

# DISABILITY SOLUTIONS WEST MIDLANDS

England & Wales · Charity number 1143929

## Details

|                |                                                         |
|----------------|---------------------------------------------------------|
| Other names    | DISABILITY SOLUTIONS                                    |
| Status         | Registered                                              |
| Legal form     | Charitable company                                      |
| Company number | <a href="#">07478199</a>                                |
| Registered     | 2011-09-23                                              |
| Register       | <a href="#">View on the Charity Commission register</a> |

## Contact

|         |                                                                                                                        |
|---------|------------------------------------------------------------------------------------------------------------------------|
| Address | Disability Solutions<br>The North Staffs Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke On Trent<br>ST4 7NY |
| Phone   | 01782667326                                                                                                            |
| Email   | <a href="mailto:general@disability-solutions.net">general@disability-solutions.net</a>                                 |
| Website | <a href="http://www.disabilitysolutions.org.uk">www.disabilitysolutions.org.uk</a>                                     |

## Activities

**Objects:** TO PROMOTE THE SUPPORT AND RELIEF OF DISABLED PERSONS OF ALL AGES BY ANY CHARITABLE MEANS, IN PARTICULAR BY:- PROVIDING EDUCATION, ADVICE AND INFORMATION SERVICES AND PRACTICAL ASSISTANCE TO FACILITATE CHOICE AND INDEPENDENCE IN DAILY LIVING ACTIVITIES AND FULL PARTICIPATION IN SOCIETY.

**Activities:** Disability Solutions provides information, advice and support to people with disabilities, their families and carers. We operate across all disabilities and ages. The range of services covers benefits, finance, equipment advice, personal health budgets and personalisation, mobility and access advice, holidays and leisure activities, consultation and representation, other health related issues.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

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- Cheshire East
- Derbyshire
- Shropshire
- Staffordshire
- Stoke-on-trent City
- Telford & Wrekin
- Walsall
- Wolverhampton

## Finances

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| Period end | Income   | Expenditure | Assets   | Employees |
|------------|----------|-------------|----------|-----------|
| 2025-03-31 | £554,568 | £520,839    | £406,318 | 19        |
| 2024-03-31 | £574,973 | £554,884    | £372,589 | 20        |
| 2023-03-31 | £578,675 | £630,755    | £352,500 | 20        |
| 2022-03-31 | £681,778 | £568,285    | £404,580 | 21        |
| 2021-03-31 | £622,324 | £489,998    | £291,087 | 20        |

## Trustees

| Name                           | Role | Appointed  |
|--------------------------------|------|------------|
| Alice Dair                     |      | 2014-01-14 |
| DOROTHY DUNKLEY                |      | 2011-07-11 |
| David Jarvie                   |      | 2025-11-27 |
| EMMA BONFIGLIO                 |      | 2025-11-27 |
| George Robert Bell             |      | 2023-11-29 |
| John Michael Astbury           |      | 2026-02-09 |
| Jonathan Alexander Neil Lawton |      | 2025-11-27 |
| Sarah Ivan-Duke                |      | 2014-01-14 |
| Sheila Hemming                 |      | 2020-09-30 |

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# Accounts

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**Charity Registration No. 1143929**

**Company Registration No. 07478199 (England and Wales)**

**DISABILITY SOLUTIONS WEST MIDLANDS**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2025**

# DISABILITY SOLUTIONS WEST MIDLANDS

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                |                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                | Mrs A E Dair (Chair)<br>Ms D Dunkley (Vice Chair)<br>Mrs S Ivan-Duke<br>Mrs S Hemming<br>Mr G Bell                 |
| <b>Chief Executive Officer</b> | Miss M Rollins                                                                                                     |
| <b>Charity number</b>          | 1143929                                                                                                            |
| <b>Company number</b>          | 07478199                                                                                                           |
| <b>Registered office</b>       | North Staffordshire Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke-on-Trent<br>Staffordshire<br>ST4 7NY |
| <b>Independent examiner</b>    | K V Staley FCA BSc<br>Graphic House<br>124 City Road<br>Stoke on Trent<br>ST4 2PH                                  |
| <b>Bankers</b>                 | Unity Trust Bank plc<br>4 Brindley Place<br>Birmingham<br>B1 2JB                                                   |

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# DISABILITY SOLUTIONS WEST MIDLANDS

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# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

### FOR THE YEAR ENDED 31 MARCH 2025

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The trustees present their report and accounts for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

##### **1.1 Purposes as set out in governing document**

To promote the support and relief of disabled persons of all ages by any charitable means, in particular by providing education, advice and information services and practical assistance to facilitate choice and independence in daily living activities and full participation in society.

##### **1.2 Main activities undertaken to fulfil those purposes**

- Maximising client income through support to access welfare benefit entitlements.
- Providing guidance, advice, support and signposting to enable people to access services and activities which could contribute to improving their quality of life.

Our principal activity is enshrined in our mission statement which is:

- To empower people with disabilities, their families, and relevant professionals to attain the highest quality of life possible, through information, advice, and support.
- To recognise, challenge, and where possible remove barriers in society for people with disabilities.

The aims of the organisation are:

- To enable people in the West Midlands who are affected by disability to fully participate in all aspects of community life.
- To enable the organisation to be fit for purpose through audit, self-governance, and internal review.
- To develop collaborative opportunities where appropriate and enable sustainable partnerships across all sectors.
- To promote and market the organisation to enable it to be visible and best placed to maximise awareness of our work across the West Midlands, as the leading pan-disability organisation.

##### **1.3 How our main activities further charity's purposes for the public benefit**

Our main activities are in line with the charitable purposes of Disability Solutions West Midlands, by contributing to the support and relief of disabled persons.

##### **1.4 Trustees and regard for public benefit**

The Trustees have complied with their duty under Section 17 of the Charities Act 2011, to have due regard to the guidance published by the Charities Commission, in deciding what activities the charity should undertake with a view to providing public benefit.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 1.5 Issues our charity aims to tackle and the differences we aim to make

Disability Solutions West Midlands is a pan-disability organisation with no restriction regarding age, ethnicity, gender, sexual orientation or religion. Some of our services are geographically restricted by contract, whilst others can accept requests for support from any geographical location. We recognise that we are often not able to offer in-depth assistance when a client is geographically remote, but in this case, we will strive to signpost the client to their nearest source of help.

People with disabilities often experience disadvantage, discrimination and consequently have a poor quality of life. They are more likely to experience material deprivation, poverty and fuel poverty. A household which includes a person with disability has basic living expenses of around £975 more than a household with no disabled person. Low income, high living costs, high emotional costs of living with disability, lack of knowledge about services and activities that could provide support, and practical issues can impact on the ability of people with disabilities, to maintain their independence and live safely and well.

Our blend of services have been developed in consultation with our beneficiaries, to ensure that we can meet identified needs within our community. We aim, through advice, information and education to enable people with disabilities to develop the skills and knowledge which will improve their choice and independence and contribute to our beneficiaries attaining the highest possible quality of life.

### 1.6 Our projects, activities and services

- **Stoke-on-Trent Welfare Benefits Service**

Kindly funded by Stoke-on-Trent City Council, the service supports people with disabilities to claim disability-related welfare benefits and to appeal adverse eligibility decisions, to maximise their income and reduce financial hardship.

- **Staffordshire Macmillan Welfare Benefits Service**

The service funded by Macmillan Cancer Support assists people newly diagnosed with cancer or within a 6-month cancer treatment window, to access welfare benefits and other financial support which can help mitigate the financial impacts of living with cancer.

- **Support and Advice Service and Advice Line**

Advisory service which provides advice, information, signposting, support and guidance on issues such as independent living, reablement, independent living aids, blue badges, disability welfare benefits, care services, bereavement and loss, overpayments, housing, carers support etc.

- **DisAbility Connect**

Funded by National Lottery Community Fund, the project offers supportive social prescribing+ and active linking of clients to community assets, for those who have disabilities or life-affecting health conditions. The project aims to support people living challenging and complex lives to explore options to tackle issues and problems they face.

- **Support to Work**

In partnership with Stoke-on-Trent City Council and UK Government, the project combines holistic one-to-one support with the development of work-related skills, improvement of participants' health and wellbeing, mentoring and supported work placements. The project team also collaborate with local employers to encourage them to employ more people with disabilities or life-affecting health conditions.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

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We have continued with our agile working approach to ensure we safeguard our workforce and our beneficiaries, which in turn has enabled us to continue to deliver against our contracts and agreements. With sincere thanks to our staff and volunteers for all their hard work, loyalty, integrity, and support.

Disability Solutions West Midlands are members of CPAG, Disability Rights UK, Support Staffordshire, VAST, RADAR, National Association of Welfare Rights Advisers, Rightsnet, and we are affiliated with Lasa and registered with the ICO. We continue to use the Advice Service Alliance Advice Quality Standard (AQS) as our main quality monitoring and accreditation tool and continue to hold specialist accreditation on the areas of Welfare Benefits Casework and Disability. We continue to work hard in retaining our high-quality standards and ability to conform to the best practice AQS guidelines. We hold the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme and are a registered Disability Confident Employer. We hold Cyber Essentials Certification and are registered with the National Cyber Security Centre.

### **1. Short, medium and long-term strategies for achieving aims and objectives**

Disability Solutions West Midlands has taken a robust approach to strategic planning to enable us to achieve our aims and objectives:

- Business Planning and Business Plan Action Plan
- Business Continuity Planning
- Sustainability Planning
- Income and Funding Strategy
- Marketing and Engagement Strategy
- Monitoring and Evaluation Strategy

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### Achievements and performance

#### 2.1 Summary of our main achievements

- 7,931 individuals and over 15,768 wider family members and carers supported.
- Over £19 million financial gains enabling people with disabilities and their families to meet their everyday and additional needs, retain independence and achieve better mental and physical health outcomes.
- Consistently provided £32.98 return for every £1 invested.

#### 2.2 Volunteer contribution to our work

Our dedicated and hardworking volunteers have generously donated over 8,198 volunteering hours to support our work in assisting people with disabilities and their families, to achieve positive changes to their lives.

Volunteers at Disability Solutions work within all the teams and projects within the charity and enrich our work with their knowledge, insight, and lived experience.

#### 2.3 Difference our work has made to our beneficiaries

Positive outcomes reported by our beneficiaries include:

- Reduced financial hardship.
- Reduced food and fuel poverty.
- Increased ability to pay for care and assistance.
- Reduced debt.
- Improved mental and physical wellbeing.
- Improved emotional and personal resilience.
- Increased independence, choice and financial control.
- Increased ability to remain in their own home.
- Reduced risk of homelessness.
- Improved work readiness.
- Improved social inclusion and reduced loneliness.
- Reduced feelings of isolation.

#### 2.4 Wider social impacts / benefits of our work

The social return on investment analysis of our work demonstrates that our work not only benefits the individuals and families we support, but also has a positive impact and wider benefit on our community.

For example:

- the £19 million in financial gains that we have secured for our beneficiaries is likely to be spent in the community and will therefore benefit the local economy.
- Better ability to live independently, with improved physical and mental wellbeing, will reduce potential costs for health and social care. We have calculated avoided costs of over £5.9million for our local public sector as a result of our work in the community.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

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### **2.5 How we measure success**

Our Monitoring and Evaluation Strategy outlines outcomes and milestones for each of our service areas, targets, data collection requirements and methods. Each service is reviewed every six months to check progress.

We are thrilled to have had our dedication and quality acknowledged through awards we have received:

- High Sheriff of Staffordshire Award 2025 in recognition of great and valuable service to the community, outstanding activity and contribution in enhancing the life of the community.
- Acquisition International - Most dedicated West Midlands Person with a Disability Charity 2025 & Voice of the Community Award 2025.
- Acquisition International - Most dedicated West Midlands Person with a Disability Charity 2024.
- GHP Social Care Awards – Person with a Disability Charity of the Year 2024 – West Midlands.
- Innovation & Excellence Award 2025 from Corporate Live Wire.
- Our Chief Executive Officer has received the following CEO awards – CEO of the Year 2023 and 2024 from CEO Monthly, and is the recipient of the 2025 CEO of the Year Award for Disability Education & Awareness from Excellence Awards.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### FOR THE YEAR ENDED 31 MARCH 2025

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#### Financial review

The financial position of Disability Solutions West Midlands is detailed in the attached accounts which comply with statutory requirements.

#### 3.1 Review of charity's financial position at the end of the reporting period

The yearend position shows the effect on unrestricted funds of including an element of overhead recovery in all funding bids, review of external costs, and adopting lean administrative function. As an organisation we have continued to strive to retain high quality service provision, whilst ensuring that we make the very best use of every penny at our disposal.

#### 3.2 Financial effects of significant events

This has been another particularly challenging year due to the impacts of cost-of-living pressures, rising costs, the legacy of austerity, and economic downturn.

We have continued to diversify our income streams where possible against the background of hard competition from other organisations competing for funding and commissions.

#### 3.3 Principal risks and strategy for managing risks

The principal risks to the charity's ability to continue to sustain its charitable activities are:

- Reduction of income
- Loss of premises
- Loss of staff
- Loss of reputation

The management of risk, which could materially impact upon the business, features in all reports to the Board from the CEO. The CEO maintains an ongoing organisational Risk Register to ensure the organisation remains aware of significant risks to the charity and works towards mitigating their effects, with the Risk Register being presented to the Board on a six-weekly cycle. The organisation has a Business Continuity Plan and Disaster Recovery Plan in place.

#### 3.4 Principal funding sources and how they support our key objectives

- Stoke-on-Trent City Council - commission to provide Stoke-on-Trent Welfare Benefit Service,
- Macmillan Cancer Support – Staffordshire Macmillan Welfare Benefit Service,
- National Lottery Community Fund – DisAbility Connect social prescribing service,
- Government 's UK Shared Prosperity Fund – Support to Work Project
- Beneficiary contributions and donations – towards Advice Line and charity costs.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### 3.5 Pension liabilities

Auto enrolment compliant with Peoples' Pension.

### 3.6 Total amount of funds held

At the period end the figure was £406,318 (2024: £372,589)

### 3.7 Restricted funds

At the period end the figure was £295,142 (2024: £305,708)

### 3.8 Reserves Policy – amounts and why we hold reserves

Disability Solutions West Midlands has a reserves policy, its purpose is to ensure that Disability Solutions West Midlands can maintain adequate free reserves to enable the charity to manage any reasonably foreseeable eventuality and comply with Charity Commission guidance.

Reserves definition:

"Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes." (Charity Commission guidance document CC19)

Free reserves exclude:

- Restricted funds such as grants given by funders for a specific project or piece of work.
- Funds designated by trustees for a specific purpose.
- Fixed assets.

Why Disability Solutions West Midlands holds reserves:

1. Contingency: unexpected expenditure in the event of an emergency,
2. Cash-flow: Situations where a bill has to be paid before the money to cover it has been received by the charity,
3. Commitment: a commitment to occasional significant expenditure which cannot be covered by annual income,
4. Conservation: funds which trustees cannot spend immediately without compromising their legal responsibilities to ensure that their charity's resources are used necessarily, reasonably and incidentally in the fulfilment of their charitable objects,
5. Closure: the charity becomes financially unsustainable and must be wound up.

Factors considered by CEO and Trustees to determine reserves:

- How secure are our income streams.
- Are there any uncertainties in our income forecast.
- Monthly expenditure.
- Could we reduce service delivery on a temporary basis in an emergency and how might this reduce costs.
- How much would it cost us to close down e.g. redundancy, outstanding debtors etc.
- The Chair, Treasurer, and CEO will agree when reserves can be spent.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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Disability Solutions West Midlands will hold a minimum of 3 months operating costs to fulfil its legal and moral obligations. Surplus cash reserves will be directed towards fulfilling the charity's aims and objectives. Disability Solutions West Midlands will also hold a Contingency Fund of £10,000 in addition to any reserves held. Disability Solutions West Midlands reserves will be reviewed twice in each financial year. This policy is reviewed at least annually.

Disability Solutions West Midlands currently holds free reserves of £99,088.

### **3.9 Any uncertainties re charity viability**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

### **3.10 Any funds / subsidiary undertakings in deficit**

No funds in deficit.

### **Plans for future periods**

#### **Plans for future and how future plans have been developed**

As a user-led organisation, the charity's future plans are very much in response to the needs of our current and potential beneficiaries. For this reason, we place high value on consulting with our community and taking feedback from the people we serve about issues that are affecting their lives, how we could better support them, and whether our services are meeting their needs and expectations.

Due to ongoing pressures experienced by all charities in the current economic climate, events planned for the coming year are focused on fundraising for core activities and are regularly reviewed. Additional staffing will be secured as required/appropriate, to ensure that the high quality and punctual provision of information is maintained, as awareness of Disability Solutions West Midlands and the requirement for our services increase.

We shall also continue to provide focused opportunities to seek and explore further sustainable growth and enhance the skills already present within the organisation. Our Business Planning has more details of future planning.

### **Structure, governance and management**

#### **4.1 Nature of governing document**

Governing Document is Memorandum and Articles December 2010.

#### **4.2 How charity is constituted**

Disability Solutions West Midlands is a charitable organisation and was registered 24 April 1992. The charity is constituted and was governed during the year by its Memorandum and Articles December 2010. The organisation was registered as Disability Solutions West Midlands, a Charitable Company limited by guarantee on 23 December 2010.

#### **4.3 Recruiting and appointing new Trustees**

The charity is governed by a Board of Trustees, in accordance with its Memorandum and Articles. The Board meets a minimum of 6 times per calendar year. The Board has appointed sub-committees for Finance and Business development, which report each meeting back to the Board. 100% of our Board members have lived experience of disability and/or long-term health condition.

Trustees are recruited on an on-going basis, and we are currently looking to increase our Board's capacity and skill set by recruiting new trustees. Prospective trustees must fill in an application form outlining what they can offer to support the charity and are interviewed by current trustees before being presented to members at the Annual General Meeting for election. Board members must retire on rotation, but may stand for re-election.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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The trustees who served during the year were:

Mrs A E Dair (Chair)

Ms D Dunkley (Vice Chair)

Mr N Adams (Treasurer)

(Resigned 30 August 2024)

Mrs S Ivan-Duke

Mrs S Hemming

Mr G Bell

Ms M Rollins (Chief Executive Officer)

### 5.1 Policies and procedures for induction and training of Trustees

New Trustees are provided with access to all current information regarding services provided, copies of current appropriate policies, and relevant Charity Commission publications on the role and responsibilities of Trustees. The Chief Executive Officer (CEO) provides updates to Trustees regarding local developments that may impact on the organisation.

### 5.2 Organisational structure

The Charity is governed by a Board of Trustees in accordance with its Memorandum and Articles of Association. The Board meets a minimum of six times per calendar year. The Board has appointed sub-committees for Finance, Employment, and Business Development, which report to the Board at each meeting.

Whilst the Charity is governed by the Board of Trustees, daily business management, staff management and strategic planning of the charity is undertaken by the Chief Executive Officer. Full organisational structure for the organisation and its services is available upon request.

### 5.3 Decision making

#### Decisions made by Chief Executive Officer

##### Corporate Governance

Responsible for all matters of organisational structure below the level of CEO.

Able to delegate authority to other staff and will prepare and maintain a comprehensive scheme of delegation for the organisation.

##### Strategy

Preparation of the organisation's Strategic Plan for consideration and approval of the Board, ensuring early consultation with the Board.

Recommendations to the Board for formal strategic partnerships with other organisations.

##### Functions, powers and discretions (Legal and administrative)

Responsible for exercising all of the organisation's legal and administrative powers and discretions in delivering statutory functions, subject to escalating any high risk/high impact issues in line with the risk management strategy.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### FOR THE YEAR ENDED 31 MARCH 2025

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#### **Corporate Plans & Budget**

Preparation of corporate Business Plan and Annual Budget in line with the organisation's Strategic Plan, ensuring early consultation with the Board.

Variations to the approved budget where the variation would not have a significant impact on the overall approved levels of income and expenditure. A financial variation shall be treated as significant if it involves incurring one-off expenditure of £1,500 or more, or more than £5,000 for any one operational area per annum.

#### **Annual Report & Accounts**

Writing the Annual Report for Board approval. Drawing up accounts for operational review and sub-committee consideration and Board approval.

#### **Performance Management**

To keep the Board informed of progress in achieving performance objectives and report any significant variance from the approved annual operating plans and Budget. To keep the Board informed of any significant issues in the operation of the organisation.

