurdwara Sri Guru Singh Sabha for providing a free private accessible office for Ashi's casework and for hosting a joint Culture and Diversity event every two years.



Funders for 2020-21 include Pathways, The Heathrow Community Fund,



The Isleworth and Hounslow Charity, Neighbourly website



The Lottery Community Fund gave DNH a grant for Ashi's casework and advice service for two days a week up to March 2021. Virginia successfully applied to Disability Action for funding.

Most of our work for 2019-20 was funded by London Borough of Hounslow. We continue to apply to many funds for grants to enable us to maintain and expand our services.

We do our best to keep administrative costs as low as possible. Our current office rent is £250 including the use of the Star Centre meeting room. Our other expenses include our insurance and telephone.



We are especially thankful for the many ways Virginia Fassnidge dealt with financial and secretarial duties as well as organising our stalls at community events, assisting with events at DNH and organising our allotment. Virginia died in April 2021 and will be greatly missed by all who knew her.

Mukesh Malhotra shared his expertise in internet security, detecting scams, data protection and credit unions with our members and trustees. He set up our zoom calls and Whatsapp to enable the trustees to continue to meet and share ideas and information.

Ealing and Hounslow CVS and London Borough of Hounslow provided frequent online meetings and training.

We have good links with the lunch club and Each with whom we share the Star Centre.

## **Objectives and Activities**

To relieve the experience of disability DNH will support people with physical, mental or sensory impairments living or working within the London Borough of Hounslow. DNH will enhance their independence, freedom of choice and opportunities for full participation in the community.

At the discretion of the Trustees, it will also support people within neighbouring boroughs if funded to do so.

### The Aims are:

- To continue to develop services in response to identified need of people living with disabilities in the London Borough of Hounslow
- To ensure services are accessible to any person whatever their disability

- To provide services within a quality framework that offers best practice and continuing quality development
- To address any limitations in current service delivery

Our objectives are to develop services by:

- Identifying needs
- Developing outreach services
- Developing advocacy
- Developing training and awareness services
- Providing a high quality, confidential service
- Securing premises adequate for the needs of the services
- Developing partnership working
- Promoting DNH services and awareness of the needs of people living with disabilities
- At all times ensuring full implementation of the DNH Equal Opportunities Policy, best practice and continuing quality.

Through the casework, advice, advocacy & support services offered by Disability Network Hounslow, we help disabled people and/or carers by:

- Increasing income and reducing money worries and debt
- Supporting disabled people with issues with housing to prevent eviction of vulnerable people from their homes
- Enabling people to continue to live at home independently by ensuring they have the correct equipment and social services assessments in place to support them or directing them to where they can personally obtain disability aids to make life manageable again.
- Making disabled people and carers aware of their rights and the services they should be able to access e.g., Direct Payments, Housing, Benefits
- Supporting them, particularly those most at risk of social isolation, to be more involved in the community and live happier, healthier,

more fulfilled lives, by advising on community & social events, courses/training/employment, volunteer opportunities at DNH & elsewhere, leisure activities, outings & access options

-Helping people with completing application forms, including benefit forms, taxi card applications and job applications. Through the work of our casework and advice services we monitor issues that arise for disabled people and make their voices heard at local and national level.

## **Communications**

We send our newsletter to members. This includes information about our services as well as local or national items of interest.

We use our Facebook page to tell people about DNH and issues affecting people with disabilities. We also have a Facebook page to spread information on the themes of the Hounslow People's Parade - human rights, the environment and humanitarian responses to crises.

We have a website: <https://tinyurl.com/dnh636518>.

## **Statement of public benefit**

### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months. including the success of each key activity and the benefits they have brought to the people we are set up to help. The review also helps us ensure our aims, objectives and activities remain focused on our stated purposes.

We have had regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

### How our activities deliver public benefit

All our charitable activities focus on enabling people with disabilities to take a more active, independent role in society and are undertaken to further our charitable purposes for the public benefit.

### Who used and benefited from our services?

Our objects define the services we provide as for people with disabilities and to furthering their independence and full participation in the community. Disabled people, their carers, family or friends benefit from our services. We also provide information to professionals and others involved in service provision and improving the chances of our service users achieving greater independence & full participation in the community. Our services are also important in helping to prevent situations which lead to breakdown in a person's health, support, relationships, tenancy or employment.

