

REGISTERED COMPANY NUMBER: 06452443 (England and Wales)
REGISTERED CHARITY NUMBER: 1124371

Charity Commission Copy

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
DISABILITY INFORMATION BUREAU**

Heywood Shepherd
Chartered Accountants
1 Park Street
Macclesfield
Cheshire
SK11 6SR

DISABILITY INFORMATION BUREAU

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FOR THE YEAR ENDED 31 MARCH 2021**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objects and of the Company shall be for the benefit of people with disabilities living in Macclesfield and Congleton and surrounding areas and the North West of England (hereinafter referred to as "the area of benefit" by, but not exclusively by;

A) Providing information, support and associated services so that they may lead active and fulfilling lives and participate more fully in society;

B) Advancing education by enabling people with disabilities to become more involved in the process of working towards positive change in the provision of services for people with disabilities;

C) Advancing education amongst organisations in the public, private and voluntary sectors in order to raise awareness share best practice and increase understanding of the needs of people with disabilities;

D) Offering individuals support to improve their well being and lives, through the use of an employment service, a benefit service and a volunteering service.

The Charity Mission, Vision and Values can be found on our website

<http://www.dibservices.org.uk/our-mission-vision-values-and-long-terms-goals-0>

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2020/21 has been an unprecedented year due to COVID-19 with the DIB and Shopmobility both closed from the end of March 2020. There was an on-going impact throughout the remainder of the year which included reduced opening hours, appointments only and remote contact with 70% of our service users.

Several COVID emergency grants and furlough payments enabled us to retain several staff members and put certain services on hold whilst other services were delivered remotely ensuring we continued to support disabled people, their families and carers in-line with our charitable aims and adhering to Government guidelines throughout the pandemic. Services being run were:-

- Information & Advice - Remote Delivery
- Welfare Rights Service - Remote Delivery
- Learning Centre - Intermittent In-house Training & Remote Training
- Employment Support (New Leaf & Lloyds Foundation) - Remote Delivery
- In the Know (Digital Device Support) - Remote Delivery

Services that were temporarily put on hold during the past 12 months were:-

- Accessibility Issues & Access Appraisals
- Volunteering Opportunities
- RADAR Keys
- Shopmobility in Macclesfield Town Centre
- Macclesfield Accessibility Group
- Room Hire and Training for Organisations e.g., Disability Awareness

New Leaf's performance targets were reduced due to the lack of referrals since lock-down. The three contractual elements covering Mentoring, Training and Financial Inclusion achieved 91% of their outcomes. Torus Foundation confirmed that from July 2021 another 18 months extension (Phase 3) of New Leaf has been accepted and the DIB will continue to deliver all three elements again.

Laura Smith, CEO resigned from the DIB in June 2020 and Averil Goodier was appointed the new CEO effective from mid-July 2020. Staff, Volunteers and Trustees wished her success and happiness in her new venture and thanked her for her support and commitment over the past 18 years.

Volunteers have unfortunately diminished over the past twelve months due to their vulnerability, therefore the DIB will be concentrating on encouraging existing and new volunteers to join the DIB which will enable us to be as effective and supportive in many of our provisions, for example Welfare Rights, Information Services, IT Training and Shopmobility were all targeted after restrictions eased.

The Trusted Charity Mark Level 1 (NCVO) was undertaken and successfully awarded in February 2020. This quality mark will be valid for three years.

The Annual Review is available on our website - www.dibservices.org.uk

Headline Statistics are as follows:-

- 27 Learners achieved accredited qualifications during the intermittent lockdowns
- 91% of participants on our New Leaf Employability Course achieved an outcome of employment, training/education and actively job searching
- 1018 enquiries were answered by our Information & Advice Service predominantly remotely
- 95% of our learners increased confidence during and after completing courses with us

Feedback from Customers with regards to Welfare Rights:-

- "Extremely grateful for DIB's support" (February 2020)
- "I was very happy with the service and the help I received from the DIB. I would recommend them to any person who needs help with this problem" (August 2020)
- "Fabulous service" (October 2020)
- "Ben was very helpful and thorough" (September 2020)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

Financial position

The budget for the financial year 2020/2021 which was compiled in February 2020 showed a shortfall of £8,805 - but due to the hard work and commitment of all the staff both employed and volunteers we ended the year with a small surplus of £4,997.