#### **Risk Management**

As CEO, to maintain systems of internal control and quality assurance within the organisation and to provide the Board and Operational Review / Sub Committees with assurance on its ongoing effectiveness. To advise the Board and/or Operational Review / Sub Committees of any material changes to internal control or quality frameworks. Escalation of issues for consideration by the Board, in accordance with the organisation's Risk Management Strategy.

#### **Human Resources Issues**

The structure of the Senior Team, all appointments and other HR issues.

#### **Significant Publications**

Identify significant publications and propose a full programme of reports and other publications. Responsibility for carrying out work relating to significant publications in accordance with the Board's initial approval.

#### **Operational Review / Sub Committees**

It is the Chief Executive's prerogative to determine and execute any proposals arising from Sub-committees, subject to the authority already delegated to her by the Board / Management Committee.

#### **Communication Issues**

Significant issues to be identified and considered by the Board. The CEO and then Chair should sign-off all press releases and other statements where the statement is on a significant matter of public, political or reputational significance.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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### **Board of Trustees Administration**

Ensure the Board can function properly through provision of an effective secretariat. To make recommendations for the cycle of Board meetings, and for the composition of agendas for meetings. To oversee the preparation of draft minutes and maintain efficient overall arrangements for the administration of the Board. To provide necessary support and resources for Trustees to maintain and develop their skills and knowledge.

### **Decisions made by Trustees**

#### **Corporate Governance**

Consideration and approval of the governing document. Principles of Good Governance, Memorandum of Understanding, Delegated Powers, Standing Orders and Financial Policies.

#### **Strategy**

Determining the overall strategic direction of the organisation. Consideration and approval of the organisation's Strategic Plan.

Consideration and approval of formal strategic partnerships with other organisations.

#### **Functions, powers and discretions (Legal and administrative)**

Strategic principles governing operational policy, relating to the exercise of the organisations function, powers and discretions.

#### **Corporate Plans & Budget**

Consideration and approval of the organisation's corporate Business Plan and Annual Budgets. Variations to the approved budget where the variation would have a significant impact on the overall approved levels of income and expenditure.

#### **Annual Report & Accounts**

Approval of Annual Report and accounts, in conjunction with the CEO, or other member of staff delegated as Accounting Officer.

#### **Performance Management**

Determination and approval of arrangements for performance management and consideration of regular monitoring reports.

#### **Risk Management**

Approval of the organisation's Risk Management Strategy and consideration of reports of the Operational Review Sub Committee, in conjunction with the CEO or delegated Accounting Officer.

#### **Human Resources Issues**

Appointment of the CEO. Determining the remuneration of the CEO.

Approval of significant changes to overall HR strategy and policy, including staff terms and conditions of employment. Annual review of pay and conditions.

#### **Significant Publications**

Approve the programme of Significant Publications.

Approval, in good time before publication, in the case of Significant Publications, of the executive summary including the report's key messages, and the plan for the report's communication and implementation.

#### **Operational Review / Sub Committees**

To regularly review the operational performance of the organisation. To monitor the financial outcomes of operations, actual and proposed, together with the on-going solvency of the organisation. To support the Chief Executive Officer through advice and direction as necessary and requested.

#### **Communication Issues**

Approval of communication plans in relation to matters of public, political or reputational significance.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2025*

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### **Board of Trustees Administration**

The cycle of Board meetings, the composition of Board agendas and approval of minutes of Board meetings.

#### **5.4 Partners who help us to meet our charitable aims**

Include:

- The Lottery Community Fund.
- Stoke-on-Trent City Council.
- Macmillan Cancer Support.
- UK Gov / UK Shared Prosperity Fund.

#### **6.0 Exemptions from disclosure**

**6.1** No exemptions from disclosure.

#### **7.0 Funds held as custodian trustees on behalf of others**

**7.1** No funds held as custodian trustees on behalf of others.

The Board would like to place on record their sincere thanks to all staff and volunteers for their outstanding efforts, and to our funders, supporters, and investors for their continued confidence, partnership, and support.

### **Detailed Annual Report**

A more detailed account of the organisation's activities and an abridged version of these accounts can be found in the Disability Solutions West Midlands Annual Report, which will be distributed to members. A full version of these accounts will be provided upon request. Non-members can obtain a copy by contacting the registered office.

The trustees' report was approved by the Board of Trustees.

Mrs A E Dair (Chair)

**Trustee**

21 November 2025

# DISABILITY SOLUTIONS WEST MIDLANDS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF DISABILITY SOLUTIONS WEST MIDLANDS

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I report to the trustees on my examination of the financial statements of Disability Solutions West Midlands (the charity) for the year ended 31 March 2025.

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

As the trustees of the charity (and also its directors for the purposes of company law), you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006.

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

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

Since the charity's gross income exceeded £250,000, the independent examiner must be a member of a body listed in section 145 of the Charities Act 2011. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales (ICAEW), which is one of the listed bodies.

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the Companies Act 2006.
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the Companies Act 2006 other than any requirement that the financial statements give a true and fair view, which is not a matter considered as part of an independent examination; or
- 4 the financial statements 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 financial statements 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 financial statements to be reached.

#### **K V Staley FCA Bsc**

bk plus Limited  
Graphic House  
124 City Road  
Stoke on Trent  
ST4 2PH

Dated: 21 November 2025

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

| Current financial year                                |       | Unrestricted funds<br>general<br>2025<br>£ | Unrestricted funds<br>Designated<br>2025<br>£ | Restricted funds<br>2025<br>£ | Total<br>2025<br>£ | Total<br>2024<br>£ |
|-------------------------------------------------------|-------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|--------------------|
|                                                       | Notes |                                            |                                               |                               |                    |                    |
| <b>Income from:</b>                                   |       |                                            |                                               |                               |                    |                    |
| Donations and legacies                                | 3     | 58,066                                     | -                                             | 495,902                       | 553,968            | 572,978            |
| Charitable activities                                 | 4     | 600                                        | -                                             | -                             | 600                | 1,995              |
| <b>Total income</b>                                   |       | 58,666                                     | -                                             | 495,902                       | 554,568            | 574,973            |
| <b>Expenditure on:</b>                                |       |                                            |                                               |                               |                    |                    |
| Raising funds                                         | 5     | 9,476                                      | -                                             | -                             | 9,476              | 8,984              |
| Charitable activities                                 | 6     | 4,895                                      | -                                             | 506,468                       | 511,363            | 545,900            |
| <b>Total expenditure</b>                              |       | 14,371                                     | -                                             | 506,468                       | 520,839            | 554,884            |
| <b>Net income/(expenditure) and movement in funds</b> |       | 44,295                                     | -                                             | (10,566)                      | 33,729             | 20,089             |
| <b>Reconciliation of funds:</b>                       |       |                                            |                                               |                               |                    |                    |
| Fund balances at 1 April 2024                         |       | 56,881                                     | 10,000                                        | 305,708                       | 372,589            | 352,500            |
| <b>Fund balances at 31 March 2025</b>                 |       | 101,176                                    | 10,000                                        | 295,142                       | 406,318            | 372,589            |

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2025**

| Prior financial year                                  |       | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>Designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|-------------------------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
|                                                       | Notes |                                               |                                                  |                                  |                    |
| <b>Income from:</b>                                   |       |                                               |                                                  |                                  |                    |
| Donations and legacies                                | 3     | 57,351                                        | -                                                | 515,627                          | 572,978            |
| Charitable activities                                 | 4     | 1,995                                         | -                                                | -                                | 1,995              |
| <b>Total income</b>                                   |       | 59,346                                        | -                                                | 515,627                          | 574,973            |
| <b>Expenditure on:</b>                                |       |                                               |                                                  |                                  |                    |
| Raising funds                                         | 5     | 8,984                                         | -                                                | -                                | 8,984              |
| Charitable activities                                 | 6     | 78,414                                        | -                                                | 467,486                          | 545,900            |
| <b>Total expenditure</b>                              |       | 87,398                                        | -                                                | 467,486                          | 554,884            |
| <b>Net income/(expenditure) and movement in funds</b> |       | (28,052)                                      | -                                                | 48,141                           | 20,089             |
| <b>Reconciliation of funds:</b>                       |       |                                               |                                                  |                                  |                    |
| Fund balances at 1 April 2023                         |       | 84,933                                        | 10,000                                           | 257,567                          | 352,500            |
| <b>Fund balances at 31 March 2024</b>                 |       | 56,881                                        | 10,000                                           | 305,708                          | 372,589            |

# DISABILITY SOLUTIONS WEST MIDLANDS

## BALANCE SHEET

AS AT 31 MARCH 2025

|                                                       | Notes | 2025<br>£ | £       | 2024<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 11    |           | 2,088   |           | 4,640   |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 12    | 65,282    |         | 65,732    |         |
| Cash at bank and in hand                              |       | 366,613   |         | 317,796   |         |
|                                                       |       | 431,895   |         | 383,528   |         |
| <b>Creditors: amounts falling due within one year</b> | 13    | (27,665)  |         | (15,579)  |         |
| <b>Net current assets</b>                             |       |           | 404,230 |           | 367,949 |
| <b>Total assets less current liabilities</b>          |       |           | 406,318 |           | 372,589 |
| <b>Net assets</b>                                     |       |           | 406,318 |           | 372,589 |
|                                                       |       |           |         |           |         |
| <b>The funds of the charity</b>                       |       |           |         |           |         |
| Restricted income funds                               | 15    | 295,142   |         | 305,708   |         |
| Unrestricted funds - general                          |       | 101,176   |         | 56,881    |         |
| Unrestricted funds - Designated                       | 16    | 10,000    |         | 10,000    |         |
|                                                       |       | 406,318   |         | 372,589   |         |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2025.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 21 November 2025

Mrs A E Dair (Chair)  
**Trustee**

Company registration number 07478199 (England and Wales)

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2025**

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|                                                     | Notes | 2025<br>£ | £ | 2024<br>£ | £ |
|-----------------------------------------------------|-------|-----------|---|-----------|---|
| <b>Cash flows from operating activities</b>         |       |           |   |           |   |
| Cash generated from operations                      | 21    | 48,817    |   | 72,793    |   |
| <b>Net cash generated from investing activities</b> |       | -         |   | -         |   |
| <b>Net cash generated from financing activities</b> |       | -         |   | -         |   |
| <b>Net increase in cash and cash equivalents</b>    |       | 48,817    |   | 72,793    |   |
| Cash and cash equivalents at beginning of year      |       | 317,796   |   | 245,003   |   |
| <b>Cash and cash equivalents at end of year</b>     |       | 366,613   |   | 317,796   |   |

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# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2025**

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### **1 Accounting policies**

#### **Charity information**

Disability Solutions West Midlands is a private company limited by guarantee incorporated in England and Wales. The registered office is North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, Staffordshire, ST4 7NY.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention and the principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds that have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

For legacies, entitlement is taken at the earlier of the charity being aware that probate has been granted, where the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when the distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Income from investments is included in the year in which it is receivable.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as resources expended where there is a legal and constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds include costs of generating voluntary income. The costs of generating voluntary income do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the administration of the charitable company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are only capitalised if the cost price is in excess of £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Office furniture and equipment | 25% - 50% p.a. straight line |
|--------------------------------|------------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements that have been made in these financial statements.

### 3 Income from donations and legacies

|                     | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|---------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts | 10,452                             | -                                | 10,452             | 30,079                             | -                                | 30,079             |
| Grants              | 47,614                             | 495,902                          | 543,516            | 27,272                             | 515,627                          | 542,899            |
|                     | 58,066                             | 495,902                          | 553,968            | 57,351                             | 515,627                          | 572,978            |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 3 Income from donations and legacies

(Continued)

|                              | Unrestricted<br>funds<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Donations and gifts</b>   |                                    |                                  |                    |                                    |                                  |                    |
| Donations and gifts          | 10,452                             | -                                | 10,452             | 30,079                             | -                                | 30,079             |
|                              | <u>10,452</u>                      | <u>-</u>                         | <u>10,452</u>      | <u>30,079</u>                      | <u>-</u>                         | <u>30,079</u>      |
| <b>Grants</b>                |                                    |                                  |                    |                                    |                                  |                    |
| Clothmakers Foundation       | -                                  | -                                | -                  | -                                  | 10,000                           | 10,000             |
| Severn Trent Water           | -                                  | 2,929                            | 2,929              | -                                  | 29,298                           | 29,298             |
| Staffordshire County Council | 41,584                             | -                                | 41,584             | -                                  | -                                | -                  |
| Stoke City Council           | -                                  | 195,295                          | 195,295            | 26,242                             | 124,373                          | 150,615            |
| National Energy Action       | -                                  | -                                | -                  | -                                  | 19,200                           | 19,200             |
| Macmillan Cancer Support     | -                                  | 163,792                          | 163,792            | -                                  | 203,577                          | 203,577            |
| Awards 4 All                 | -                                  | 20,000                           | 20,000             | -                                  | -                                | -                  |
| Disability Connect           | -                                  | 113,886                          | 113,886            | -                                  | 124,399                          | 124,399            |
| Other                        | 6,030                              | -                                | 6,030              | 1,030                              | 4,780                            | 5,810              |
|                              | <u>47,614</u>                      | <u>495,902</u>                   | <u>543,516</u>     | <u>27,272</u>                      | <u>515,627</u>                   | <u>542,899</u>     |

### 4 Income from charitable activities

|                              | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|------------------------------|------------------------------------|------------------------------------|
| <b>Charitable activities</b> |                                    |                                    |
| Sale of goods                | 600                                | 1,995                              |
|                              | <u>600</u>                         | <u>1,995</u>                       |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 5 Expenditure on raising funds

|                                             | Unrestricted<br>funds<br>2025<br>£ | Unrestricted<br>funds<br>2024<br>£ |
|---------------------------------------------|------------------------------------|------------------------------------|
| <b>Costs of generating voluntary income</b> |                                    |                                    |
| Other fundraising costs                     | 495                                | 314                                |
| Staff costs                                 | 8,981                              | 8,670                              |
|                                             | <u>9,476</u>                       | <u>8,984</u>                       |

### 6 Expenditure on charitable activities

|                                                           | Charitable<br>Activities<br>2025<br>£ | Charitable<br>Activities<br>2024<br>£ |
|-----------------------------------------------------------|---------------------------------------|---------------------------------------|
| <b>Direct costs</b>                                       |                                       |                                       |
| Staff costs                                               | 391,147                               | 391,780                               |
| Depreciation and impairment                               | 2,552                                 | 2,801                                 |
| Rent and service charges                                  | 39,122                                | 47,259                                |
| Repairs and maintenance                                   | 415                                   | 1,919                                 |
| Staff travel and training                                 | 3,260                                 | 1,937                                 |
| Telephone                                                 | 15,514                                | 8,540                                 |
| Printing, postage, stationery and publicity               | 6,623                                 | 3,736                                 |
| Other professional charges                                | 4,645                                 | 25,877                                |
| General expenses                                          | 3,045                                 | 9,279                                 |
| Insurance                                                 | 7,923                                 | 3,315                                 |
| Information technology                                    | 13,680                                | 23,680                                |
| Subscriptions                                             | 5,379                                 | 2,993                                 |
| Volunteer travel and training                             | 1,629                                 | 3,102                                 |
| Bookkeeping and payroll                                   | 3,209                                 | 2,105                                 |
| Other costs                                               | 5,172                                 | 9,716                                 |
|                                                           | <u>503,315</u>                        | <u>538,039</u>                        |
| <b>Share of support and governance costs (see note 7)</b> |                                       |                                       |
| Governance                                                | 8,048                                 | 7,861                                 |
|                                                           | <u>511,363</u>                        | <u>545,900</u>                        |
| <b>Analysis by fund</b>                                   |                                       |                                       |
| Unrestricted funds - general                              | 4,895                                 | 78,414                                |
| Restricted funds                                          | 506,468                               | 467,486                               |
|                                                           | <u>511,363</u>                        | <u>545,900</u>                        |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 7 Support costs allocated to activities

|                                   | 2025<br>£ | 2024<br>£ |
|-----------------------------------|-----------|-----------|
| Governance costs                  | 8,048     | 7,861     |
| <b>Analysed between:</b>          |           |           |
| Charitable Activities             | 8,048     | 7,861     |
| <b>Governance costs comprise:</b> |           |           |
|                                   | 2025<br>£ | 2024<br>£ |
| Staff costs                       | 4,490     | 4,335     |
| Other costs                       | 138       | 226       |
| Accountancy                       | 3,420     | 3,300     |
|                                   | 8,048     | 7,861     |

Governance costs include payments of £3,420 (2024: £3,300) to the independent examiner for the examination of the charitable company's financial statements.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2024: None), and 1 (2024: 3) of them were reimbursed a total of £1,561 (2024: £2,234) travelling expenses incurred in attending meetings and other events on behalf of the charity and also in performing duties as volunteers.

### 9 Employees

The average monthly number of employees during the year was:

|                            | 2025<br>Number    | 2024<br>Number    |
|----------------------------|-------------------|-------------------|
| Direct Charitable services | 18                | 19                |
| Governance                 | 1                 | 1                 |
| Total                      | 19                | 20                |
| <b>Employment costs</b>    | <b>2025<br/>£</b> | <b>2024<br/>£</b> |
| Wages and salaries         | 365,641           | 370,989           |
| Social security costs      | 29,534            | 24,188            |
| Other pension costs        | 9,443             | 9,608             |
|                            | 404,618           | 404,785           |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 9 Employees

(Continued)

The trustees and Chief Executive Officer are regarded as key management personnel and their total remuneration during the year was £50,425 (2024 - £48,720).

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

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Tangible fixed assets

|                                    | Office<br>furniture and<br>equipment<br>£ |
|------------------------------------|-------------------------------------------|
| <b>Cost</b>                        |                                           |
| At 1 April 2024                    | 37,554                                    |
| At 31 March 2025                   | 37,554                                    |
| <b>Depreciation and impairment</b> |                                           |
| At 1 April 2024                    | 32,914                                    |
| Depreciation charged in the year   | 2,552                                     |
| At 31 March 2025                   | 35,466                                    |
| <b>Carrying amount</b>             |                                           |
| At 31 March 2025                   | 2,088                                     |
| At 31 March 2024                   | 4,640                                     |

### 12 Debtors

|                                             | 2025<br>£ | 2024<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | -         | 24,100    |
| Other debtors                               | 5,290     | 5,290     |
| Prepayments and accrued income              | 59,992    | 36,342    |
|                                             | 65,282    | 65,732    |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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

|                              | 2025<br>£     | 2024<br>£     |
|------------------------------|---------------|---------------|
| Trade creditors              | 253           | -             |
| Accruals and deferred income | 27,412        | 15,579        |
|                              | <u>27,665</u> | <u>15,579</u> |

### 14 Retirement benefit schemes

|                                                                     | 2025<br>£    | 2024<br>£    |
|---------------------------------------------------------------------|--------------|--------------|
| <b>Defined contribution schemes</b>                                 |              |              |
| Charge to profit or loss in respect of defined contribution schemes | 9,443        | 9,608        |
|                                                                     | <u>9,443</u> | <u>9,608</u> |

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

### 15 Restricted funds

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

|                                 | At 1 April<br>2024<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | At 31 March<br>2025<br>£ |
|---------------------------------|-------------------------|----------------------------|----------------------------|--------------------------|
| Macmillan Cancer Support        | 141,042                 | 163,792                    | (168,503)                  | 136,331                  |
| Coalfields                      | 1,678                   | -                          | (1,678)                    | -                        |
| SOT Disability Benefit Services | 17,630                  | 96,299                     | (99,906)                   | 14,023                   |
| Awards for All                  | 6,902                   | 20,000                     | (10,678)                   | 16,224                   |
| Disability Connect              | 133,946                 | 113,886                    | (119,268)                  | 128,564                  |
| Severn Trent                    | 3,932                   | 2,929                      | (6,861)                    | -                        |
| UK SPF Support to work          | 578                     | 98,996                     | (99,574)                   | -                        |
|                                 | <u>305,708</u>          | <u>495,902</u>             | <u>(506,468)</u>           | <u>295,142</u>           |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 15 Restricted funds

(Continued)

| Previous year:                  | At 1 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | At 31 March<br>2024<br>£ |
|---------------------------------|-------------------------|----------------------------|----------------------------|--------------------------|
| Macmillan Cancer Support        | 91,677                  | 203,577                    | (154,212)                  | 141,042                  |
| Cash for Kids                   | 3,183                   | -                          | (3,183)                    | -                        |
| Coalfields                      | -                       | 4,780                      | (3,102)                    | 1,678                    |
| Safe and Well                   | 10,000                  | -                          | (10,000)                   | -                        |
| SOT Disability Benefit Services | 29,653                  | 96,000                     | (108,023)                  | 17,630                   |
| Awards for All                  | 7,713                   | -                          | (811)                      | 6,902                    |
| Disability Connect              | 115,341                 | 124,400                    | (105,795)                  | 133,946                  |
| Clothmakers Foundation          | -                       | 10,000                     | (10,000)                   | -                        |
| National Energy Action          | -                       | 19,201                     | (19,201)                   | -                        |
| Severn Trent                    | -                       | 29,298                     | (25,366)                   | 3,932                    |
| SOT CC Cost of Living Fund      | -                       | 2,500                      | (2,500)                    | -                        |
| UK SPF Support to work          | -                       | 25,871                     | (25,293)                   | 578                      |
|                                 | <u>257,567</u>          | <u>515,627</u>             | <u>(467,486)</u>           | <u>305,708</u>           |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2025**

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### 15 Restricted funds

(Continued)

#### **Macmillan Cancer Support**

To enable Disability Solutions West Midlands to operate a county-wide service providing welfare benefits advice.