No one receives any private benefit from DNH other than the services for the beneficiaries.

### **Governance and Management Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 23rd September 2002 and registered as a charity on 23rd September 2002. The company was established under a Memorandum of Association which established the objections 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.

### **Recruitment and Appointment to the Management Committee**

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

are elected to serve by a majority membership vote at the Annual General Meeting.

The Board seeks to ensure that the diversity of the local population and a broad range of impairments are represented on the group. In an effort to maintain this broad mix, members are requested to provide a list of skills and in the event of a particular identified gap, individuals are approached (or advertised for), to offer themselves for election. The Board can co-opt trustees pending election at the next AGM.

### **Trustee Induction and Training**

Trustees are provided with information about DNH and copies of policies and procedures. Training is provided. Where individuals express a particular interest for professional development, they are supported to undertake relevant training.

### **Risk Management**

Procedures are in place to ensure compliance with health and safety for staff, volunteers and visitors to the office and outreach points. These procedures are periodically reviewed to ensure that they continue to meet legal requirements and the needs of the charity. DNH has public liability insurance. We reviewed all our policies and procedures to ensure compliance with GDPR data protection legislation.

### **Organisational Structure**

Disability Network Hounslow has a Board who meet at least every three months and are responsible for the strategic direction and policy of the company. Day to day responsibility for the charity is delegated to the Chief executive Officer [CEO] who is responsible for all aspects of operational management, staff supervision and working practices.

### **Financial Review**

Funding for advice and information services continues to be uncertain knowing that grants are usually for one year. However,

we operate within the budgets set when we apply for grants. Donations enable us to operate more flexibly and to build up a contingency fund.

## **Principal Funding Sources**

Principal funding sources are grants. Other income is generated from individual membership fees and donations. We do not charge for services or social and practical activities, apart from meals provided at cost price.

## **Investment Policy**

All our income is held in the CAF Bank account.

## **Reserves Policy**

It is deemed prudent to build reserves to cover 12 months running costs.

## **Plans for the future**

DNH aims to continue the activities outlined above over the following year of funding can be secured and as far as Covid-19 national and local guidance permit.

Our priorities will be:

- Continuing to respond to the needs of people isolated by their health, age and/or disabilities.
- Providing donated food and other goods, to people in need, in liaison with other local groups
- Maintaining the telephone service for people needing advice and support with benefits and accessing services
- keeping in touch and supporting our members and regular clients
- maintaining communication and effective decision making within the staff and trustees
- 
- fundraising to transition to our previous face-to-face services. It is recognised that alternative avenues of income generation need to

be explored. These should include grants for both new service provision and core costs as well as securing the future of our current services.

We expect to continue sharing the Star Centre with other organisations but would prefer to be based in a wholly accessible building.

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors on

Approved by the Board and signed on its behalf by:

Christine Penelope Ledger [Co-Chair of Trustees]

date

## **Independent Examiners report**

I report on the accounts of the Charity for the year ended 31 March 2021

### **Respective responsibilities of trustees and examiner**

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) of the Act whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion in the view given by the accounts.

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

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting records of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Jane Spencer-Davis BA FCCA CTA Chartered Certified Accountant, 4-6 Peterborough Road Harrow HA1 2BQ**

**Signed**

**date**

**Financial Activities**

**Year Ended**

**31 March 2020**

	Unrestr- icted Funds £	Restr- icted Funds £	2020 Total £	2019 Total £
<b>Income</b>				
<b>from</b>	-	15,980	15,980	13,500
<b>o</b>				
<b>m</b>				
<b>:</b>				
Government grants				
Sundry donations	3,250	-	3,250	4,620
Investment income	23	-	23	12
<b>Total</b>	<u>3,273</u>	<u>15,980</u>	<u>19,253</u>	<u>18,132</u>
<b>Expenditure on:</b>				
Charitable activities	1,927	15,750	17,677	10,477
Governance costs	-	-	-	-
<b>Total</b>	<u>1,927</u>	<u>15,750</u>	<u>17,677</u>	<u>10,477</u>
Net income	1,346	230	1,576	7,655
Transfers	-	-	-	-
Total funds brought forward	<u>2,182</u>	<u>11,933</u>	<u>14,115</u>	<u>6,460</u>
<b>Fund balances at 31 March 2020</b>	<u>3,528</u>	<u>12,163</u>	<u>15,691</u>	<u>14,115</u>

**CONTINUING OPERATIONS**

All income and expenditure has arisen from continuing activities.