Income was £300,781 against a budgeted income of £299,265. This included £23,888 of JRS grant income to enable us to ensure all our staff were properly supported during our periods of office closure.

Total expenses of £295,784 including salaries were very much in line with budget, ending the year £12,286 under the budget of £308,070. This compares with a total expenses figure of £324,901 for the previous year thus showing a decrease of £29,117, this being due in the main to our CEO resigning in July 2020 and being replaced from within the DIB.

The budgeted forecast for 2021/22 shows a loss of some £6,796.

As has been highlighted in the press many charities have ceased to exist and others are chasing ever declining funding sources, plus the funding sources that are left are being inundated with applications.

To this end our employed fundraiser resigned in March 2021 and we have not replaced this position but instead contracted an outside bid writer on a 6 month contract working 1 day a week for us.

Reserves policy

The directors' policy is to have reserves of not less than 6 months but ideally no more than 12 months. Currently we have just under 7 months of reserves.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 13 December 2007 and registered as a charity on 6 June 2008. 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.

The trustees are also directors of the charity for the purposes of the Companies Act 2006.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

We are committed to becoming a DPULO (Disabled people User Led Organisation) and are actively seeking Disabled people to join our Board. We have an application and interview process for interested potential trustees.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

06452443 (England and Wales)

Registered Charity number

1124371

Registered office

The Resource Centre
Pierce Street
Macclesfield
Cheshire
SK11 6ER

Trustees

Mr P Tunwell
Mrs M Goddard (resigned 31.3.21)
Mrs G Peate
Mr J Kirk (resigned 27.7.21)
Miss R Nixon
Ms T A Preece (appointed 20.10.20)
Ms L Gill (appointed 20.10.20) (resigned 11.12.20)
Mr P A Richards (appointed 26.1.21)
Mr M Lunney (appointed 26.1.21) (resigned 4.5.21)
Mrs M Simpson (appointed 4.8.21)

DISABILITY INFORMATION BUREAU

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Heywood Shepherd
Chartered Accountants
1 Park Street
Macclesfield
Cheshire
SK11 6SR

Approved by order of the board of trustees on 19 October 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to be 'R Nixon', with a long, wavy horizontal line extending to the right.

Miss R Nixon - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DISABILITY INFORMATION BUREAU**

Independent examiner's report to the trustees of DISABILITY INFORMATION BUREAU ('the Company')

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

Responsibilities and basis of report

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

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


Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Chartered Accountant which is one of the listed bodies.

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

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

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



Neil Kennington
Chartered Accountant
Heywood Shepherd
Chartered Accountants
1 Park Street
Macclesfield
Cheshire
SK11 6SR

19 October 2021

DISABILITY INFORMATION BUREAU

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		1,622	2,358	3,980	2,003
Charitable activities					
Services		159,728	-	159,728	197,474
Grants		56,273	54,822	111,095	80,785
Room hire		-	-	-	10,765
Other trading activities	2	7	-	7	10,388
Investment income	3	2,083	-	2,083	2,217
Other income		23,888	-	23,888	-
Total		243,601	57,180	300,781	303,632
EXPENDITURE ON					
Raising funds		780	-	780	150
Charitable activities					
General fund		252,104	42,900	295,004	324,751
Total		252,884	42,900	295,784	324,901
NET INCOME/(EXPENDITURE)		(9,283)	14,280	4,997	(21,269)
RECONCILIATION OF FUNDS					
Total funds brought forward		167,262	-	167,262	188,531
TOTAL FUNDS CARRIED FORWARD		157,979	14,280	172,259	167,262