#### **Coalfields Regeneration Fund -The Be All You can be project**

Provision of training, structured volunteering, and opportunities to develop and strengthen essential life skills, build personal capital, increase independence, choice, and employability (Boothem, Oakhill, Springfields and Trent Vale areas only).

#### **Stoke-on-Trent City Council - SOT Disability Benefit Service**

Offers support throughout the claims process to customers facing DLA to PIP migration, PIP r-assessment, ESA, CA and UC claims, specialising in appeals and tribunal support.

#### **Awards for All**

Reaching volunteers with disabilities.

#### **National Lottery Community Fund - DisAbility Connect**

This is a three year project offering social prescribing+, taking an holistic and meaningful approach to helping to link people with disabilities and long-term conditions with opportunities, services, information and support to improve health and social outcomes. The project also offers structured volunteering placements.

**Severn Trent** – delivery of a Community People Support project to help us to meet the demand for support from our community, leading to improved mental wellbeing, and building community resilience.

**SOTCC Cost of Living Funds** – a small fund made available to enable Disability Solutions West Midlands to make small grants to households in the city affected by disability and cost-of-living pressures.

**UKSPF – funding our Support to Work** programme supporting people with disabilities to get closer to the labour market through development of work-related skills, work placements, and improved health and wellbeing.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2025

#### 16 Unrestricted funds - Designated

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                       | At 1 April<br>2024<br>£          | At 31 March<br>2025<br>£          |
|-----------------------|----------------------------------|-----------------------------------|
| Contingency           | 10,000                           | 10,000                            |
|                       | <u>          </u>                | <u>          </u>                 |
| <b>Previous year:</b> | <b>At 1 April<br/>2023<br/>£</b> | <b>At 31 March<br/>2024<br/>£</b> |
| Contingency           | 10,000                           | 10,000                            |
|                       | <u>          </u>                | <u>          </u>                 |

Contingency - This is a small emergency reserve to cover Disability Solutions West Midlands in the event of unforeseen necessary expenditure.

#### 17 Unrestricted funds

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

|                       | At 1 April<br>2024<br>£          | Incoming<br>resources<br>£          | Resources<br>expended<br>£          | At 31 March<br>2025<br>£          |
|-----------------------|----------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| General funds         | 56,881                           | 58,666                              | (14,370)                            | 101,177                           |
| General funds         | -                                | -                                   | (1)                                 | (1)                               |
|                       | <u>          </u>                | <u>          </u>                   | <u>          </u>                   | <u>          </u>                 |
|                       | 56,881                           | 58,666                              | (14,371)                            | 101,176                           |
|                       | <u>          </u>                | <u>          </u>                   | <u>          </u>                   | <u>          </u>                 |
| <b>Previous year:</b> | <b>At 1 April<br/>2023<br/>£</b> | <b>Incoming<br/>resources<br/>£</b> | <b>Resources<br/>expended<br/>£</b> | <b>At 31 March<br/>2024<br/>£</b> |
| General funds         | 84,933                           | 59,346                              | (87,398)                            | 56,881                            |
|                       | <u>          </u>                | <u>          </u>                   | <u>          </u>                   | <u>          </u>                 |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

### 18 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>general<br>2025<br>£ | Unrestricted<br>funds<br>Designated<br>2025<br>£ | Restricted<br>funds<br>2025<br>£ | Total<br>2025<br>£ |
|------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2025:</b>     |                                               |                                                  |                                  |                    |
| Tangible assets              | 2,088                                         | -                                                | -                                | 2,088              |
| Current assets/(liabilities) | 99,088                                        | 10,000                                           | 295,142                          | 404,230            |
|                              | <u>101,176</u>                                | <u>10,000</u>                                    | <u>295,142</u>                   | <u>406,318</u>     |
|                              |                                               |                                                  |                                  |                    |
|                              | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>Designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
| <b>At 31 March 2024:</b>     |                                               |                                                  |                                  |                    |
| Tangible assets              | 4,640                                         | -                                                | -                                | 4,640              |
| Current assets/(liabilities) | 52,241                                        | 10,000                                           | 305,708                          | 367,949            |
|                              | <u>56,881</u>                                 | <u>10,000</u>                                    | <u>305,708</u>                   | <u>372,589</u>     |

### 19 Operating lease commitments

#### Lessee

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

|                            | 2025<br>£      | 2024<br>£      |
|----------------------------|----------------|----------------|
| Between two and five years | <u>175,473</u> | <u>214,863</u> |

### 20 Related party transactions

There were no related party transactions during the year (2024: none).

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

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| 21 | Cash generated from operations                       | 2025<br>£     | 2024<br>£     |
|----|------------------------------------------------------|---------------|---------------|
|    | Surplus for the year                                 | 33,729        | 20,089        |
|    | <b>Adjustments for:</b>                              |               |               |
|    | Depreciation and impairment of tangible fixed assets | 2,552         | 2,801         |
|    | <b>Movements in working capital:</b>                 |               |               |
|    | Decrease in debtors                                  | 450           | 49,291        |
|    | Increase in creditors                                | 12,086        | 612           |
|    | <b>Cash generated from operations</b>                | <u>48,817</u> | <u>72,793</u> |

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# Accounts

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Charity Registration No. 1143929

Company Registration No. 07478199 (England and Wales)

**DISABILITY SOLUTIONS WEST MIDLANDS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# DISABILITY SOLUTIONS WEST MIDLANDS

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                         |                                                                                                                    |                             |
|-------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Trustees                | Mrs A E Dair (Chair)<br>Ms D Dunkley (Vice Chair)<br>Mrs S Ivan-Duke<br>Mrs S Hemming<br>Mr R S Bell               | (Appointed 5 November 2024) |
| Chief Executive Officer | Miss M Rollins                                                                                                     |                             |
| Charity number          | 1143929                                                                                                            |                             |
| Company number          | 07478199                                                                                                           |                             |
| Registered office       | North Staffordshire Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke-on-Trent<br>Staffordshire<br>ST4 7NY |                             |
| Independent examiner    | K V Staley FCA BSc<br>Graphic House<br>124 City Road<br>Stoke on Trent<br>ST4 2PH                                  |                             |
| Bankers                 | Unity Trust Bank plc<br>Nine Brindley Place<br>Birmingham<br>B1 2HB                                                |                             |
| Solicitors              | Knights Solicitors PLC<br>The Brampton<br>Newcastle under Lyme<br>Staffordshire<br>ST5 0QW                         |                             |

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# DISABILITY SOLUTIONS WEST MIDLANDS

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# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees present their report and accounts for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

##### 1.1 Purposes as set out in governing document

To promote the support and relief of disabled persons of all ages by any charitable means, in particular by providing education, advice and information services and practical assistance to facilitate choice and independence in daily living activities and full participation in society.

##### 1.2 Main activities undertaken to fulfil those purposes

- Maximising client income through support to access welfare benefit entitlements.
- Providing guidance, advice, support and signposting to enable people to access services and activities which could contribute to improving their quality of life.

Our principal activity is enshrined in our mission statement which is:

- To empower people with disabilities, their families, and relevant professionals to attain the highest quality of life possible, through information, advice, and support.
- To recognise, challenge, and where possible remove barriers in society for people with disabilities.

The aims of the organisation are:

- To enable people in the West Midlands who are affected by disability to fully participate in all aspects of community life.
- To enable the organisation to be fit for purpose through audit, self-governance, and internal review.
- To develop collaborative opportunities where appropriate and enable sustainable partnerships across all sectors.
- To promote and market the organisation to enable it to be visible and best placed to maximise awareness of our work across the West Midlands, as the leading pan-disability organisation.

##### 1.3 How our main activities further charity's purposes for the public benefit

Our main activities are in line with the charitable purposes of Disability Solutions West Midlands, by contributing to the support and relief of disabled persons.

##### 1.4 Trustees and regard for public benefit

The Trustees have complied with their duty under Section 17 of the Charities Act 2011, to have due regard to the guidance published by the Charities Commission, in deciding what activities the charity should undertake with a view to providing public benefit.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1.5 Issues our charity aims to tackle and the differences we aim to make

Disability Solutions West Midlands is a pan-disability organisation with no restriction regarding age, ethnicity, gender, sexual orientation or religion. Some of our services are geographically restricted by contract, whilst others can accept requests for support from any geographical location. We recognise that we are often not able to offer in-depth assistance when a client is geographically remote, but in this case, we will strive to signpost the client to their nearest source of help.

People with disabilities often experience disadvantage, discrimination and consequently have a poor quality of life. They are more likely to experience material deprivation, poverty and fuel poverty. A household which includes a person with disability has basic living expenses of around £975 more than a household with no disabled person. Low income, high living costs, high emotional costs of living with disability, lack of knowledge about services and activities that could provide support, and practical issues can impact on the ability of people with disabilities, to maintain their independence and live safely and well.

Our blend of services have been developed in consultation with our beneficiaries, to ensure that we can meet identified needs within our community. We aim, through advice, information and education to enable people with disabilities to develop the skills and knowledge which will improve their choice and independence and contribute to our beneficiaries attaining the highest possible quality of life.

#### 1.6 Our projects, activities and services

- **Stoke-on-Trent Welfare Benefits Service**

Kindly funded by Stoke-on-Trent City Council, the service supports people with disabilities to claim disability-related welfare benefits and to appeal adverse eligibility decisions, to maximise their income and reduce financial hardship.

- **Staffordshire Macmillan Welfare Benefits Service**

The service funded by Macmillan Cancer Support assists people newly diagnosed with cancer or within a 6-month cancer treatment window, to access welfare benefits and other financial support which can help mitigate the financial impacts of living with cancer.

- **Support and Advice Service and Advice Line**

Advisory service which provides advice, information, signposting, support and guidance on issues such as independent living, reablement, independent living aids, blue badges, disability welfare benefits, care services, bereavement and loss, overpayments, housing, carers support etc.

- **DisAbility Connect**

Funded by National Lottery Community Fund, the project offers supportive social prescribing+ and active linking of clients to community assets, for those who have disabilities or life-affecting health conditions. The project aims to support people living challenging and complex lives to explore options to tackle issues and problems they face.

- **Support to Work**

In partnership with Stoke-on-Trent City Council and UK Government, the project combines holistic one-to-one support with the development of work-related skills, improvement of participants' health and wellbeing, mentoring and supported work placements. The project team also collaborate with local employers to encourage them to employ more people with disabilities or life-affecting health conditions.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

---

We have continued with our agile working approach to ensure we safeguard our workforce and our beneficiaries, which in turn has enabled us to continue to deliver against our contracts and agreements. With sincere thanks to our staff and volunteers for all their hard work, loyalty, integrity, and support.

Disability Solutions West Midlands are members of CPAG, Disability Rights UK, Support Staffordshire, VAST, RADAR, National Association of Welfare Rights Advisers, Rightsnet, and we are affiliated with Lasa and registered with the ICO. We continue to use the Advice Service Alliance Advice Quality Standard (AQS) as our main quality monitoring and accreditation tool and continue to hold specialist accreditation on the areas of Welfare Benefits Casework and Disability. We continue to work hard in retaining our high-quality standards and ability to conform to the best practice AQS guidelines. We hold the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme and are a registered Disability Confident Employer. We hold Cyber Essentials Certification and are registered with the National Cyber Security Centre.

### **1.7 Short, medium and long-term strategies for achieving aims and objectives**

Disability Solutions West Midlands has taken a robust approach to strategic planning to enable us to achieve our aims and objectives:

- Business Planning and Business Plan Action Plan
- Business Continuity Planning
- Sustainability Planning
- Income and Funding Strategy
- Marketing and Engagement Strategy
- Monitoring and Evaluation Strategy.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### Achievements and performance

##### 2.1 Summary of our main achievements

- 7,266 individuals and over 15,258 wider family members and carers supported.
- Over £19 million financial gains enabling people with disabilities and their families to meet their everyday and additional needs, retain independence and achieve better mental and physical health outcomes.
- Consistently provided £34.55 return for every £1 invested.

##### 2.2 Volunteer contribution to our work

Our dedicated and hardworking volunteers have generously donated over 8,016 volunteering hours to support our work in assisting people with disabilities and their families, to achieve positive changes to their lives.

Volunteers at Disability Solutions work within all the teams and projects within the charity and enrich our work with their knowledge, insight, and lived experience.

##### 2.3 Difference our work has made to our beneficiaries

Positive outcomes reported by our beneficiaries include:

- Reduced financial hardship.
- Reduced food and fuel poverty.
- Increased ability to pay for care and assistance.
- Reduced debt.
- Improved mental and physical wellbeing.
- Improved emotional and personal resilience.
- Increased independence, choice and financial control.
- Increased ability to remain in their own home.
- Reduced risk of homelessness.
- Improved work readiness.
- Improved social inclusion and reduced loneliness.
- Reduced feelings of isolation.

##### 2.4 Wider social impacts / benefits of our work

The social return on investment analysis of our work demonstrates that our work not only benefits the individuals and families we support, but also has a positive impact and wider benefit on our community.

For example:

- the £19.2 million in financial gains that we have secured for our beneficiaries is likely to be spent in the community and will therefore benefit the local economy.
- Better ability to live independently, with improved physical and mental wellbeing, will reduce potential costs for health and social care. We have calculated avoided costs of over £5million for our local public sector as a result of our work in the community.

##### 2.5 How we measure success

Our Monitoring and Evaluation Strategy outlines outcomes and milestones for each of our service areas, targets, data collection requirements and methods. Each service is reviewed every six months to check progress.

We are thrilled to have had our dedication and quality acknowledged through awards we have received:

- GHP Social Care Awards Persons with Disability Charity of the Year 2024
- AI Non-Profit Organisation Awards Most Dedicated West Midlands PWD Charity 2024
- GHP Mental Health Awards 2023 Most Dedicated Charity Provider West Midlands.

We are delighted to announce that our Chief Executive Officer was also awarded Disability Charity CEO of the Year (2023) from CEO Monthly.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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### Financial review

The financial position of Disability Solutions West Midlands is detailed in the attached accounts which comply with statutory requirements.

### 3.1 Review of charity's financial position at the end of the reporting period

The yearend position shows the effect on unrestricted funds of including an element of overhead recovery in all funding bids, review of external costs, and adopting lean administrative function. As an organisation we have continued to strive to retain high quality service provision, whilst ensuring that we make the very best use of every penny at our disposal.

### 3.2 Financial effects of significant events

This year has been a particularly challenging year due to the impacts of cost-of-living pressures, rising costs, the legacy of austerity, and economic downturn.

We have continued to diversify our income streams where possible against the background of hard competition from other organisations competing for funding and commissions.

### 3.3 Principal risks and strategy for managing risks

The principal risks to the charity's ability to continue to sustain its charitable activities are:

- Reduction of income
- Loss of premises
- Loss of staff
- Loss of reputation

The management of risk, which could materially impact upon the business, features in all reports to the Board from the CEO. The CEO maintains an ongoing organisational Risk Register to ensure the organisation remains aware of significant risks to the charity and works towards mitigating their effects, with the Risk Register being presented to the Board on a six-weekly cycle. The organisation has a Business Continuity Plan and Disaster Recovery Plan in place.

### 3.4 Principal funding sources and how they support our key objectives

- Stoke-on-Trent City Council - commission to provide Stoke-on-Trent Welfare Benefit Service
- Macmillan Cancer Support – Staffordshire Macmillan Welfare Benefit Service
- National Lottery Community Fund – DisAbility Connect social prescribing service
- Government 's UK Shared Prosperity Fund – Support to Work Project
- Beneficiary contributions and donations – towards Advice Line and charity costs.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 3.5 Pension liabilities

Auto enrolment compliant with Peoples' Pension.

#### 3.6 Total amount of funds held

At the period end the figure was £372,589 (2023:£352,500)

#### 3.7 Restricted funds

At the period end the figure was £305,708:(2023:£257,567)

#### 3.8 Reserves Policy – amounts and why we hold reserves

Disability Solutions West Midlands has a reserves policy, its purpose is to ensure that Disability Solutions West Midlands can maintain adequate free reserves to enable the charity to manage any reasonably foreseeable eventuality and comply with Charity Commission guidance.

Reserves definition:

"Reserves are that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes." (Charity Commission guidance document CC19)

Free reserves exclude:

- Restricted funds such as grants given by funders for a specific project or piece of work.
- Funds designated by trustees for a specific purpose.
- Fixed assets.

Why Disability Solutions West Midlands holds reserves:

1. Contingency: unexpected expenditure in the event of an emergency,
2. Cash-flow: Situations where a bill has to be paid before the money to cover it has been received by the charity,
3. Commitment: a commitment to occasional significant expenditure which cannot be covered by annual income,
4. Conservation: funds which trustees cannot spend immediately without compromising their legal responsibilities to ensure that their charity's resources are used necessarily, reasonably and incidentally in the fulfilment of their charitable objects,
5. Closure: the charity becomes financially unsustainable and must be wound up.

Factors considered by CEO and Trustees to determine reserves:

- How secure are our income streams.
- Are there any uncertainties in our income forecast.
- Monthly expenditure.
- Could we reduce service delivery on a temporary basis in an emergency and how might this reduce costs.
- How much would it cost us to close down e.g. redundancy, outstanding debtors etc.
- The Chair, Treasurer, and CEO will agree when reserves can be spent.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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Disability Solutions West Midlands will hold a minimum of 3 months operating costs to fulfil its legal and moral obligations. Surplus cash reserves will be directed towards fulfilling the charity's aims and objectives. Disability Solutions West Midlands will also hold a Contingency Fund of £10,000 in addition to any reserves held. Disability Solutions West Midlands reserves will be reviewed twice in each financial year. This policy is reviewed at least annually.

Disability Solutions West Midlands currently holds free reserves of £66,881.

#### **3.9 Any uncertainties re charity viability**

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future.

#### **3.10 Any funds / subsidiary undertakings in deficit**

No funds in deficit.

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

##### **Plans for future and how future plans have been developed**

As a user-led organisation, the charity's future plans are very much in response to the needs of our current and potential beneficiaries. For this reason, we place high value on consulting with our community and taking feedback from the people we serve about issues that are affecting their lives, how we could better support them, and whether our services are meeting their needs and expectations.

Due to ongoing pressures experienced by all charities in the current economic climate, events planned for the coming year are focused on fundraising for core activities and are regularly reviewed. Additional staffing will be secured as required/appropriate, to ensure that the high quality and punctual provision of information is maintained, as awareness of Disability Solutions West Midlands and the requirement for our services increase.

We shall also continue to provide focused opportunities to seek and explore further sustainable growth and enhance the skills already present within the organisation. Our Business Planning has more details of future planning.

#### **Structure, governance and management**

##### **4.1 Nature of governing document**

Governing Document is Memorandum and Articles December 2010.

##### **4.2 How charity is constituted**

Disability Solutions West Midlands is a charitable organisation and was registered 24 April 1992. The charity is constituted and was governed during the year by its Memorandum and Articles December 2010. The organisation was registered as Disability Solutions West Midlands, a Charitable Company limited by guarantee on 23 December 2010.