	2020	2019
	£	£
<b>Current assets</b>		
Cash at bank and in hand	<u>15,691</u>	<u>14,115</u>
	15,691	14,115
<b>Creditors:</b> Amounts falling due within one year		
	<u>(-)</u>	<u>(-)</u>
<b>Net current assets</b>	<u>15,691</u>	<u>14,115</u>
<b>Total assets less current liabilities</b>	<u>15,691</u>	<u>14,115</u>
<b>Funds:</b>		
Unrestricted funds	3,528	2,182
Restricted funds	<u>12,163</u>	<u>11,933</u>
	<u>15,691</u>	<u>14,115</u>

The charitable company is entitled to exemption from audit under the Companies Act 2006 for the year ended 31 March 2020

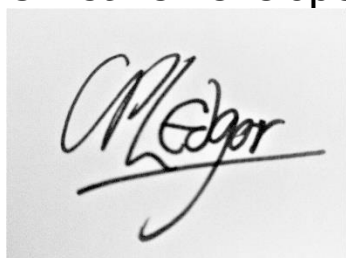
The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006. The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on \_\_\_\_\_ and were signed on its behalf by:

Christine Penelope Ledger Chair of Trustees

A handwritten signature in black ink, appearing to read 'CP Ledger', written over a light grey rectangular background.

## **Accounting policies**

1. Basis of preparing the financial statements 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 (FRS102) (effective 1 January 2015)", Financial Reporting Standard FRS102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.
2. Income All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.
3. Fund accounting Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

4. Expenditure Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer or economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

5. **Taxation:** The charity is exempt from corporation tax on its charitable activities.

**Trustees' remuneration and benefits** There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020. Trustees can claim expenses approved by the board and supported by receipts.

**Movement in funds** Balances on restricted funds will be used to meet delivery commitments of the projects concerned.

	<b>balance</b>				<b>balance</b>
	<b>31/3/19</b>	<b>Incoming</b>	<b>Expended</b>	<b>transfers</b>	<b>31/3/20</b>
<b>Restricted funds</b>					
For current services	<u>11,933</u>	<u>15,980</u>	<u>15,750</u>	-	<u>12,163</u>
	11,933	15,980	15,750	-	12,163
<b>Unrestricted funds (Core activities)</b>					
	<u>2,182</u>	<u>3,273</u>	<u>1,927</u>	-	<u>3,528</u>
<b>Total funds</b>	<b><u>14,115</u></b>	<b><u>19,253</u></b>	<b><u>17,677</u></b>	<b>-</b>	<b><u>15,691</u></b>

**Related party transactions** There were no related party transactions for the year ended 31 March 2020

	Unrestricted £	Restricted £	2020 £	2019 £
<b>Grant income</b>				
London Borough of Hounslow	-	11,980	11,980	6,000
Housing pathways	-	2,500	2,500	7,500
Heathrow Airport	=	<u>1,500</u>	<u>1,500</u>	=
	=	<u>15,980</u>	<u>15,980</u>	<u>13,500</u>
<b>Other Income</b>				
Sundry donations	3,250	-	3,250	4,620
Other income	=	=	=	=
	<u>3,250</u>	=	<u>3,250</u>	<u>4,620</u>
<b>Investment income and other incoming resources</b>				
Bank interest	<u>23</u>	=	<u>23</u>	<u>12</u>
<b>Total incoming resources</b>	<u>3,273</u>	<u>15,980</u>	<u>19,253</u>	<u>18,132</u>

Unrestricted		Restricted 2020		2019
£		£	£	£
<b>Costs directly allocated to activities</b>				
Staff costs	-	15,750	15,750	8,000
Outreach meetings	-	-	-	-
Newsletter	-	-	-	-
<u>total</u>	<u>-</u>	<u>15,750</u>	<u>15,750</u>	<u>8,000</u>
<b>Support costs allocated to activities</b>				
Premises	-	- -		-
Insurance*	-	- -		-
General office staff	-	- -		-
General office costs	1,729	- 1,729		1,962
Training	-	- -		-
Transport	198	-	198	515
Professional fees	-	-	-	-
		=		
Communications	=		=	=

\*Insurance payments are included in general office costs and are up to date.