The notes form part of these financial statements

DISABILITY INFORMATION BUREAU

BALANCE SHEET
31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
CURRENT ASSETS					
Debtors	7	1,113	-	1,113	5,213
Prepayments and accrued income		1,719	-	1,719	822
Cash at bank and in hand		157,908	14,280	172,188	165,100
		<u>160,740</u>	<u>14,280</u>	<u>175,020</u>	<u>171,135</u>
CREDITORS					
Amounts falling due within one year	8	(2,761)	-	(2,761)	(3,873)
		<u>157,979</u>	<u>14,280</u>	<u>172,259</u>	<u>167,262</u>
NET CURRENT ASSETS					
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>157,979</u>	<u>14,280</u>	<u>172,259</u>	<u>167,262</u>
NET ASSETS					
		<u>157,979</u>	<u>14,280</u>	<u>172,259</u>	<u>167,262</u>
FUNDS					
Unrestricted funds	9			157,979	167,262
Restricted funds				14,280	-
TOTAL FUNDS					
				<u>172,259</u>	<u>167,262</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

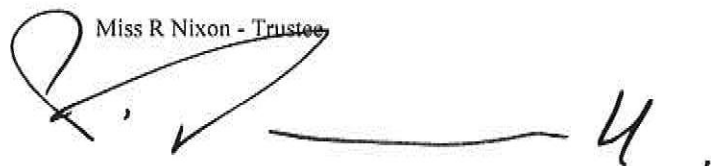
- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 19 October 2021 and were signed on its behalf by:



Miss R Nixon - Trustee



Mr P Tunwell - Trustee

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

1. ACCOUNTING POLICIES

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 (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 '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.

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.

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 of 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.

Taxation

The charity is exempt from corporation tax on its charitable activities.

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. OTHER TRADING ACTIVITIES

	2021	2020
	£	£
Fundraising events	-	7,784
Other Income	7	2,604
	<u>7</u>	<u>10,388</u>

DISABILITY INFORMATION BUREAU**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021****3. INVESTMENT INCOME**

	2021	2020
	£	£
Deposit account interest	<u>2,083</u>	<u>2,217</u>

4. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2021	2020
	£	£
Hire of plant and machinery	<u>1,725</u>	<u>3,000</u>

5. 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' expenses

No payments were made to trustees in the year ended 31st March 2020. In the comparative year ended 31st March 2020, Miss R Nixon received reimbursed expenditure totalling £124 in respect of travel and lunch allowance.

6. STAFF COSTS

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

	2021	2020
Management and administration	2	2
Project operations	<u>12</u>	<u>13</u>
	<u>14</u>	<u>15</u>

No employees received emoluments in excess of £60,000.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade debtors	<u>1,113</u>	<u>5,213</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	-	1,462
Accruals and deferred income	2,761	2,411
	<u>2,761</u>	<u>3,873</u>

9. MOVEMENT IN FUNDS

	At 1.4.20	Net movement in funds	At 31.3.21
	£	£	£
Unrestricted funds			
General fund	167,262	(9,283)	157,979
Restricted funds			
Shopmobility	-	2,359	2,359
In The Know	-	11,921	11,921
	<u>-</u>	<u>14,280</u>	<u>14,280</u>
TOTAL FUNDS	<u>167,262</u>	<u>4,997</u>	<u>172,259</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	243,601	(252,884)	(9,283)
Restricted funds			
Shopmobility	13,359	(11,000)	2,359
East Cheshire Advocacy	15,176	(15,176)	-
In The Know	28,645	(16,724)	11,921
	<u>57,180</u>	<u>(42,900)</u>	<u>14,280</u>
TOTAL FUNDS	<u>300,781</u>	<u>(295,784)</u>	<u>4,997</u>

Comparatives for movement in funds

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
Unrestricted funds			
General fund	188,531	(21,269)	167,262
TOTAL FUNDS	<u>188,531</u>	<u>(21,269)</u>	<u>167,262</u>

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	242,135	(263,404)	(21,269)
Restricted funds			
Shopmobility	16,727	(16,727)	-
Welfare rights	22,270	(22,270)	-
Sickness relief	285	(285)	-
Film grant	500	(500)	-
Community car grant	21,715	(21,715)	-
	<u>61,497</u>	<u>(61,497)</u>	<u>-</u>
TOTAL FUNDS	<u>303,632</u>	<u>(324,901)</u>	<u>(21,269)</u>

Restricted funds

Shopmobility:

Shopmobility is funded by Cheshire East Council and by payments made by members of Shopmobility for membership and journey fees. All money raised in fees is restricted so that it is spent on Shopmobility services for the benefit of its members.