##### **4.3 Recruiting and appointing new Trustees**

The charity is governed by a Board of Trustees, in accordance with its Memorandum and Articles. The Board meets a minimum of 6 times per calendar year. The Board has appointed sub-committees for Finance and Business development, which report each meeting back to the Board. 100% of our Board members have lived experience of disability and/or long-term health condition.

Trustees are recruited on an on-going basis, and we are currently looking to increase our Board's capacity and skill set by recruiting new trustees. Prospective trustees must fill in an application form outlining what they can offer to support the charity and are interviewed by current trustees before being presented to members at the Annual General Meeting for election. Board members must retire on rotation, but may stand for re-election.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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The trustees who served during the year were:

Mrs A E Dair (Chair)

Ms D Dunkley (Vice Chair)

Mr N Adams (Treasurer)

(Resigned 30 August 2024)

Mrs S Ivan-Duke

Mrs S Hemming

Mr R S Bell

(Appointed 5 November 2024)

Ms M Rollins (Chief Executive Officer)

#### 5.1 Policies and procedures for induction and training of Trustees

New Trustees are provided with access to all current information regarding services provided, copies of current appropriate policies, and relevant Charity Commission publications on the role and responsibilities of Trustees. The Chief Executive Officer (CEO) provides updates to Trustees regarding local developments that may impact on the organisation.

#### 5.2 Organisational structure

The Charity is governed by a Board of Trustees in accordance with its Memorandum and Articles of Association. The Board meets a minimum of six times per calendar year. The Board has appointed sub-committees for Finance, Employment, and Business Development, which report to the Board at each meeting.

Whilst the Charity is governed by the Board of Trustees, daily business management, staff management and strategic planning of the charity is undertaken by the Chief Executive Officer. Full organisational structure for the organisation and its services is available upon request.

#### 5.3 Decision making

##### Decisions made by Chief Executive Officer

##### Corporate Governance

Responsible for all matters of organisational structure below the level of CEO.

Able to delegate authority to other staff and will prepare and maintain a comprehensive scheme of delegation for the organisation.

##### Strategy

Preparation of the organisation's Strategic Plan for consideration and approval of the Board, ensuring early consultation with the Board.

Recommendations to the Board for formal strategic partnerships with other organisations.

##### Functions, powers and discretions (Legal and administrative)

Responsible for exercising all of the organisation's legal and administrative powers and discretions in delivering statutory functions, subject to escalating any high risk/high impact issues in line with the risk management strategy.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Corporate Plans & Budget**

Preparation of corporate Business Plan and Annual Budget in line with the organisation's Strategic Plan, ensuring early consultation with the Board.

Variations to the approved budget where the variation would not have a significant impact on the overall approved levels of income and expenditure. A financial variation shall be treated as significant if it involves incurring one-off expenditure of £1,500 or more, or more than £5,000 for any one operational area per annum.

### **Annual Report & Accounts**

Writing the Annual Report for Board approval. Drawing up accounts for operational review and sub-committee consideration and Board approval.

### **Performance Management**

To keep the Board informed of progress in achieving performance objectives and report any significant variance from the approved annual operating plans and Budget. To keep the Board informed of any significant issues in the operation of the organisation.

### **Risk Management**

As CEO, to maintain systems of internal control and quality assurance within the organisation and to provide the Board and Operational Review / Sub Committees with assurance on its ongoing effectiveness. To advise the Board and/or Operational Review / Sub Committees of any material changes to internal control or quality frameworks. Escalation of issues for consideration by the Board, in accordance with the organisation's Risk Management Strategy.

### **Human Resources Issues**

The structure of the Senior Team, all appointments and other HR issues.

### **Significant Publications**

Identify significant publications and propose a full programme of reports and other publications. Responsibility for carrying out work relating to significant publications in accordance with the Board's initial approval.

### **Operational Review / Sub Committees**

It is the Chief Executive's prerogative to determine and execute any proposals arising from Sub-committees, subject to the authority already delegated to her by the Board / Management Committee.

### **Communication Issues**

Significant issues to be identified and considered by the Board. The CEO and then Chair should sign-off all press releases and other statements where the statement is on a significant matter of public, political or reputational significance.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

**FOR THE YEAR ENDED 31 MARCH 2024**

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### **Board of Trustees Administration**

Ensure the Board can function properly through provision of an effective secretariat. To make recommendations for the cycle of Board meetings, and for the composition of agendas for meetings. To oversee the preparation of draft minutes and maintain efficient overall arrangements for the administration of the Board. To provide necessary support and resources for Trustees to maintain and develop their skills and knowledge.

### **Decisions made by Trustees**

### **Corporate Governance**

Consideration and approval of the governing document. Principles of Good Governance, Memorandum of Understanding, Delegated Powers, Standing Orders and Financial Policies.

### **Strategy**

Determining the overall strategic direction of the organisation. Consideration and approval of the organisation's Strategic Plan.

Consideration and approval of formal strategic partnerships with other organisations.

### **Functions, powers and discretions (Legal and administrative)**

Strategic principles governing operational policy, relating to the exercise of the organisations function, powers and discretions.

### **Corporate Plans & Budget**

Consideration and approval of the organisation's corporate Business Plan and Annual Budgets. Variations to the approved budget where the variation would have a significant impact on the overall approved levels of income and expenditure.

### **Annual Report & Accounts**

Approval of Annual Report and accounts, in conjunction with the CEO, or other member of staff delegated as Accounting Officer.

### **Performance Management**

Determination and approval of arrangements for performance management and consideration of regular monitoring reports.

### **Risk Management**

Approval of the organisation's Risk Management Strategy and consideration of reports of the Operational Review Sub Committee, in conjunction with the CEO or delegated Accounting Officer.

### **Human Resources Issues**

Appointment of the CEO. Determining the remuneration of the CEO.

Approval of significant changes to overall HR strategy and policy, including staff terms and conditions of employment. Annual review of pay and conditions.

### **Significant Publications**

Approve the programme of Significant Publications.

Approval, in good time before publication, in the case of Significant Publications, of the executive summary including the report's key messages, and the plan for the report's communication and implementation.

### **Operational Review / Sub Committees**

To regularly review the operational performance of the organisation. To monitor the financial outcomes of operations, actual and proposed, together with the on-going solvency of the organisation. To support the Chief Executive Officer through advice and direction as necessary and requested.

### **Communication Issues**

Approval of communication plans in relation to matters of public, political or reputational significance.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

---

### Board of Trustees Administration

The cycle of Board meetings, the composition of Board agendas and approval of minutes of Board meetings.

### 5.4 Partners who help us to meet our charitable aims

Include:

- The Lottery Community Fund.
- Stoke-on-Trent City Council.
- Macmillan Cancer Support.
- UK Gov / UK Shared Prosperity Fund.

### 6.0 Exemptions from disclosure

6.1 No exemptions from disclosure.

### 7.0 Funds held as custodian trustees on behalf of others

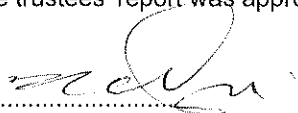
7.1 No funds held as custodian trustees on behalf of others.

The Board would like to place on record their sincere thanks to all staff and volunteers for their outstanding efforts, and to our funders, supporters, and investors for their continued confidence, partnership, and support.

### Detailed Annual Report

A more detailed account of the organisation's activities and an abridged version of these accounts can be found in the Disability Solutions West Midlands Annual Report, which will be distributed to members. A full version of these accounts will be provided upon request. Non-members can obtain a copy by contacting the registered office.

The trustees' report was approved by the Board of Trustees.



Mrs A E Dair (Chair)

Trustee

Date: 25/11/24

# DISABILITY SOLUTIONS WEST MIDLANDS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF DISABILITY SOLUTIONS WEST MIDLANDS

---

I report to the trustees on my examination of the financial statements of Disability Solutions West Midlands (the charity) for the year ended 31 March 2024.

#### Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

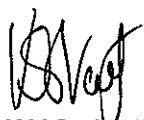
#### Independent examiner's statement

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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



**K V Staley FCA Bsc**

Geens Limited  
Graphic House  
124 City Road  
Stoke on Trent  
ST4 2PH

Dated: ...26/11/24...

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 MARCH 2024**

| Current financial year                |       | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>Designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Total<br>2023<br>£ |
|---------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|--------------------|
|                                       | Notes |                                               |                                                  |                                  |                    |                    |
| <b>Income from:</b>                   |       |                                               |                                                  |                                  |                    |                    |
| Donations and legacies                | 3     | 57,351                                        | -                                                | 515,627                          | 572,978            | 537,065            |
| Charitable activities                 | 4     | 1,995                                         | -                                                | -                                | 1,995              | 41,610             |
| <b>Total income</b>                   |       | <b>59,346</b>                                 | <b>-</b>                                         | <b>515,627</b>                   | <b>574,973</b>     | <b>578,675</b>     |
| <b>Expenditure on:</b>                |       |                                               |                                                  |                                  |                    |                    |
| Raising funds                         | 5     | 8,984                                         | -                                                | -                                | 8,984              | 8,991              |
| Charitable activities                 | 6     | 78,414                                        | -                                                | 467,486                          | 545,900            | 621,764            |
| <b>Total expenditure</b>              |       | <b>87,398</b>                                 | <b>-</b>                                         | <b>467,486</b>                   | <b>554,884</b>     | <b>630,755</b>     |
| <b>Net income/(expenditure)</b>       |       | <b>(28,052)</b>                               | <b>-</b>                                         | <b>48,141</b>                    | <b>20,089</b>      | <b>(52,080)</b>    |
| <b>Net movement in funds</b>          |       | <b>(28,052)</b>                               | <b>-</b>                                         | <b>48,141</b>                    | <b>20,089</b>      | <b>(52,080)</b>    |
| <b>Reconciliation of funds:</b>       |       |                                               |                                                  |                                  |                    |                    |
| Fund balances at 1 April 2023         |       | 84,933                                        | 10,000                                           | 257,567                          | 352,500            | 404,580            |
| <b>Fund balances at 31 March 2024</b> |       | <b>56,881</b>                                 | <b>10,000</b>                                    | <b>305,708</b>                   | <b>372,589</b>     | <b>352,500</b>     |

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

| Prior financial year                  |       | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>Designated<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|---------------------------------------|-------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
|                                       | Notes |                                               |                                                  |                                  |                    |
| <b>Income from:</b>                   |       |                                               |                                                  |                                  |                    |
| Donations and legacies                | 3     | 50,214                                        | -                                                | 486,851                          | 537,065            |
| Charitable activities                 | 4     | 1,313                                         | -                                                | 40,297                           | 41,610             |
| <b>Total income</b>                   |       | <u>51,527</u>                                 | <u>-</u>                                         | <u>527,148</u>                   | <u>578,675</u>     |
| <b>Expenditure on:</b>                |       |                                               |                                                  |                                  |                    |
| Raising funds                         | 5     | 8,991                                         | -                                                | -                                | 8,991              |
| Charitable activities                 | 6     | 74,757                                        | -                                                | 547,007                          | 621,764            |
| <b>Total expenditure</b>              |       | <u>83,748</u>                                 | <u>-</u>                                         | <u>547,007</u>                   | <u>630,755</u>     |
| <b>Net income</b>                     |       | <u>(32,221)</u>                               | <u>-</u>                                         | <u>(19,859)</u>                  | <u>(52,080)</u>    |
| Transfers between funds               |       | 66,640                                        | -                                                | (66,640)                         | -                  |
| <b>Net movement in funds</b>          |       | <u>34,419</u>                                 | <u>-</u>                                         | <u>(86,499)</u>                  | <u>(52,080)</u>    |
| <b>Reconciliation of funds:</b>       |       |                                               |                                                  |                                  |                    |
| Fund balances at 1 April 2022         |       | 50,514                                        | 10,000                                           | 344,066                          | 404,580            |
| <b>Fund balances at 31 March 2023</b> |       | <u>84,933</u>                                 | <u>10,000</u>                                    | <u>257,567</u>                   | <u>352,500</u>     |

# DISABILITY SOLUTIONS WEST MIDLANDS

## BALANCE SHEET

AS AT 31 MARCH 2024

|                                                       | Notes | 2024<br>£ | £       | 2023<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 11    |           | 4,640   |           | 7,441   |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 12    | 65,732    |         | 115,023   |         |
| Cash at bank and in hand                              |       | 317,796   |         | 245,003   |         |
|                                                       |       | 383,528   |         | 360,026   |         |
| <b>Creditors: amounts falling due within one year</b> | 13    | (15,579)  |         | (14,967)  |         |
| <b>Net current assets</b>                             |       |           | 367,949 |           | 345,059 |
| <b>Total assets less current liabilities</b>          |       |           | 372,589 |           | 352,500 |
| <b>Net assets</b>                                     |       |           | 372,589 |           | 352,500 |
| <hr/>                                                 |       |           |         |           |         |
| <b>The funds of the charity</b>                       |       |           |         |           |         |
| Restricted income funds                               | 15    | 305,708   |         | 257,567   |         |
| Unrestricted funds - general                          |       | 56,881    |         | 84,933    |         |
| Unrestricted funds - Designated                       | 16    | 10,000    |         | 10,000    |         |
|                                                       |       | 372,589   |         | 352,500   |         |

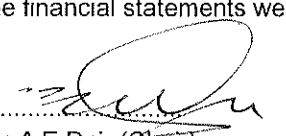
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the trustees on 27/11/24

  
Mrs A E Dair (Chair)  
Trustee

Company registration number 07478199 (England and Wales)

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

|                                                             | Notes | 2024<br>£ | £       | 2023<br>£ | £         |
|-------------------------------------------------------------|-------|-----------|---------|-----------|-----------|
| <b>Cash flows from operating activities</b>                 |       |           |         |           |           |
| Cash generated from/(absorbed by) operations                | 21    |           | 72,793  |           | (106,564) |
| <b>Net cash used in investing activities</b>                |       |           | -       |           | -         |
| <b>Net cash used in financing activities</b>                |       |           | -       |           | -         |
| <b>Net increase/(decrease) in cash and cash equivalents</b> |       |           | 72,793  |           | (106,564) |
| Cash and cash equivalents at beginning of year              |       |           | 245,003 |           | 351,567   |
| <b>Cash and cash equivalents at end of year</b>             |       |           | 317,796 |           | 245,003   |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

##### Charity information

Disability Solutions West Midlands is a private company limited by guarantee incorporated in England and Wales. The registered office is North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, Staffordshire, ST4 7NY.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention and the principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds that have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

##### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

For legacies, entitlement is taken at the earlier of the charity being aware that probate has been granted, where the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when the distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Income from investments is included in the year in which it is receivable.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as resources expended where there is a legal and constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds include costs of generating voluntary income. The costs of generating voluntary income do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the administration of the charitable company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are only capitalised if the cost price is in excess of £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Office furniture and equipment | 25% - 50% p.a. straight line |
|--------------------------------|------------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### *Basic financial assets*

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 1 Accounting policies

(Continued)

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

#### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements that have been made in these financial statements.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 3 Income from donations and legacies

|                                              | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|----------------------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| Donations and gifts                          | 30,079                             | -                                | 30,079             | 16,484                             | -                                | 16,484             |
| Grant receivable for core activities         | 27,272                             | 515,627                          | 542,899            | 33,730                             | 486,851                          | 520,581            |
|                                              | <u>57,351</u>                      | <u>515,627</u>                   | <u>572,978</u>     | <u>50,214</u>                      | <u>486,851</u>                   | <u>537,065</u>     |
| <b>Donations and gifts</b>                   |                                    |                                  |                    |                                    |                                  |                    |
| Donations and gifts                          | 30,079                             | -                                | 30,079             | 16,484                             | -                                | 16,484             |
|                                              | <u>30,079</u>                      | <u>-</u>                         | <u>30,079</u>      | <u>16,484</u>                      | <u>-</u>                         | <u>16,484</u>      |
| <b>Grants receivable for core activities</b> |                                    |                                  |                    |                                    |                                  |                    |
| Clothmakers Foundation                       | -                                  | 10,000                           | 10,000             | -                                  | -                                | -                  |
| Severn Trent Water                           | -                                  | 29,298                           | 29,298             | -                                  | -                                | -                  |
| Coalfields                                   | -                                  | 4,780                            | 4,780              | -                                  | -                                | -                  |
| Stoke City Council                           | 26,242                             | 124,373                          | 150,615            | 19,159                             | 98,292                           | 117,451            |
| National Energy Action                       | -                                  | 19,200                           | 19,200             | -                                  | -                                | -                  |
| Macmillan Cancer Support                     | -                                  | 203,577                          | 203,577            | 12,366                             | 195,569                          | 207,935            |
| Henry Smith                                  | -                                  | -                                | -                  | -                                  | 28,700                           | 28,700             |
| DWP                                          | 1,030                              | -                                | 1,030              | -                                  | -                                | -                  |
| Disability Connect                           | -                                  | 124,399                          | 124,399            | -                                  | 110,248                          | 110,248            |
| Other                                        | -                                  | -                                | -                  | 2,205                              | 54,042                           | 56,247             |
|                                              | <u>27,272</u>                      | <u>515,627</u>                   | <u>542,899</u>     | <u>33,730</u>                      | <u>486,851</u>                   | <u>520,581</u>     |

### 4 Income from charitable activities

|                              | Unrestricted<br>funds<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
|------------------------------|------------------------------------|----------------------------------|--------------------|------------------------------------|----------------------------------|--------------------|
| <b>Charitable activities</b> |                                    |                                  |                    |                                    |                                  |                    |
| Service contributions        | 1,995                              | -                                | 1,995              | 1,313                              | -                                | 1,313              |
| Performance related grants   | -                                  | -                                | -                  | -                                  | 40,297                           | 40,297             |
|                              | <u>1,995</u>                       | <u>-</u>                         | <u>1,995</u>       | <u>1,313</u>                       | <u>40,297</u>                    | <u>41,610</u>      |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 4 Income from charitable activities (Continued)

#### Performance related grants analysis

|                               | Charitable<br>activities<br>2023<br>£ |
|-------------------------------|---------------------------------------|
| Charities Aid Foundation Fund | 40,297                                |
| Other                         | -                                     |
|                               | <u>40,297</u>                         |

### 5 Expenditure on raising funds

|                                      | Unrestricted<br>funds<br>2024<br>£ | Unrestricted<br>funds<br>2023<br>£ |
|--------------------------------------|------------------------------------|------------------------------------|
| Costs of generating voluntary income |                                    |                                    |
| Other fundraising costs              | 314                                | 183                                |
| Staff costs                          | 8,670                              | 8,808                              |
|                                      | <u>8,984</u>                       | <u>8,991</u>                       |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 6 Expenditure on charitable activities

|                                                           | Charitable<br>Activities<br>2024<br>£ | Charitable<br>Activities<br>2023<br>£ |
|-----------------------------------------------------------|---------------------------------------|---------------------------------------|
| <b>Direct costs</b>                                       |                                       |                                       |
| Staff costs                                               | 391,780                               | 431,602                               |
| Depreciation and impairment                               | 2,801                                 | 5,085                                 |
| Rent and services charges                                 | 47,259                                | 47,133                                |
| Repairs and maintenance                                   | 1,919                                 | (577)                                 |
| Staff travel and training                                 | 1,937                                 | 2,329                                 |
| Telephone                                                 | 8,540                                 | 7,830                                 |
| Printing, postage, stationery and publicity               | 3,736                                 | 3,645                                 |
| Other Professional charges                                | 25,877                                | 51,024                                |
| General expenses                                          | 9,279                                 | 10,338                                |
| Insurance                                                 | 3,315                                 | 3,583                                 |
| Information technology                                    | 23,680                                | 15,991                                |
| Subscriptions                                             | 2,993                                 | 11,770                                |
| Volunteer travel and training                             | 3,102                                 | 6,482                                 |
| Bookkeeping and payroll                                   | 2,105                                 | 2,664                                 |
| Other costs                                               | 9,716                                 | 14,595                                |
|                                                           | <u>538,039</u>                        | <u>613,494</u>                        |
| <b>Share of support and governance costs (see note 7)</b> |                                       |                                       |
| Governance                                                | 7,861                                 | 8,270                                 |
|                                                           | <u>545,900</u>                        | <u>621,764</u>                        |
| <b>Analysis by fund</b>                                   |                                       |                                       |
| Unrestricted funds - general                              | 78,414                                | 74,757                                |
| Restricted funds                                          | 467,486                               | 547,007                               |
|                                                           | <u>545,900</u>                        | <u>621,764</u>                        |

### 7 Support costs allocated to activities

|                          | 2024<br>£    | 2023<br>£    |
|--------------------------|--------------|--------------|
| Governance costs         | <u>7,861</u> | <u>8,270</u> |
| <b>Analysed between:</b> |              |              |
| Charitable Activities    | <u>7,861</u> | <u>8,270</u> |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 7 Support costs allocated to activities

(Continued)

|                                   | 2024<br>£    | 2023<br>£    |
|-----------------------------------|--------------|--------------|
| <b>Governance costs comprise:</b> |              |              |
| Staff costs                       | 4,335        | 4,405        |
| Other costs                       | 226          | 135          |
| AGM Expenses                      | -            | 298          |
| Accountancy                       | 3,300        | 3,432        |
|                                   | <u>7,861</u> | <u>8,270</u> |

Governance costs include payments of £3,300 (2023 £2,994) to the independent examiner for the examination of the charitable company's financial statements.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2023: £nil), and 3 (2023: 2) of them were reimbursed a total of £2,234 (2023: £726) travelling expenses incurred in attending meetings and other events on behalf of the charity and also in performing duties as volunteers.

### 9 Employees

The average monthly number of employees during the year was:

|                            | 2024<br>Number | 2023<br>Number |
|----------------------------|----------------|----------------|
| Direct Charitable services | 19             | 19             |
| Governance                 | 1              | 1              |
| Total                      | <u>20</u>      | <u>20</u>      |

#### Employment costs

|                       | 2024<br>£      | 2023<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 370,989        | 405,482        |
| Social security costs | 24,188         | 29,256         |
| Other pension costs   | 9,608          | 10,077         |
|                       | <u>404,785</u> | <u>444,815</u> |

The trustees and Chief Executive Officer are regarded as key management personnel and their total remuneration during the year was £48,720 (2023 - £49,220).

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 9 Employees (Continued)

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

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Tangible fixed assets

|                                    | Office<br>furniture and<br>equipment<br>£ |
|------------------------------------|-------------------------------------------|
| <b>Cost</b>                        |                                           |
| At 1 April 2023                    | 37,554                                    |
| At 31 March 2024                   | 37,554                                    |
| <b>Depreciation and impairment</b> |                                           |
| At 1 April 2023                    | 30,113                                    |
| Depreciation charged in the year   | 2,801                                     |
| At 31 March 2024                   | 32,914                                    |
| <b>Carrying amount</b>             |                                           |
| At 31 March 2024                   | 4,640                                     |
| At 31 March 2023                   | 7,441                                     |

### 12 Debtors

|                                             | 2024<br>£ | 2023<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 24,100    | 73,719    |
| Other debtors                               | 5,290     | 5,290     |
| Prepayments and accrued income              | 36,342    | 36,014    |
|                                             | 65,732    | 115,023   |

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

|                              | 2024<br>£ | 2023<br>£ |
|------------------------------|-----------|-----------|
| Accruals and deferred income | 15,579    | 14,967    |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 14 Retirement benefit schemes

|                                                                     | 2024<br>£ | 2023<br>£ |
|---------------------------------------------------------------------|-----------|-----------|
| Defined contribution schemes                                        |           |           |
| Charge to profit or loss in respect of defined contribution schemes | 9,608     | 10,077    |

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

#### 15 Restricted funds

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

|                                 | At 1 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ | At 31 March<br>2024<br>£ |
|---------------------------------|-------------------------|----------------------------|----------------------------|----------------|--------------------------|
| Macmillan Cancer Support        | 91,677                  | 203,577                    | (154,212)                  | -              | 141,042                  |
| Cash for Kids                   | 3,183                   | -                          | (3,183)                    | -              | -                        |
| Coalfields                      | -                       | 4,780                      | (3,102)                    | -              | 1,678                    |
| Safe and Well                   | 10,000                  | -                          | (10,000)                   | -              | -                        |
| SOT Disability Benefit Services | 29,653                  | 96,000                     | (108,023)                  | -              | 17,630                   |
| Awards for All                  | 7,713                   | -                          | (811)                      | -              | 6,902                    |
| Disability Connect              | 115,341                 | 124,400                    | (105,795)                  | -              | 133,946                  |
| Clothmakers Foundation          | -                       | 10,000                     | (10,000)                   | -              | -                        |
| National Energy Action          | -                       | 19,201                     | (19,201)                   | -              | -                        |
| Severn Trent                    | -                       | 29,298                     | (25,366)                   | -              | 3,932                    |
| SOT CC Cost of Living Fund      | -                       | 2,500                      | (2,500)                    | -              | -                        |
| UK SPF Support to work          | -                       | 25,871                     | (25,293)                   | -              | 578                      |
|                                 | 257,567                 | 515,627                    | (467,486)                  | -              | 305,708                  |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 15 Restricted funds

(Continued)

| Previous year:                       | At 1 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£  | At 31 March<br>2023<br>£ |
|--------------------------------------|-------------------------|----------------------------|----------------------------|-----------------|--------------------------|
| Macmillan Cancer Support             | 95,199                  | 195,568                    | (199,028)                  | (62)            | 91,677                   |
| CRF Support to Work                  | -                       | 37,077                     | (37,077)                   | -               | -                        |
| Cash for Kids                        | -                       | 5,700                      | (2,517)                    | -               | 3,183                    |
| Coalfields                           | 2,267                   | -                          | -                          | (2,267)         | -                        |
| Safe and Well                        | -                       | 10,000                     | -                          | -               | 10,000                   |
| SOT Disability Benefit Services      | 13,231                  | 98,293                     | (81,871)                   | -               | 29,653                   |
| Awards for All                       | 7,713                   | -                          | -                          | -               | 7,713                    |
| Disability Connect                   | 49,732                  | 110,248                    | (44,639)                   | -               | 115,341                  |
| European Social Fund                 | (2,204)                 | 1,265                      | -                          | 939             | -                        |
| Henry Smith                          | 42,391                  | 28,700                     | (45,212)                   | (25,879)        | -                        |
| Covid-19 Response &<br>Recovery Fund | 34,371                  | -                          | -                          | (34,371)        | -                        |
| Independent Age                      | 5,000                   | -                          | -                          | (5,000)         | -                        |
| Charities Aid Foundation Fund        | 96,366                  | 40,297                     | (136,663)                  | -               | -                        |
|                                      | <u>344,066</u>          | <u>527,148</u>             | <u>(547,007)</u>           | <u>(66,640)</u> | <u>257,567</u>           |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

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#### 15 Restricted funds

(Continued)

##### **Macmillan Cancer Support**

To enable Disability Solutions West Midlands to operate a county-wide service providing welfare benefits advice.

##### **Coalfields Regeneration Fund -The Be All You can be project**

Provision of training, structured volunteering, and opportunities to develop and strengthen essential life skills, build personal capital, increase independence, choice, and employability (Boothem, Oakhill, Springfields and Trent Vale areas only).

##### **Stoke-on-Trent City Council - SOT Disability Benefit Service**

Offers support throughout the claims process to customers facing DLA to PIP migration, PIP r-assessment, ESA, CA and UC claims, specialising in appeals and tribunal support.

##### **Awards for All**

Reaching volunteers with disabilities.

##### **National Lottery Community Fund - DisAbility Connect**

This is a three year project offering social prescribing+, taking an holistic and meaningful approach to helping to link people with disabilities and long-term conditions with opportunities, services, information and support to improve health and social outcomes. The project also offers structured volunteering placements.

**Clothmakers Foundation** – to upgrade Disability Solutions West Midlands IT system and helping the charity to futureproof by purchasing new PC's and monitors across the entire organisation.

**NEA – National Energy Action** – delivery of a SMART Meter programme helping people with disabilities and their families better understand their options when engaging with the roll-out of SMART meters and benefits for energy consumption control.

**Severn Trent** – delivery of a Community People Support project to help us to meet the demand for support from our community, leading to improved mental wellbeing, and building community resilience.

**SOTCC Cost of Living Funds** – a small fund made available to enable Disability Solutions West Midlands to make small grants to households in the city affected by disability and cost-of-living pressures.

**UKSPF – funding our Support to Work** programme supporting people with disabilities to get closer to the labour market through development of work-related skills, work placements, and improved health and wellbeing.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 16 Unrestricted funds - Designated

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|                | At 1 April<br>2023<br>£ | At 31 March<br>2024<br>£ |
|----------------|-------------------------|--------------------------|
| Contingency    | 10,000                  | 10,000                   |
|                | <u>          </u>       | <u>          </u>        |
| Previous year: | At 1 April<br>2022<br>£ | At 31 March<br>2023<br>£ |
| Contingency    | 10,000                  | 10,000                   |
|                | <u>          </u>       | <u>          </u>        |

Contingency - This is a small emergency reserve to cover Disability Solutions West Midlands in the event of unforeseen necessary expenditure.

#### 17 Unrestricted funds

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

|                | At 1 April<br>2023<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£    | At 31 March<br>2024<br>£ |
|----------------|-------------------------|----------------------------|----------------------------|-------------------|--------------------------|
| General funds  | 84,933                  | 59,346                     | (87,398)                   | -                 | 56,881                   |
|                | <u>          </u>       | <u>          </u>          | <u>          </u>          | <u>          </u> | <u>          </u>        |
| Previous year: | At 1 April<br>2022<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£    | At 31 March<br>2023<br>£ |
| General funds  | 50,514                  | 51,527                     | (83,748)                   | 66,640            | 84,933                   |
|                | <u>          </u>       | <u>          </u>          | <u>          </u>          | <u>          </u> | <u>          </u>        |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

### 18 Analysis of net assets between funds

|                              | Unrestricted<br>funds<br>general<br>2024<br>£ | Unrestricted<br>funds<br>Designated<br>2024<br>£ | Restricted<br>funds<br>2024<br>£ | Total<br>2024<br>£ |
|------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------|--------------------|
| <b>At 31 March 2024:</b>     |                                               |                                                  |                                  |                    |
| Tangible assets              | 4,640                                         | -                                                | -                                | 4,640              |
| Current assets/(liabilities) | 52,241                                        | 10,000                                           | 305,708                          | 367,949            |
|                              | <u>56,881</u>                                 | <u>10,000</u>                                    | <u>305,708</u>                   | <u>372,589</u>     |
|                              | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>Designated<br>2023<br>£ | Restricted<br>funds<br>2023<br>£ | Total<br>2023<br>£ |
| <b>At 31 March 2023:</b>     |                                               |                                                  |                                  |                    |
| Tangible assets              | 7,441                                         | -                                                | -                                | 7,441              |
| Current assets/(liabilities) | 77,492                                        | 10,000                                           | 257,567                          | 345,059            |
|                              | <u>84,933</u>                                 | <u>10,000</u>                                    | <u>257,567</u>                   | <u>352,500</u>     |

### 19 Operating lease commitments

#### Lessee

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

|                            | 2024<br>£      | 2023<br>£      |
|----------------------------|----------------|----------------|
| Between two and five years | <u>214,863</u> | <u>138,642</u> |

### 20 Related party transactions

There were no related party transactions during the year (2023: none).

## DISABILITY SOLUTIONS WEST MIDLANDS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

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| 21 | Cash generated from operations                       | 2024<br>£     | 2023<br>£        |
|----|------------------------------------------------------|---------------|------------------|
|    | Surplus/(deficit) for the year                       | 20,089        | (52,079)         |
|    | Adjustments for:                                     |               |                  |
|    | Depreciation and impairment of tangible fixed assets | 2,801         | 5,085            |
|    | Movements in working capital:                        |               |                  |
|    | Decrease/(increase) in debtors                       | 49,291        | (71,717)         |
|    | Increase in creditors                                | 612           | 12,147           |
|    | <b>Cash generated from/(absorbed by) operations</b>  | <u>72,793</u> | <u>(106,564)</u> |



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# Accounts

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**Charity Registration No. 1143929**

**Company Registration No. 07478199 (England and Wales)**

**DISABILITY SOLUTIONS WEST MIDLANDS**

**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

# DISABILITY SOLUTIONS WEST MIDLANDS

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                |                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                | Mrs A E Dair (Chair)<br>Ms D Dunkley (Vice Chair)<br>Mr N Adams (Treasurer)<br>Mrs S Ivan-Duke<br>Mrs S Hemming    |
| <b>Chief Executive Officer</b> | Miss M Rollins                                                                                                     |
| <b>Charity number</b>          | 1143929                                                                                                            |
| <b>Company number</b>          | 07478199                                                                                                           |
| <b>Registered office</b>       | North Staffordshire Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke-on-Trent<br>Staffordshire<br>ST4 7NY |
| <b>Independent examiner</b>    | K V Staley FCA BSc<br>Geens Limited<br>Chartered Accountants<br>68 Liverpool Road<br>Stoke on Trent<br>ST4 1BG     |
| <b>Bankers</b>                 | Unity Trust Bank plc<br>Nine Brindley Place<br>Birmingham<br>B1 2HB                                                |
| <b>Solicitors</b>              | Knights Solicitors PLC<br>The Brampton<br>Newcastle under Lyme<br>Staffordshire<br>ST5 0QW                         |

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# DISABILITY SOLUTIONS WEST MIDLANDS

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# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)

### FOR THE YEAR ENDED 31 MARCH 2023

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The trustees present their report and accounts for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

The principal activity of the organisation is enshrined in our mission statement which is:

1. To empower people with disabilities, their families, and relevant professionals to attain the highest quality of life possible, through information, advice, and support.
2. To recognise, challenge, and where possible remove barriers in society for people with disabilities.

The aims of the organisation are:

1. To enable the organisation to be fit for purpose through audit, self-governance, and internal review.
2. To develop collaborative opportunities where appropriate and enable sustainable partnerships across all sectors.
3. To promote and market the organisation to enable it to be visible and best placed to maximise awareness of our work across the West Midlands, as the leading pan-disability organisation.
4. To enable people in the West Midlands who are affected by disability to fully participate in all aspects of community life.

The Trustees have complied with their duty under Section 17 of the Charities act 2011 to have due regard to the guidance published by the Charities Commission in deciding what activities the charity should undertake with a view to providing public benefit.

We are a pan-disability organisation with no restriction regarding age, ethnicity, gender, sexual orientation or religion. Some of our services are geographically restricted by contract, whilst others (e.g. the Support and Advice Service Advice Line) will accept calls from anywhere. We recognise that we are often not able to offer in-depth assistance when the client is geographically remote, but in this case, we will signpost to their nearest source of help.

The Trustees wish to express their gratitude to the volunteers who contribute a significant amount of time and effort to the organisation; the Support and Advice Service Advice Line in particular would not function without their generous contribution.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

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### Achievements and performance

With the introduction of altered working arrangements due to Covid-19 pressures, we are delighted to report that our service delivery has continued and realigned quickly to respond to immediate and evolving issues. With the kind support of our funding partners, we were able to respond quickly and appropriately to the needs of our beneficiaries. All our services continued to perform at high levels and supported the delivery of Covid specific service responses whilst continuing to work in strong partnership with local providers. With sincere thanks to our staff and volunteers for their hard work, loyalty, integrity, and support.

Withstanding Covid-19 pressures, our Support and Advice Service Advice Line, and Staffordshire Macmillan Welfare Benefits Service continue to perform at very high levels in terms of both contacts and financial income generated for clients. The Stoke-on-Trent Disability Welfare Benefits Service, kindly funded by Stoke-on-Trent City Council, continues to work hard to mitigate the negative impacts of Welfare Reform in the City of Stoke-on-Trent. During this period, we were delighted to continue our partnerships with the National Lottery Community Fund and The Henry Smith Charity, continuing to embed our DisAbility Connect Project and bringing to a close our Benefits Advocacy Project. We were delighted to continue with our Support to Work Project pilot with the help of the UK Community Renewal Fund and Stoke-on-Trent City Council. We remain exceptionally grateful for our continued partnership with the Charities Aid Foundation who have kindly funded a wide variety of essential support and response options to support our resilience and sustainability.

The Board would like to offer their sincere thanks to all staff and volunteers for their outstanding efforts, with special thanks to our CEO Mandy Rollins, and our funders, supporters, and investors for their continued confidence, consideration, and support.

### Financial review

The financial position is detailed in the attached accounts which comply with statutory requirements.

The year end position shows the effect on unrestricted funds of including an element of overhead recovery in all funding bids and adopting lean running of the administration function. In addition, the reviewing of external costs has already reaped considerable benefits.

This year has been another particularly challenging year due to the landscape in which we work along with the impacts of austerity, cost-of-living pressures and significant economic downturn.

As an organisation we have continued to strive to retain high quality service provision whilst ensuring that we make every penny stretch as far as possible.

As a result of the measures outlined, we continue to be Charity Commission compliant.

### Plans for future periods

As stated in previous reports, the Board have approved the formation of a separate trading division in order to secure the long-term financial stability should this be necessary. This can be done as we have the status of a Company Limited by Guarantee, rather than simply as a Registered Charity. We continue to adopt a prudent approach to this as we cannot afford to expose the organisation to unacceptable risks, but this will be balanced with the need for innovation and change.

Due to ongoing pressures experienced by all charities in the current economic climate, events planned for the coming year focused on fundraising for core activities are regularly reviewed. Additional staffing will be secured as required/appropriate to ensure the high quality and punctual provision of information is maintained as awareness of Disability Solutions West Midlands and the requirement for services to grow.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

---

We also intend to provide focused opportunities to explore further sustainable growth and enhance the skills already present within the organisation.

### Structure, governance and management

Disability Solutions was registered as a charity on 24 April 1992. The charity is constituted and was governed during the year by its Memorandum and Articles December 2010.

The organisation was registered as Disability Solutions West Midlands, a Charitable Company limited by guarantee on 23 December 2010.

The trustees who served during the year were:

Mrs A E Dair (Chair)

Ms D Dunkley (Vice Chair)

Mr N Adams (Treasurer)

Mrs S Ivan-Duke

Mrs S Hemming

Trustees and honorary officers are elected at the Annual General Meeting and are subject to retirement by rotation. The Management Board may co-opt additional Trustees to the Board in-year, but these appointments must be formally ratified at the Annual General Meeting. All Board Members may stand for re-election.

The charity is governed by a Board of Trustees in accordance with its Memorandum and Articles of Association. The Board meets a minimum of six times per calendar year. The Board has appointed sub-committees for Finance and Business Development which report each meeting back to the Board.

Disability Solutions West Midlands has continued to provide an enhanced advice, information, and appeals service, whilst maintaining working partnerships with organisations and agencies across all sectors of the health and social care, and community and voluntary landscapes.

New Trustees are provided with access to all current information on services provided, copies of current appropriate policies, and relevant Charity Commission publications on the role and responsibilities of Trustees. The Chief Executive Officer (CEO) provides updates to Trustees on changes to the law governing charities and on local developments that may impact on the organisation.

We are members of CPAG, Disability Rights UK, Support Staffordshire, VAST, RADAR, National Association of Welfare Rights Advisers, Rightsnet, and we are affiliated with Lasa and registered with the ICO. We continue to use the Advice Services Alliance Advice Quality Standard (AQS) as our main quality monitoring and accreditation tool and continue to hold specialist accreditation in the areas of Welfare Benefits and Casework, and Disability and Casework. Work continues in retaining our high-quality standards and ability to conform to the best practice AQS guidelines. We hold the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme, and we hold Disability Confident Employer status.

The management of risk, which could materially impact upon the business, features in all reports to the Board from the CEO. The CEO maintains an ongoing Risk Register to ensure the organisation remains aware of significant risks to the charity and works towards mitigating their effects. The organisation has a Business Continuity Plan and Disaster Recovery Plan in place.

### Detailed Annual Report

A more detailed account of the organisations activities and an abridged version of these accounts can be found in the Annual Report, which will be distributed to members. A full version of these accounts will be provided upon request. Non-members can obtain a copy by contacting the registered office.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2023*

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The trustees' report was approved by the Board of Trustees.

Mr N Adams (Treasurer)  
**Trustee**

28 November 2023

# DISABILITY SOLUTIONS WEST MIDLANDS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF DISABILITY SOLUTIONS WEST MIDLANDS

---

I report to the trustees on my examination of the financial statements of Disability Solutions West Midlands (the charity) for the year ended 31 March 2023.