Welfare Rights:

This funding covers the salaries of two part-time staff members which equates to a full-time position (5 days per week).

In The Know:

This funding had a transfer of funds from Community Cars to cover 12 months part-time staff salary from November 2020 and additional funding for laptops and promotional material.

Sickness Relief:

This was a grant from Macclesfield Relief in Sickness Charity, and used to purchase a laptop and baby milk and food for an individual.

Film Grant:

This was to pay for the promotional film/video in celebration of the DIB's 25-year anniversary. This is now on our website.

Community Car Grant:

This was to cover the salary of a staff member for a twelve month period.

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

DISABILITY INFORMATION BUREAU

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	1,622	2,358	3,980	2,003
Other trading activities				
Fundraising events	-	-	-	7,784
Other Income	7	-	7	2,604
	<u>7</u>	<u>-</u>	<u>7</u>	<u>10,388</u>
Investment income				
Deposit account interest	2,083	-	2,083	2,217
Charitable activities				
Grants	56,273	54,822	111,095	80,785
Service income	159,728	-	159,728	197,474
Room hire	-	-	-	10,765
	<u>216,001</u>	<u>54,822</u>	<u>270,823</u>	<u>289,024</u>
Other income				
JRS grant received	23,888	-	23,888	-
Total incoming resources	<u>243,601</u>	<u>57,180</u>	<u>300,781</u>	<u>303,632</u>
EXPENDITURE				
Other trading activities				
Fundraising Expenses	-	-	-	150
Bad debts	780	-	780	-
	<u>780</u>	<u>-</u>	<u>780</u>	<u>150</u>
Charitable activities				
Wages	199,888	26,833	226,721	257,407
Pensions	4,174	-	4,174	4,119
Travel expenses	265	-	265	2,231
Radar keys	134	-	134	203
Shopmobility expenses	456	-	456	1,597
BBO costs	13,220	-	13,220	15,329
Car expenses	161	-	161	2,022
	<u>218,298</u>	<u>26,833</u>	<u>245,131</u>	<u>282,908</u>
Support costs				
Management				
Hire of plant and machinery	1,725	-	1,725	3,000
Rent and rates	2,152	-	2,152	2,291
Insurance	2,398	1,000	3,398	4,043
Carried forward	6,275	1,000	7,275	9,334

This page does not form part of the statutory financial statements

DISABILITY INFORMATION BUREAU

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Unrestricted funds £	Restricted funds £	2021 Total funds £	2020 Total funds £
Management				
Brought forward	6,275	1,000	7,275	9,334
Light and heat	2,081	-	2,081	3,215
Telephone	1,745	-	1,745	2,617
Office supplies	1,001	-	1,001	4,069
Advertising	-	-	-	2,742
Sundries	4,574	-	4,574	5,463
Repairs and maintenance	988	-	988	2,213
Software expenses	8,697	15,067	23,764	6,871
Subscriptions	3,617	-	3,617	576
Training	994	-	994	1,296
Governance costs	2,129	-	2,129	1,728
	<u>32,101</u>	<u>16,067</u>	<u>48,168</u>	<u>40,124</u>
Finance				
Bank charges	69	-	69	71
Governance costs				
Accountancy fees	<u>1,636</u>	<u>-</u>	<u>1,636</u>	<u>1,648</u>
Total resources expended	<u>252,884</u>	<u>42,900</u>	<u>295,784</u>	<u>324,901</u>
Net (expenditure)/income	<u>(9,283)</u>	<u>14,280</u>	<u>4,997</u>	<u>(21,269)</u>

This page does not form part of the statutory financial statements