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

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

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

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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

#### **K V Staley FCA BSc**

Geens Limited  
Chartered Accountants  
68 Liverpool Road  
Stoke on Trent  
ST4 1BG

Dated: 28 November 2023

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

|                                                           | Notes | Unrestricted funds<br>general<br>2023<br>£ | Unrestricted funds<br>designated<br>2023<br>£ | Restricted funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted funds<br>general<br>2022<br>£ | Unrestricted funds<br>designated<br>2022<br>£ | Restricted funds<br>2022<br>£ | Total<br>2022<br>£ |
|-----------------------------------------------------------|-------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|
| <b><u>Income from:</u></b>                                |       |                                            |                                               |                               |                    |                                            |                                               |                               |                    |
| Donations, grants and legacies                            | 3     | 50,214                                     | -                                             | 486,851                       | 537,065            | 80,553                                     | -                                             | 487,343                       | 567,896            |
| Charitable activities                                     | 4     | 1,313                                      | -                                             | 40,297                        | 41,610             | 5,832                                      | -                                             | 108,050                       | 113,882            |
| <b>Total income</b>                                       |       | 51,527                                     | -                                             | 527,148                       | 578,675            | 86,385                                     | -                                             | 595,393                       | 681,778            |
| <b><u>Expenditure on:</u></b>                             |       |                                            |                                               |                               |                    |                                            |                                               |                               |                    |
| Raising funds                                             | 5     | 8,991                                      | -                                             | -                             | 8,991              | 8,099                                      | -                                             | -                             | 8,099              |
| Charitable activities                                     | 6     | 74,757                                     | -                                             | 547,007                       | 621,764            | 93,360                                     | -                                             | 466,826                       | 560,186            |
| <b>Total expenditure</b>                                  |       | 83,748                                     | -                                             | 547,007                       | 630,755            | 101,459                                    | -                                             | 466,826                       | 568,285            |
| <b>Net (outgoing)/incoming resources before transfers</b> |       | (32,221)                                   | -                                             | (19,859)                      | (52,080)           | (15,074)                                   | -                                             | 128,567                       | 113,493            |

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

|                                                                 | Notes | Unrestricted funds<br>general<br>2023<br>£ | Unrestricted funds<br>designated<br>2023<br>£ | Restricted funds<br>2023<br>£ | Total<br>2023<br>£ | Unrestricted funds<br>general<br>2022<br>£ | Unrestricted funds<br>designated<br>2022<br>£ | Restricted funds<br>2022<br>£ | Total<br>2022<br>£ |
|-----------------------------------------------------------------|-------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|
| Net (outgoing)/incoming resources before transfers              |       | (32,221)                                   | -                                             | (19,859)                      | (52,080)           | (15,074)                                   | -                                             | 128,567                       | 113,493            |
| Gross transfers between funds                                   |       | 66,640                                     | -                                             | (66,640)                      | -                  | (8,257)                                    | -                                             | 8,257                         | -                  |
| Net income/(expenditure) for the year/<br>Net movement in funds |       | 34,419                                     | -                                             | (86,499)                      | (52,080)           | (23,331)                                   | -                                             | 136,824                       | 113,493            |
| Fund balances at 1 April 2022                                   |       | 50,514                                     | 10,000                                        | 344,066                       | 404,580            | 73,845                                     | 10,000                                        | 207,242                       | 291,087            |
| Fund balances at 31 March 2023                                  |       | 84,933                                     | 10,000                                        | 257,567                       | 352,500            | 50,514                                     | 10,000                                        | 344,066                       | 404,580            |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DISABILITY SOLUTIONS WEST MIDLANDS

## BALANCE SHEET

AS AT 31 MARCH 2023

|                                                       | Notes | 2023<br>£ | £       | 2022<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 11    |           | 7,441   |           | 12,527  |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 12    | 115,023   |         | 43,306    |         |
| Cash at bank and in hand                              |       | 245,003   |         | 351,567   |         |
|                                                       |       | 360,026   |         | 394,873   |         |
| <b>Creditors: amounts falling due within one year</b> | 13    | (14,967)  |         | (2,820)   |         |
| Net current assets                                    |       |           | 345,059 |           | 392,053 |
| <b>Total assets less current liabilities</b>          |       |           | 352,500 |           | 404,580 |
| <b>Income funds</b>                                   |       |           |         |           |         |
| Restricted funds                                      | 14    |           | 257,567 |           | 344,066 |
| <u>Unrestricted funds</u>                             |       |           |         |           |         |
| Designated funds                                      | 15    | 10,000    |         | 10,000    |         |
| General unrestricted funds                            |       | 84,933    |         | 50,514    |         |
|                                                       |       |           | 94,933  |           | 60,514  |
|                                                       |       |           | 352,500 |           | 404,580 |

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2023**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 28 November 2023

Mr N Adams (Treasurer)

**Trustee**

**Company registration number 07478199**

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2023

|                                                             | Notes | 2023<br>£ | £         | 2022<br>£ | £        |
|-------------------------------------------------------------|-------|-----------|-----------|-----------|----------|
| <b>Cash flows from operating activities</b>                 |       |           |           |           |          |
| Cash (absorbed by)/generated from operations                | 19    |           | (106,564) |           | 121,642  |
| <b>Investing activities</b>                                 |       |           |           |           |          |
| Purchase of tangible fixed assets                           |       | -         |           | (10,212)  |          |
| <b>Net cash used in investing activities</b>                |       |           | -         |           | (10,212) |
| <b>Net cash used in financing activities</b>                |       |           | -         |           | -        |
| <b>Net (decrease)/increase in cash and cash equivalents</b> |       |           | (106,564) |           | 111,430  |
| Cash and cash equivalents at beginning of year              |       |           | 351,567   |           | 240,137  |
| <b>Cash and cash equivalents at end of year</b>             |       |           | 245,003   |           | 351,567  |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2023**

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### **1 Accounting policies**

#### **Charity information**

Disability Solutions West Midlands is a private company limited by guarantee incorporated in England and Wales. The registered office is North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, Staffordshire, ST4 7NY.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention and the principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds that have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

For legacies, entitlement is taken at the earlier of the charity being aware that probate has been granted, where the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when the distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Income from investments is included in the year in which it is receivable.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as resources expended where there is a legal and constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds include costs of generating voluntary income. The costs of generating voluntary income do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the administration of the charitable company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are only capitalised if the cost price is in excess of £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Office furniture and equipment | 25% - 50% p.a. straight line |
|--------------------------------|------------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

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### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements that have been made in these financial statements.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

| 3 | Donations, grants and legacies               | Unrestricted                  | Restricted         | Total     | Unrestricted                  | Restricted         | Total     |
|---|----------------------------------------------|-------------------------------|--------------------|-----------|-------------------------------|--------------------|-----------|
|   |                                              | funds<br>general<br>2023<br>£ | funds<br>2023<br>£ | 2023<br>£ | funds<br>general<br>2022<br>£ | funds<br>2022<br>£ | 2022<br>£ |
|   | Donations and gifts                          | 16,484                        | -                  | 16,484    | 18,281                        | -                  | 18,281    |
|   | Grant receivable for core activities         | 33,730                        | 486,851            | 520,581   | 62,272                        | 487,343            | 549,615   |
|   |                                              | 50,214                        | 486,851            | 537,065   | 80,553                        | 487,343            | 567,896   |
|   |                                              |                               |                    |           |                               |                    |           |
|   | <b>Donations and gifts</b>                   | 16,484                        | -                  | 16,484    | 18,281                        | -                  | 18,281    |
|   | Donations and gifts                          | 16,484                        | -                  | 16,484    | 18,281                        | -                  | 18,281    |
|   |                                              |                               |                    |           |                               |                    |           |
|   | <b>Grants receivable for core activities</b> | -                             | -                  | -         | 19,984                        | -                  | 19,984    |
|   | Postcode Local Trust                         | -                             | -                  | -         | 20,824                        | -                  | 20,824    |
|   | Community Investment fund                    | -                             | -                  | -         | 650                           | -                  | 650       |
|   | Furlough grant                               | -                             | -                  | -         | -                             | -                  | -         |
|   | Stoke City Council                           | 19,159                        | 98,292             | 117,451   | 20,814                        | 98,293             | 119,107   |
|   | Macmillan Cancer Support                     | 12,366                        | 195,569            | 207,935   | -                             | 219,943            | 219,943   |
|   | Henry Smith                                  | -                             | 28,700             | 28,700    | -                             | 57,400             | 57,400    |
|   | Big Lottery                                  | -                             | -                  | -         | -                             | 13,400             | 13,400    |
|   | Disability Connect                           | -                             | 110,248            | 110,248   | -                             | 98,307             | 98,307    |
|   | Other                                        | 2,205                         | 54,042             | 56,247    | -                             | -                  | -         |
|   |                                              |                               |                    |           |                               |                    |           |
|   |                                              | 33,730                        | 486,851            | 520,581   | 62,272                        | 487,343            | 549,615   |

**DISABILITY SOLUTIONS WEST MIDLANDS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**3**    Donations, grants and legacies **(Continued)**

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 4 Charitable activities

|                                   | Charitable<br>activities<br>2023<br>£ | Charitable<br>activities<br>2022<br>£ |
|-----------------------------------|---------------------------------------|---------------------------------------|
| Service contributions             | 1,313                                 | 5,832                                 |
| Performance related grants        | 40,297                                | 108,050                               |
|                                   | <u>41,610</u>                         | <u>113,882</u>                        |
| Analysis by fund                  |                                       |                                       |
| Unrestricted funds - general      | 1,313                                 | 5,832                                 |
| Restricted funds                  | 40,297                                | 108,050                               |
|                                   | <u>41,610</u>                         | <u>113,882</u>                        |
| <b>Performance related grants</b> |                                       |                                       |
| Macmillan Cancer support          | -                                     | 7,160                                 |
| Charities Aid Foundation Fund     | 40,297                                | 100,890                               |
|                                   | <u>40,297</u>                         | <u>108,050</u>                        |

### 5 Raising funds

|                                             | Unrestricted<br>funds<br>general<br>2023<br>£ | Unrestricted<br>funds<br>general<br>2022<br>£ |
|---------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <u>Costs of generating voluntary income</u> |                                               |                                               |
| Other fundraising costs                     | 183                                           | 254                                           |
| Staff costs                                 | 8,808                                         | 7,845                                         |
|                                             | <u>8,991</u>                                  | <u>8,099</u>                                  |
| Costs of generating voluntary income        | 8,991                                         | 8,099                                         |
|                                             | <u>8,991</u>                                  | <u>8,099</u>                                  |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 6 Charitable activities

|                                             | Information,<br>advice and<br>support<br>2023<br>£ | Information,<br>advice and<br>support<br>2022<br>£ |
|---------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Staff costs                                 | 431,602                                            | 412,817                                            |
| Depreciation and impairment                 | 5,085                                              | 2,998                                              |
| Rent and services charges                   | 47,133                                             | 46,863                                             |
| Repairs and maintenance                     | (577)                                              | 3,961                                              |
| Staff travel and training                   | 2,329                                              | 449                                                |
| Telephone                                   | 7,830                                              | 8,262                                              |
| Printing, postage, stationery and publicity | 3,645                                              | 3,365                                              |
| Other Professional charges                  | 51,024                                             | 14,468                                             |
| General expenses                            | 10,338                                             | 3,341                                              |
| Insurance                                   | 3,583                                              | 2,367                                              |
| Information technology                      | 15,991                                             | 22,202                                             |
| Subscriptions                               | 11,770                                             | 3,586                                              |
| Volunteer travel and training               | 6,482                                              | 4,096                                              |
| Bookkeeping and payroll                     | 2,664                                              | 3,822                                              |
| Other costs                                 | 14,595                                             | 20,331                                             |
|                                             | <u>613,494</u>                                     | <u>552,928</u>                                     |
| Share of governance costs (see note 7)      | 8,270                                              | 7,258                                              |
|                                             | <u>621,764</u>                                     | <u>560,186</u>                                     |
| <b>Analysis by fund</b>                     |                                                    |                                                    |
| Unrestricted funds - general                | 74,757                                             | 93,360                                             |
| Restricted funds                            | 547,007                                            | 466,826                                            |
|                                             | <u>621,764</u>                                     | <u>560,186</u>                                     |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 7 Support costs

|                                           | Support costs<br>£ | Governance costs<br>£ | 2023<br>£ | 2022<br>£ |
|-------------------------------------------|--------------------|-----------------------|-----------|-----------|
| Staff costs                               | -                  | 4,405                 | 4,405     | 3,950     |
| Other costs                               | -                  | 135                   | 135       | 182       |
| AGM expenses                              | -                  | 298                   | 298       | -         |
| Accountancy                               | -                  | 3,432                 | 3,432     | 3,126     |
|                                           | -                  | 8,270                 | 8,270     | 7,258     |
| Analysed between<br>Charitable activities | -                  | 8,270                 | 8,270     | 7,258     |

Governance costs includes payments of £2,994 (2022: £2,820) to the independent examiner for the examination of the charitable company's financial statements.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year (2022: £nil), and 2 (2022: nil) of them were reimbursed a total of £726 (2022: £Nil) travelling expenses incurred in attending meetings and other events on behalf of the charity and also in performing duties as volunteers.

### 9 Employees

The average monthly number of employees during the year was:

|                            | 2023<br>Number | 2022<br>Number |
|----------------------------|----------------|----------------|
| Direct Charitable services | 19             | 20             |
| Governance                 | 1              | 1              |
| Total                      | 20             | 21             |

#### Employment costs

|                       | 2023<br>£ | 2022<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 405,482   | 384,184   |
| Social security costs | 29,256    | 30,211    |
| Other pension costs   | 10,077    | 10,217    |
|                       | 444,815   | 424,612   |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 9 Employees

(Continued)

The trustees and Chief Executive Officer are regarded as key management personnel and their total remuneration during the year was £49,220 (2022 - £44,155).

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

### 10 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 11 Tangible fixed assets

|                                    | Office furniture and equipment<br>£ |
|------------------------------------|-------------------------------------|
| <b>Cost</b>                        |                                     |
| At 1 April 2022                    | 37,554                              |
| At 31 March 2023                   | 37,554                              |
| <b>Depreciation and impairment</b> |                                     |
| At 1 April 2022                    | 25,028                              |
| Depreciation charged in the year   | 5,085                               |
| At 31 March 2023                   | 30,113                              |
| <b>Carrying amount</b>             |                                     |
| At 31 March 2023                   | 7,441                               |
| At 31 March 2022                   | 12,527                              |

### 12 Debtors

|                                             | 2023<br>£ | 2022<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 73,719    | 7,161     |
| Other debtors                               | 5,290     | 5,290     |
| Prepayments and accrued income              | 36,014    | 30,855    |
|                                             | 115,023   | 43,306    |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

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

|                              | <b>2023</b>       | <b>2022</b>       |
|------------------------------|-------------------|-------------------|
|                              | <b>£</b>          | <b>£</b>          |
| Accruals and deferred income | 14,967            | 2,820             |
|                              | <u>          </u> | <u>          </u> |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 14 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                   | Movement in funds          |                       |                       |       | Movement in funds          |                       |                       |          | Transfers | Balance at<br>31 March 2023 |
|-----------------------------------|----------------------------|-----------------------|-----------------------|-------|----------------------------|-----------------------|-----------------------|----------|-----------|-----------------------------|
|                                   | Balance at<br>1 April 2021 | Incoming<br>resources | Resources<br>expended | £     | Balance at<br>1 April 2022 | Incoming<br>resources | Resources<br>expended | £        |           |                             |
|                                   | £                          | £                     | £                     | £     | £                          | £                     | £                     | £        | £         | £                           |
| Macmillan Cancer Support          | 75,505                     | 227,103               | (207,409)             | -     | 95,199                     | 195,568               | (199,028)             | (62)     | 91,677    |                             |
| CRF Support to Work               | -                          | -                     | -                     | -     | -                          | 37,077                | (37,077)              | -        | -         |                             |
| Cash for Kids                     | -                          | -                     | -                     | -     | -                          | 5,700                 | (2,517)               | -        | 3,183     |                             |
| Coalfields                        | 2,267                      | -                     | -                     | -     | 2,267                      | -                     | -                     | (2,267)  | -         |                             |
| Safe and Well                     | -                          | -                     | -                     | -     | -                          | 10,000                | -                     | -        | 10,000    |                             |
| SOT Disability Benefit Services   | 10,813                     | 98,293                | (95,875)              | -     | 13,231                     | 98,293                | (81,871)              | -        | 29,653    |                             |
| Awards for All                    | 9,994                      | -                     | (2,281)               | -     | 7,713                      | -                     | -                     | -        | 7,713     |                             |
| Disability Connect                | 37,975                     | 98,307                | (86,550)              | -     | 49,732                     | 110,248               | (44,639)              | -        | 115,341   |                             |
| European Social Fund              | (10,461)                   | -                     | -                     | 8,257 | (2,204)                    | 1,265                 | -                     | 939      | -         |                             |
| Henry Smith                       | 42,149                     | 57,400                | (57,158)              | -     | 42,391                     | 28,700                | (45,212)              | (25,879) | -         |                             |
| Covid-19 Response & Recovery Fund | 34,000                     | 13,400                | (13,029)              | -     | 34,371                     | -                     | -                     | (34,371) | -         |                             |
| Independent Age                   | 5,000                      | -                     | -                     | -     | 5,000                      | -                     | -                     | (5,000)  | -         |                             |
| Charities Aid Foundation Fund     | -                          | 100,890               | (4,524)               | -     | 96,366                     | 40,297                | (136,663)             | -        | -         |                             |
|                                   | 207,242                    | 595,393               | (466,826)             | 8,257 | 344,066                    | 527,148               | (547,007)             | (66,640) | 257,567   |                             |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

|    |                                                                                                                                                                                                                                                                                                                                                                                                    |             |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 14 | Restricted funds                                                                                                                                                                                                                                                                                                                                                                                   | (Continued) |
|    | <b>Macmillan Cancer Support</b><br>To enable Disability Solutions West Midlands to operate a county-wide service providing welfare benefits advice.                                                                                                                                                                                                                                                |             |
|    | <b>Coalfields Regeneration Fund -The Be All You can be project</b><br>Provision of training, structured volunteering, and opportunities to develop and strengthen essential life skills, build personal capital, increase independence, choice, and employability (Boothem, Oakhill, Springfields and Trent Vale areas only).                                                                      |             |
|    | <b>Stoke-on-Trent City Council - SOT Disability Benefit Service</b><br>Offers support throughout the claims process to customers facing DLA to PIP migration, PIP r-assessment, ESA, CA and UC claims, specialising in appeals and tribunal support.                                                                                                                                               |             |
|    | <b>Awards for All</b><br>Reaching volunteers with disabilities.                                                                                                                                                                                                                                                                                                                                    |             |
|    | <b>National Lottery Community Fund - DisAbility Connect</b><br>This is a three year project offering social prescribing+, taking an holistic and meaningful approach to helping to link people with disabilities and long-term conditions with opportunities, services, information and support to improve health and social outcomes. The project also offers structured volunteering placements. |             |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 14 | Restricted funds                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | (Continued) |
|    | <p><b>European Social Fund</b></p> <p>This is a fund to support a twelve month programme called 'Volunteer to Work'. Its purpose is to help people with disabilities and long-term conditions to develop and strengthen key skills to increase their employability, choice and control and move closer to the labour market. It also strives to increase employers awareness of the skills and qualities people with disabilities can bring to the workforce.</p> <p><b>The Henry Smith Charity</b></p> <p>A three year project supporting welfare benefits claim completion, offering guidance and support during medical and work capability assessments, and mandatory reconsideration stages.</p> <p><b>Covid 19 Response &amp; Recovery Fund</b></p> <p>A fund to support people with disabilities in addressing the emerging and recovery issues caused by the Covid-19 pandemic, and includes substantial funds received from the Charities Aid Foundation.</p> <p><b>Independent Age</b></p> <p>To fund an online support project for older people.</p> <p><b>Charities Aid Foundation Fund</b></p> <p>To support organisational sustainability and resilience, this includes trustee board development, additional support posts, and staff training.</p> |             |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 15 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|             | Balance at<br>1 April 2021 | Movement<br>in funds    | Balance at<br>1 April 2022 | Movement<br>in funds    | Balance at<br>31 March 2023 |
|-------------|----------------------------|-------------------------|----------------------------|-------------------------|-----------------------------|
|             | £                          | New<br>designation<br>£ | £                          | New<br>designation<br>£ | £                           |
| Contingency | 10,000                     | -                       | 10,000                     | -                       | 10,000                      |
|             | <u>10,000</u>              | <u>-</u>                | <u>10,000</u>              | <u>-</u>                | <u>10,000</u>               |
|             | <u>10,000</u>              | <u>-</u>                | <u>10,000</u>              | <u>-</u>                | <u>10,000</u>               |

Contingency - This is a small emergency reserve to cover Disability Solutions West Midlands in the event of unforeseen necessary expenditure.

**DISABILITY SOLUTIONS WEST MIDLANDS**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

| 16 Analysis of net assets between funds            | Unrestricted funds<br>2023<br>£ | Designated funds<br>2023<br>£ | Restricted funds<br>2023<br>£ | Total Unrestricted funds |               | Designated funds<br>2022<br>£ | Restricted funds<br>2022<br>£ | Total<br>2022<br>£ |
|----------------------------------------------------|---------------------------------|-------------------------------|-------------------------------|--------------------------|---------------|-------------------------------|-------------------------------|--------------------|
|                                                    |                                 |                               |                               | 2023<br>£                | 2022<br>£     |                               |                               |                    |
| Fund balances at 31 March 2023 are represented by: |                                 |                               |                               |                          |               |                               |                               |                    |
| Tangible assets                                    | 7,441                           | -                             | -                             | 7,441                    | 7,266         | -                             | 5,261                         | 12,527             |
| Current assets/(liabilities)                       | 77,492                          | 10,000                        | 257,567                       | 345,059                  | 43,248        | 10,000                        | 338,805                       | 392,053            |
|                                                    | <u>84,933</u>                   | <u>10,000</u>                 | <u>257,567</u>                | <u>352,500</u>           | <u>50,514</u> | <u>10,000</u>                 | <u>344,066</u>                | <u>404,580</u>     |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2023

#### 17 Operating lease commitments

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

|                            | 2023<br>£      | 2022<br>£     |
|----------------------------|----------------|---------------|
| Within one year            | -              | 46,215        |
| Between two and five years | 138,642        | -             |
|                            | <u>138,642</u> | <u>46,215</u> |

#### 18 Related party transactions

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

#### 19 Cash generated from operations

|                                                      | 2023<br>£        | 2022<br>£      |
|------------------------------------------------------|------------------|----------------|
| (Deficit)/surplus for the year                       | (52,079)         | 113,493        |
| Adjustments for:                                     |                  |                |
| Depreciation and impairment of tangible fixed assets | 5,085            | 2,998          |
| Movements in working capital:                        |                  |                |
| (Increase)/decrease in debtors                       | (71,717)         | 28,867         |
| Increase/(decrease) in creditors                     | 12,147           | (23,716)       |
| <b>Cash (absorbed by)/generated from operations</b>  | <u>(106,564)</u> | <u>121,642</u> |

#### 20 Analysis of changes in net funds

The charity had no debt during the year.

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# Accounts

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Charity Registration No. 1143929

Company Registration No. 07478199 (England and Wales)

**DISABILITY SOLUTIONS WEST MIDLANDS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

# DISABILITY SOLUTIONS WEST MIDLANDS

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                                |                                                                                                                    |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Trustees</b>                | Mrs A E Dair (Chair)<br>Ms D Dunkley (Vice Chair)<br>Mr N Adams (Treasurer)<br>Mrs S Ivan-Duke<br>Mrs S Hemming    |
| <b>Chief Executive Officer</b> | Miss M Rollins                                                                                                     |
| <b>Charity number</b>          | 1143929                                                                                                            |
| <b>Company number</b>          | 07478199                                                                                                           |
| <b>Registered office</b>       | North Staffordshire Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke-on-Trent<br>Staffordshire<br>ST4 7NY |
| <b>Independent examiner</b>    | K V Staley FCA BSc<br>Geens Limited<br>Chartered Accountants<br>68 Liverpool Road<br>Stoke on Trent<br>ST4 1BG     |
| <b>Bankers</b>                 | Unity Trust Bank plc<br>Nine Brindley Place<br>Birmingham<br>B1 2HB                                                |
| <b>Solicitors</b>              | Knights Solicitors PLC<br>The Brampton<br>Newcastle under Lyme<br>Staffordshire<br>ST5 0QW                         |

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# DISABILITY SOLUTIONS WEST MIDLANDS

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# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT)**

### ***FOR THE YEAR ENDED 31 MARCH 2022***

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The trustees present their report and accounts for the year ended 31 March 2022.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The principal activity of the organisation is enshrined in our mission statement which is:

1. To empower people with disabilities, their families, and relevant professionals to attain the highest quality of life possible, through information, advice, and support.
2. To recognise, challenge, and where possible remove barriers in society for people with disabilities.

The aims of the organisation are:

1. To enable the organisation to be fit for purpose through audit, self-governance, and internal review.
2. To develop collaborative opportunities where appropriate and enable sustainable partnerships across all sectors.
3. To promote and market the organisation to enable it to be visible and best placed to maximise awareness of our work across the West Midlands, as the leading pan-disability organisation.
4. To enable people in the West Midlands who are affected by disability to fully participate in all aspects of community life.

The Trustees have complied with their duty under Section 17 of the Charities act 2011 to have due regard to the guidance published by the Charities Commission in deciding what activities the charity should undertake with a view to providing public benefit.

We are a pan-disability organisation with no restriction regarding age, ethnicity, gender, sexual orientation or religion. Some of our services are geographically restricted by contract, whilst others (e.g. the Support and Advice Service Advice Line) will accept calls from anywhere. We recognise that we are often not able to offer in-depth assistance when the client is geographically remote, but in this case, we will signpost to their nearest source of help.

The Trustees wish to express their gratitude to the volunteers who contribute a significant amount of time and effort to the organisation; the Support and Advice Service Advice Line in particular would not function without their generous contribution.

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

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### **Achievements and performance**

With the introduction of altered working arrangements due to Covid-19 pressures, we are delighted to report that our service delivery has continued and realigned quickly to respond to immediate and evolving issues. With the kind support of our funding partners, we were able to respond quickly and appropriately to the needs of our beneficiaries. All our services continued to perform at high levels and supported the delivery of Covid specific service responses whilst working in strong partnership with local providers. With sincere thanks to our staff and volunteers for their hard work, loyalty, integrity, and support.

Withstanding Covid-19 pressures, our Support and Advice Service Advice Line, and Staffordshire Macmillan Welfare Benefits Service continue to perform at very high levels in terms of both contacts and financial income generated for clients. The Stoke-on-Trent Disability Welfare Benefits Service, kindly funded by Stoke-on-Trent City Council, continues to work hard to mitigate the negative impacts of Welfare Reform in the City of Stoke-on-Trent. During this period, we were delighted to continue our partnerships with the National Lottery Community Fund and The Henry Smith Charity, embedding our DisAbility Connect Project and Benefits Advocacy Project, respectively. We remain exceptionally grateful for our continued partnership with the Charities Aid Foundation who have kindly funded a wide variety of essential support and response options to support our resilience and sustainability. During this data period we were pleased to launch our Support to Work Project in partnership with Stoke-on-Trent City Council and UK Gov, offering training, work placements, and employment skills development for people with disabilities.

The Board would like to offer their sincere thanks to all staff and volunteers for their superb efforts, with special thanks to our CEO Mandy Rollins, and our funders, supporters, and investors for their continued confidence, consideration, and support.

### **Financial review**

The financial position is detailed in the attached accounts which comply with statutory requirements.

The year end position shows the effect on unrestricted funds of including an element of overhead recovery in all funding bids and adopting lean running of the administration function. In addition, the reviewing of external costs has already reaped considerable benefits.

This year has been another particularly challenging year due to the landscape in which we work along with the impacts of austerity and significant economic downturn. As an organisation we have continued to strive to retain high quality service provision whilst ensuring that we make every penny stretch as far as possible.

As a result of the measures outlined, we continue to be Charity Commission compliant.

### **Plans for future periods**

As stated in previous reports, the Board have approved the formation of a separate trading division in order to secure the long-term financial stability should this be necessary. This can be done as we have the status of a Company Limited by Guarantee, rather than simply as a Registered Charity. We continue to adopt a prudent approach to this as we cannot afford to expose the organisation to unacceptable risks, but this will be balanced with the need for innovation and change.

Due to ongoing pandemic pressures, events planned for the coming year focused on fundraising for core activities are regularly reviewed. Additional staffing will be secured as required/appropriate to ensure the high quality and punctual provision of information is maintained as awareness of Disability Solutions West Midlands and the requirement for services to grow.

# DISABILITY SOLUTIONS WEST MIDLANDS

## TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

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We also intend to provide focused opportunities to explore further sustainable growth and enhance the skills already present within the organisation.

#### Structure, governance and management

Disability Solutions was registered as a charity on 24 April 1992. The charity is constituted and was governed during the year by its Memorandum and Articles December 2010.

The organisation was registered as Disability Solutions West Midlands, a Charitable Company limited by guarantee on 23 December 2010.

The trustees who served during the year were:

Mrs A E Dair (Chair)

Ms D Dunkley (Vice Chair)

Mr N Adams (Treasurer)

Mrs S Ivan-Duke

Mr S J Hadley

(Resigned 6 December 2021)

Mrs S Hemming

Trustees and honorary officers are elected at the Annual General Meeting and are subject to retirement by rotation. The Management Board may co-opt additional Trustees to the Board in-year, but these appointments must be formally ratified at the Annual General Meeting. All Board Members may stand for re-election.

The charity is governed by a Board of Trustees in accordance with its Memorandum and Articles. The Board meets a minimum of six times per calendar year. The Board has appointed sub-committees for Finance and Business Development which report each meeting back to the Board.

Disability Solutions West Midlands has continued to provide an enhanced advice, information, and appeals service, whilst maintaining working partnerships with organisations and agencies across all sectors of the health and social care, and community and voluntary landscapes.

New Trustees are provided with access to all current information on services provided, copies of current appropriate policies, and relevant Charity Commission publications on the role and responsibilities of Trustees. The Chief Executive Officer (CEO) provides updates to Trustees on changes to the law governing charities and on local developments that may impact on the organisation.

We are members of CPAG, Disability Rights UK, Support Staffordshire, VAST, RADAR, National Association of Welfare Rights Advisers, Rightsnet, and we are affiliated with Lasa and registered with the ICO. We continue to use the Advice Services Alliance Advice Quality Standard (AQS) as our main quality monitoring and accreditation tool and continue to hold specialist accreditation in the areas of Welfare Benefits and Casework, and Disability and Casework. Work continues in retaining our high-quality standards and ability to conform to the best practice AQS guidelines. We hold the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme, and we hold Disability Confident Employer status.

The management of risk, which could materially impact upon the business, features in all reports to the Board from the CEO. The CEO maintains an ongoing Risk Register to ensure the organisation remains aware of significant risks to the charity and works towards mitigating their effects. The organisation has a Business Continuity Plan and Disaster Recovery Plan in place.

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **TRUSTEES' REPORT (INCLUDING DIRECTOR'S REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022**

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### **Detailed Annual Report**

A more detailed account of the organisations activities and an abridged version of these accounts can be found in the Annual Report, which will be distributed to members. A full version of these accounts will be provided upon request. Non-members can obtain a copy by contacting the registered office.

The trustees' report was approved by the Board of Trustees.

Mr N Adams (Treasurer)  
**Trustee**

29 November 2022

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **INDEPENDENT EXAMINER'S REPORT**

### **TO THE TRUSTEES OF DISABILITY SOLUTIONS WEST MIDLANDS**

---

I report to the trustees on my examination of the financial statements of Disability Solutions West Midlands (the charity) for the year ended 31 March 2022.

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

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

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

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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

**K V Staley FCA BSc**

Geens Limited  
Chartered Accountants  
68 Liverpool Road  
Stoke on Trent  
ST4 1BG

Dated: 29 November 2022

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

|                                                           | Notes | Unrestricted funds<br>general<br>2022<br>£ | Unrestricted funds<br>designated<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total Unrestricted funds<br>general<br>2022<br>£ | Total Unrestricted funds<br>designated<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------------------|-------|--------------------------------------------|-----------------------------------------------|----------------------------------|--------------------------------------------------|-----------------------------------------------------|----------------------------------|--------------------|
| <b><u>Income from:</u></b>                                |       |                                            |                                               |                                  |                                                  |                                                     |                                  |                    |
| Donations, grants and legacies                            | 3     | 80,553                                     | -                                             | 487,343                          | 567,896                                          | 61,338                                              | 528,638                          | 589,976            |
| Charitable activities                                     | 4     | 5,832                                      | -                                             | 108,050                          | 113,882                                          | 9,078                                               | 23,270                           | 32,348             |
| <b>Total income</b>                                       |       | 86,385                                     | -                                             | 595,393                          | 681,778                                          | 70,416                                              | 551,908                          | 622,324            |
| <b><u>Expenditure on:</u></b>                             |       |                                            |                                               |                                  |                                                  |                                                     |                                  |                    |
| Raising funds                                             | 5     | 8,099                                      | -                                             | -                                | 8,099                                            | 6,219                                               | -                                | 6,219              |
| Charitable activities                                     | 6     | 93,360                                     | -                                             | 466,826                          | 560,186                                          | 26,032                                              | 457,747                          | 483,779            |
| <b>Total expenditure</b>                                  |       | 101,459                                    | -                                             | 466,826                          | 568,285                                          | 32,251                                              | 457,747                          | 489,998            |
| <b>Net (outgoing)/incoming resources before transfers</b> |       | (15,074)                                   | -                                             | 128,567                          | 113,493                                          | 38,165                                              | 94,161                           | 132,326            |

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

|                                                                 | Notes | Unrestricted funds<br>general 2022<br>£ | Unrestricted funds<br>designated 2022<br>£ | Restricted funds<br>2022<br>£ | Total Unrestricted funds<br>general designated 2022<br>£ | Unrestricted funds<br>2021<br>£ | Restricted funds<br>2021<br>£ | Total<br>2021<br>£ |
|-----------------------------------------------------------------|-------|-----------------------------------------|--------------------------------------------|-------------------------------|----------------------------------------------------------|---------------------------------|-------------------------------|--------------------|
| Net (outgoing)/incoming resources before transfers              |       | (15,074)                                | -                                          | 128,567                       | 113,493                                                  | 38,165                          | -                             | 132,326            |
| Gross transfers between funds                                   |       | (8,257)                                 | -                                          | 8,257                         | -                                                        | (8,788)                         | 1,788                         | -                  |
| Net (expenditure)/income for the year/<br>Net movement in funds |       | (23,331)                                | -                                          | 136,824                       | 113,493                                                  | 29,377                          | 7,000                         | 132,326            |
| Fund balances at 1 April 2021                                   |       | 73,845                                  | 10,000                                     | 207,242                       | 291,087                                                  | 44,468                          | 3,000                         | 158,761            |
| Fund balances at 31 March 2022                                  |       | 50,514                                  | 10,000                                     | 344,066                       | 404,580                                                  | 73,845                          | 10,000                        | 291,087            |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DISABILITY SOLUTIONS WEST MIDLANDS

## BALANCE SHEET

AS AT 31 MARCH 2022

|                                                       | Notes | 2022<br>£      | £              | 2021<br>£      | £              |
|-------------------------------------------------------|-------|----------------|----------------|----------------|----------------|
| <b>Fixed assets</b>                                   |       |                |                |                |                |
| Tangible assets                                       | 10    |                | 12,527         |                | 5,313          |
| <b>Current assets</b>                                 |       |                |                |                |                |
| Debtors                                               | 11    | 43,306         |                | 72,173         |                |
| Cash at bank and in hand                              |       | 351,567        |                | 240,137        |                |
|                                                       |       | <u>394,873</u> |                | <u>312,310</u> |                |
| <b>Creditors: amounts falling due within one year</b> | 12    | (2,820)        |                | (26,536)       |                |
| Net current assets                                    |       |                | 392,053        |                | 285,774        |
| <b>Total assets less current liabilities</b>          |       |                | <u>404,580</u> |                | <u>291,087</u> |
| <b>Income funds</b>                                   |       |                |                |                |                |
| Restricted funds                                      | 13    |                | 344,066        |                | 207,242        |
| <u>Unrestricted funds</u>                             |       |                |                |                |                |
| Designated funds                                      | 14    | 10,000         |                | 10,000         |                |
| General unrestricted funds                            |       | <u>50,514</u>  |                | <u>73,845</u>  |                |
|                                                       |       |                | 60,514         |                | 83,845         |
|                                                       |       |                | <u>404,580</u> |                | <u>291,087</u> |

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **BALANCE SHEET (CONTINUED)**

**AS AT 31 MARCH 2022**

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The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 29 November 2022

Mr N Adams (Treasurer)

**Trustee**

**Company registration number 07478199**

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

|                                                  | Notes | 2022<br>£ | £        | 2021<br>£ | £       |
|--------------------------------------------------|-------|-----------|----------|-----------|---------|
| <b>Cash flows from operating activities</b>      |       |           |          |           |         |
| Cash generated from operations                   | 18    |           | 121,642  |           | 97,289  |
| <b>Investing activities</b>                      |       |           |          |           |         |
| Purchase of tangible fixed assets                |       | (10,212)  |          | (996)     |         |
| <b>Net cash used in investing activities</b>     |       |           | (10,212) |           | (996)   |
| <b>Net cash used in financing activities</b>     |       |           | -        |           | -       |
| <b>Net increase in cash and cash equivalents</b> |       |           | 111,430  |           | 96,293  |
| Cash and cash equivalents at beginning of year   |       |           | 240,137  |           | 143,844 |
| <b>Cash and cash equivalents at end of year</b>  |       |           | 351,567  |           | 240,137 |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS

*FOR THE YEAR ENDED 31 MARCH 2022*

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### **1 Accounting policies**

#### **Charity information**

Disability Solutions West Midlands is a private company limited by guarantee incorporated in England and Wales. The registered office is North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, Staffordshire, ST4 7NY.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention and the principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### **1.3 Charitable funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds that have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### **1.4 Income**

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

For legacies, entitlement is taken at the earlier of the charity being aware that probate has been granted, where the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when the distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

---

### 1 Accounting policies

(Continued)

Income from investments is included in the year in which it is receivable.

#### 1.5 Expenditure

Liabilities are recognised as resources expended where there is a legal and constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds include costs of generating voluntary income. The costs of generating voluntary income do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the administration of the charitable company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are only capitalised if the cost price is in excess of £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Office furniture and equipment | 25% - 50% p.a. straight line |
|--------------------------------|------------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements that have been made in these financial statements.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 3 Donations, grants and legacies

|                                              | Unrestricted<br>funds<br>general<br>2022<br>£ | Restricted<br>funds<br>2022<br>£ | Total<br>2022<br>£ | Unrestricted<br>funds<br>general<br>2021<br>£ | Restricted<br>funds<br>2021<br>£ | Total<br>2021<br>£ |
|----------------------------------------------|-----------------------------------------------|----------------------------------|--------------------|-----------------------------------------------|----------------------------------|--------------------|
| Donations and gifts                          | 18,281                                        | -                                | 18,281             | 12,916                                        | -                                | 12,916             |
| Grant receivable for core activities         | 62,272                                        | 487,343                          | 549,615            | 48,422                                        | 528,638                          | 577,060            |
|                                              | <u>80,553</u>                                 | <u>487,343</u>                   | <u>567,896</u>     | <u>61,338</u>                                 | <u>528,638</u>                   | <u>589,976</u>     |
| <b>Donations and gifts</b>                   |                                               |                                  |                    |                                               |                                  |                    |
| Donations and gifts                          | 18,281                                        | -                                | 18,281             | 12,916                                        | -                                | 12,916             |
|                                              | <u>18,281</u>                                 | <u>-</u>                         | <u>18,281</u>      | <u>12,916</u>                                 | <u>-</u>                         | <u>12,916</u>      |
| <b>Grants receivable for core activities</b> |                                               |                                  |                    |                                               |                                  |                    |
| Postcode Local Trust                         | 19,984                                        | -                                | 19,984             | -                                             | -                                | -                  |
| Community Investment fund                    | 20,824                                        | -                                | 20,824             | 1,250                                         | -                                | 1,250              |
| Furlough grant                               | 650                                           | -                                | 650                | -                                             | -                                | -                  |
| Stoke City Council                           | 20,814                                        | 98,293                           | 119,107            | 9,716                                         | 98,292                           | 108,008            |
| Staffordshire Sight Loss Association         | -                                             | -                                | -                  | 11,100                                        | -                                | 11,100             |
| Garfield Weston Foundation                   | -                                             | -                                | -                  | 17,500                                        | -                                | 17,500             |
| Macmillan Cancer Support                     | -                                             | 219,943                          | 219,943            | -                                             | 170,065                          | 170,065            |
| Henry Smith                                  | -                                             | 57,400                           | 57,400             | -                                             | 58,400                           | 58,400             |
| Covid-19 Response & Recovery Fund            | -                                             | 13,400                           | 13,400             | -                                             | 77,978                           | 77,978             |
| Disability Connect                           | -                                             | 98,307                           | 98,307             | -                                             | 108,903                          | 108,903            |
| Other                                        | -                                             | -                                | -                  | 8,856                                         | 15,000                           | 23,856             |
|                                              | <u>62,272</u>                                 | <u>487,343</u>                   | <u>549,615</u>     | <u>48,422</u>                                 | <u>528,638</u>                   | <u>577,060</u>     |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 4 Charitable activities

|                                   | Charitable<br>activities<br>2022<br>£ | Charitable<br>activities<br>2021<br>£ |
|-----------------------------------|---------------------------------------|---------------------------------------|
| Service contributions             | 5,832                                 | 9,078                                 |
| Performance related grants        | 108,050                               | 23,270                                |
|                                   | <u>113,882</u>                        | <u>32,348</u>                         |
| Analysis by fund                  |                                       |                                       |
| Unrestricted funds - general      | 5,832                                 | 9,078                                 |
| Restricted funds                  | 108,050                               | 23,270                                |
|                                   | <u>113,882</u>                        | <u>32,348</u>                         |
| <b>Performance related grants</b> |                                       |                                       |
| Macmillan Cancer support          | 7,160                                 | 23,270                                |
| Charities Aid Foundation Fund     | 100,890                               | -                                     |
|                                   | <u>108,050</u>                        | <u>23,270</u>                         |

### 5 Raising funds

|                                             | Unrestricted<br>funds<br>general<br>2022<br>£ | Unrestricted<br>funds<br>general<br>2021<br>£ |
|---------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <u>Costs of generating voluntary income</u> |                                               |                                               |
| Other fundraising costs                     | 254                                           | 74                                            |
| Staff costs                                 | 7,845                                         | 6,145                                         |
|                                             | <u>8,099</u>                                  | <u>6,219</u>                                  |
| Costs of generating voluntary income        | 8,099                                         | 6,219                                         |
|                                             | <u>8,099</u>                                  | <u>6,219</u>                                  |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 6 Charitable activities

|                                             | Information,<br>advice and<br>support<br>2022<br>£ | Information,<br>advice and<br>support<br>2021<br>£ |
|---------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Staff costs                                 | 412,817                                            | 368,939                                            |
| Depreciation and impairment                 | 2,998                                              | 2,531                                              |
| Rent and services charges                   | 46,863                                             | 45,963                                             |
| Repairs and maintenance                     | 3,961                                              | 70                                                 |
| Staff travel and training                   | 449                                                | 58                                                 |
| Telephone                                   | 8,262                                              | 11,395                                             |
| Printing, postage, stationery and publicity | 3,365                                              | 2,473                                              |
| Other Professional charges                  | 14,468                                             | 3,879                                              |
| General expenses                            | 1,948                                              | 4,152                                              |
| Insurance                                   | 2,367                                              | 2,269                                              |
| Information technology                      | 22,202                                             | 4,977                                              |
| Subscriptions                               | 3,586                                              | 2,826                                              |
| Volunteer travel and training               | 4,096                                              | 129                                                |
| Bookkeeping and payroll                     | 5,215                                              | 4,426                                              |
| Other costs                                 | 20,331                                             | 23,947                                             |
|                                             | <u>552,928</u>                                     | <u>478,034</u>                                     |
| Share of governance costs (see note 7)      | 7,258                                              | 5,745                                              |
|                                             | <u>560,186</u>                                     | <u>483,779</u>                                     |
| <b>Analysis by fund</b>                     |                                                    |                                                    |
| Unrestricted funds - general                | 93,360                                             | 26,032                                             |
| Restricted funds                            | 466,826                                            | 457,747                                            |
|                                             | <u>560,186</u>                                     | <u>483,779</u>                                     |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 7 Support costs

|                       | Support costs | Governance costs | 2022  | Support costs | Governance costs | 2021  |
|-----------------------|---------------|------------------|-------|---------------|------------------|-------|
|                       | £             | £                | £     | £             | £                | £     |
| Staff costs           | -             | 3,950            | 3,950 | -             | 3,073            | 3,073 |
| Other costs           | -             | 182              | 182   | -             | 62               | 62    |
| Accountancy           | -             | 3,126            | 3,126 | -             | 2,610            | 2,610 |
|                       | -             | 7,258            | 7,258 | -             | 5,745            | 5,745 |
| Analysed between      |               |                  |       |               |                  |       |
| Charitable activities | -             | 7,258            | 7,258 | -             | 5,745            | 5,745 |

Governance costs includes payments of £2,820 (2021: £2,740) to the independent examiner for the examination of the charitable company's financial statements.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none (2021: nil) of them were reimbursed a total of £Nil (2021: £Nil) travelling expenses incurred in attending meetings and other events on behalf of the charity and also in performing duties as volunteers.

### 9 Employees

The average monthly number of employees during the year was:

|                            | 2022<br>Number | 2021<br>Number |
|----------------------------|----------------|----------------|
| Direct Charitable services | 20             | 18             |
| Governance                 | 1              | 1              |
| Total                      | 21             | 19             |

#### Employment costs

|                       | 2022<br>£ | 2021<br>£ |
|-----------------------|-----------|-----------|
| Wages and salaries    | 384,184   | 344,959   |
| Social security costs | 30,211    | 22,517    |
| Other pension costs   | 10,217    | 10,681    |
|                       | 424,612   | 378,157   |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2022

#### 9 Employees

(Continued)

The trustees and Chief Executive Officer are regarded as key management personnel and their total remuneration during the year was £44,155 (2021 - £34,815).

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

#### 10 Tangible fixed assets

|                                    | Office furniture and equipment<br>£ |
|------------------------------------|-------------------------------------|
| <b>Cost</b>                        |                                     |
| At 1 April 2021                    | 27,342                              |
| Additions                          | 10,212                              |
| At 31 March 2022                   | 37,554                              |
| <b>Depreciation and impairment</b> |                                     |
| At 1 April 2021                    | 22,029                              |
| Depreciation charged in the year   | 2,998                               |
| At 31 March 2022                   | 25,027                              |
| <b>Carrying amount</b>             |                                     |
| At 31 March 2022                   | 12,527                              |
| At 31 March 2021                   | 5,313                               |

#### 11 Debtors

|                                             | 2022<br>£ | 2021<br>£ |
|---------------------------------------------|-----------|-----------|
| <b>Amounts falling due within one year:</b> |           |           |
| Trade debtors                               | 7,161     | 35,317    |
| Other debtors                               | 5,290     | 5,290     |
| Prepayments and accrued income              | 30,855    | 31,566    |
|                                             | 43,306    | 72,173    |

## DISABILITY SOLUTIONS WEST MIDLANDS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

#### FOR THE YEAR ENDED 31 MARCH 2022

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12 Creditors: amounts falling due within one year

|                              | 2022<br>£    | 2021<br>£     |
|------------------------------|--------------|---------------|
| Trade creditors              | -            | 598           |
| Accruals and deferred income | 2,820        | 25,938        |
|                              | <u>2,820</u> | <u>26,536</u> |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                   | Balance at<br>1 April 2020<br>£ | Movement in funds          |                            |                | Balance at<br>1 April 2021<br>£ | Movement in funds          |                            |                | Transfers<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ |                            | Transfers<br>£ | Balance at<br>31 March 2022<br>£ |
|-----------------------------------|---------------------------------|----------------------------|----------------------------|----------------|---------------------------------|----------------------------|----------------------------|----------------|----------------|----------------------------|----------------------------|----------------------------|----------------|----------------------------------|
|                                   |                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ |                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Transfers<br>£ |                |                            | Incoming<br>resources<br>£ | Resources<br>expended<br>£ |                |                                  |
| Macmillan Cancer Support          | 49,501                          | 193,334                    | (167,330)                  | -              | 75,505                          | 227,103                    | (207,409)                  | -              | -              | -                          | -                          | -                          | -              | 95,199                           |
| Coalfields                        | 2,667                           | -                          | (400)                      | -              | 2,267                           | -                          | -                          | -              | -              | -                          | -                          | -                          | -              | 2,267                            |
| SOT Disability Benefit Services   | (839)                           | 98,293                     | (86,641)                   | -              | 10,813                          | 98,293                     | (95,875)                   | -              | -              | -                          | -                          | -                          | -              | 13,231                           |
| Awards for All                    | 9,994                           | -                          | -                          | -              | 9,994                           | -                          | -                          | -              | -              | -                          | -                          | (2,281)                    | -              | 7,713                            |
| Disability Connect                | 20,586                          | 108,903                    | (91,514)                   | -              | 37,975                          | 98,307                     | (86,550)                   | -              | -              | -                          | -                          | -                          | -              | 49,732                           |
| European Social Fund              | 4,864                           | -                          | (17,113)                   | 1,788          | (10,461)                        | -                          | -                          | -              | 8,257          | -                          | -                          | -                          | -              | (2,204)                          |
| Henry Smith                       | 24,520                          | 58,400                     | (40,771)                   | -              | 42,149                          | 57,400                     | (57,158)                   | -              | -              | -                          | -                          | -                          | -              | 42,391                           |
| Covid-19 Response & Recovery Fund | -                               | 77,978                     | (43,978)                   | -              | 34,000                          | 13,400                     | (13,029)                   | -              | -              | -                          | -                          | -                          | -              | 34,371                           |
| Independent Age                   | -                               | 15,000                     | (10,000)                   | -              | 5,000                           | -                          | -                          | -              | -              | -                          | -                          | -                          | -              | 5,000                            |
| Charities Aid Foundation Fund     | -                               | -                          | -                          | -              | -                               | 100,890                    | (4,524)                    | -              | -              | -                          | -                          | -                          | -              | 96,366                           |
|                                   | 111,293                         | 551,908                    | (457,747)                  | 1,788          | 207,242                         | 595,393                    | (466,826)                  | -              | 8,257          | -                          | -                          | -                          | -              | 344,066                          |

## DISABILITY SOLUTIONS WEST MIDLANDS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

|    |                                                                                                                                                                                                                                                                                                                                                                                                    |             |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 13 | Restricted funds                                                                                                                                                                                                                                                                                                                                                                                   | (Continued) |
|    | <b>Macmillan Cancer Support</b><br>To enable Disability Solutions West Midlands to operate a county-wide service providing welfare benefits advice.                                                                                                                                                                                                                                                |             |
|    | <b>Coalfields Regeneration Fund -The Be All You can be project</b><br>Provision of training, structured volunteering, and opportunities to develop and strengthen essential life skills, build personal capital, increase independence, choice, and employability (Boothem, Oakhill, Springfield and Trent Vale areas only).                                                                       |             |
|    | <b>Stoke-on-Trent City Council - SOT Disability Benefit Service</b><br>Offers support throughout the claims process to customers facing DLA to PIP migration, PIP r-assessment, ESA, CA and UC claims, specialising in appeals and tribunal support.                                                                                                                                               |             |
|    | <b>Awards for All</b><br>Reaching volunteers with disabilities.                                                                                                                                                                                                                                                                                                                                    |             |
|    | <b>National Lottery Community Fund - DisAbility Connect</b><br>This is a three year project offering social prescribing+, taking an holistic and meaningful approach to helping to link people with disabilities and long-term conditions with opportunities, services, information and support to improve health and social outcomes. The project also offers structured volunteering placements. |             |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 13 Restricted funds

(Continued)

#### European Social Fund

This is a fund to support a twelve month programme called 'Volunteer to Work'. Its purpose is to help people with disabilities and long-term conditions to develop and strengthen key skills to increase their employability, choice and control and move closer to the labour market. It also strives to increase employers awareness of the skills and qualities people with disabilities can bring to the workforce.

#### The Henry Smith Charity

A three year project supporting welfare benefits claim completion, offering guidance and support during medical and work capability assessments, and mandatory reconsideration stages.

#### Covid 19 Response & Recovery Fund

A fund to support people with disabilities in addressing the emerging and recovery issues caused by the Covid-19 pandemic, and includes substantial funds received from the Charities Aid Foundation.

#### Independent Age

To fund an online support project for older people.

#### Charities Aid Foundation Fund

To support organisational sustainability and resilience, this includes trustee board development, additional support posts, and staff training.

## DISABILITY SOLUTIONS WEST MIDLANDS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

#### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|             | Balance at<br>1 April 2020 | Transfers    | Balance at<br>1 April 2021 | Movement<br>in funds<br>New<br>designation | Balance at<br>31 March 2022 |
|-------------|----------------------------|--------------|----------------------------|--------------------------------------------|-----------------------------|
|             | £                          | £            | £                          | £                                          | £                           |
| Contingency | 3,000                      | 7,000        | 10,000                     | -                                          | 10,000                      |
|             | <u>3,000</u>               | <u>7,000</u> | <u>10,000</u>              | <u>-</u>                                   | <u>10,000</u>               |
|             | <u>3,000</u>               | <u>7,000</u> | <u>10,000</u>              | <u>-</u>                                   | <u>10,000</u>               |

Contingency - This is a small emergency reserve to cover Disability Solutions West Midlands in the event of unforeseen necessary expenditure.

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2022**

| 15 Analysis of net assets between funds            | Unrestricted funds |   | Designated funds |   | Restricted funds |   | Total   |   | Unrestricted funds |   | Designated funds |   | Restricted funds |   | Total   |   |
|----------------------------------------------------|--------------------|---|------------------|---|------------------|---|---------|---|--------------------|---|------------------|---|------------------|---|---------|---|
|                                                    | 2022               | £ | 2022             | £ | 2022             | £ | 2022    | £ | 2021               | £ | 2021             | £ | 2021             | £ | 2021    | £ |
| Fund balances at 31 March 2022 are represented by: |                    |   |                  |   |                  |   |         |   |                    |   |                  |   |                  |   |         |   |
| Tangible assets                                    | 7,266              |   | -                |   | 5,261            |   | 12,527  |   | 5,313              |   | -                |   | -                |   | 5,313   |   |
| Current assets/(liabilities)                       | 43,248             |   | 10,000           |   | 338,805          |   | 392,053 |   | 68,532             |   | 10,000           |   | 207,242          |   | 285,774 |   |
|                                                    | 50,514             |   | 10,000           |   | 344,066          |   | 404,580 |   | 73,845             |   | 10,000           |   | 207,242          |   | 291,087 |   |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

### 16 Operating lease commitments

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

|                            | 2022<br>£     | 2021<br>£     |
|----------------------------|---------------|---------------|
| Within one year            | 46,215        | 46,215        |
| Between two and five years | -             | 46,215        |
|                            | <u>46,215</u> | <u>92,430</u> |

### 17 Related party transactions

There were no related party transactions during the year (2021: none).

### 18 Cash generated from operations

|                                                      | 2022<br>£      | 2021<br>£     |
|------------------------------------------------------|----------------|---------------|
| Surplus for the year                                 | 113,493        | 132,326       |
| Adjustments for:                                     |                |               |
| Depreciation and impairment of tangible fixed assets | 2,998          | 2,531         |
| Movements in working capital:                        |                |               |
| Decrease/(increase) in debtors                       | 28,867         | (35,899)      |
| (Decrease) in creditors                              | (23,716)       | (1,669)       |
| <b>Cash generated from operations</b>                | <u>121,642</u> | <u>97,289</u> |

### 19 Analysis of changes in net funds

The charity had no debt during the year.

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# Accounts

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Charity Registration No. 1143929

Company Registration No. 07478199 (England and Wales)

**DISABILITY SOLUTIONS WEST MIDLANDS**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# DISABILITY SOLUTIONS WEST MIDLANDS

## LEGAL AND ADMINISTRATIVE INFORMATION

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|                 |                                                                                                                                  |                                                                |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Trustees</b> | Mrs A E Dair (Chair)<br>Ms D Dunkley (Vice Chair)<br>Mr N Adams (Treasurer)<br>Mrs S Ivan-Duke<br>Mr S J Hadley<br>Mrs S Hemming | (Appointed 30 September 2020)<br>(Appointed 30 September 2020) |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|

|                                |                |
|--------------------------------|----------------|
| <b>Chief Executive Officer</b> | Miss M Rollins |
|--------------------------------|----------------|

|                       |         |
|-----------------------|---------|
| <b>Charity number</b> | 1143929 |
|-----------------------|---------|

|                       |          |
|-----------------------|----------|
| <b>Company number</b> | 07478199 |
|-----------------------|----------|

|                          |                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>Registered office</b> | North Staffordshire Medical Institute<br>Hartshill Road<br>Hartshill<br>Stoke-on-Trent<br>Staffordshire<br>ST4 7NY |
|--------------------------|--------------------------------------------------------------------------------------------------------------------|

|                             |                                                                                                                |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Independent examiner</b> | K V Staley FCA BSc<br>Geens Limited<br>Chartered Accountants<br>68 Liverpool Road<br>Stoke on Trent<br>ST4 1BG |
|-----------------------------|----------------------------------------------------------------------------------------------------------------|

|                |                                                                     |
|----------------|---------------------------------------------------------------------|
| <b>Bankers</b> | Unity Trust Bank plc<br>Nine Brindley Place<br>Birmingham<br>B1 2HB |
|----------------|---------------------------------------------------------------------|

|                   |                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------|
| <b>Solicitors</b> | Knights Solicitors PLC<br>The Brampton<br>Newcastle under Lyme<br>Staffordshire<br>ST5 0QW |
|-------------------|--------------------------------------------------------------------------------------------|

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# **DISABILITY SOLUTIONS WEST MIDLANDS**

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# **DISABILITY SOLUTIONS WEST MIDLANDS**

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

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

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The trustees present their report and accounts for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

#### **Objectives and activities**

The principal activity of the organisation is enshrined in our mission statement which is:

1. To empower disabled people, their families, and relevant professionals to attain the highest quality of life possible, through information, advice and support.
2. To recognise, challenge, and where possible remove barriers in society for disabled people.

The aims of the organisation are:

1. To enable the organisation to be fit for purpose through audit, self governance and internal review.
2. To develop collaborative opportunities where appropriate and enable sustainable partnerships across all sectors.
3. To promote and market the organisation to enable it to be visible and best placed to maximise awareness of our work across the West Midlands, as the leading pan-disability organisation.
4. To enable people in the West Midlands who are affected by disability to fully participate in all aspects of community life.

The Trustees have complied with their duty under Section 17 of the Charities act 2011 to have due regard to the guidance published by the Charities Commission in deciding what activities the charity should undertake with a view to providing public benefit.

We are a pan-disability organisation with no restriction on age, ethnicity, gender, sexual orientation or religion. Some of our services are geographically restricted by contract, whilst others (e.g. the Support and Advice Service Advice Line) will accept calls from anywhere. We recognise that we are often not able to offer in-depth assistance when the client is geographically remote, but in this case we will signpost to their nearest source of help.

The Trustees wish to express their gratitude to the volunteers who contribute a significant amount of time and effort to the organisation. The Support and Advice Service Advice Line in particular would not function without their contribution.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

FOR THE YEAR ENDED 31 MARCH 2021

---

### Achievements and performance

With the introduction of altered working arrangements due to Covid-19 pressures, we are delighted to report that our service delivery has continued and realigned quickly to respond to immediate and evolving issues. With the kind support of our funding partners, we were able to respond quickly and appropriately to the needs of our beneficiaries. All our services continued to perform at high levels and supported the delivery of Covid specific service responses whilst working in strong partnership with local providers. With sincere thanks to our staff and volunteers for their hard work, loyalty, integrity, and support.

Withstanding Covid-19 pressures, our Support and Advice Service Advice Line, and Staffordshire Macmillan Welfare Benefits Service continue to perform at very high levels in terms of both contacts and financial income generated for clients, with the Support and Advice Service Advice Line securing over £1,057,010 confirmed financial gains, and Staffordshire Macmillan Welfare Benefits Service generating over £7,256,481. The Stoke-on-Trent Disability Welfare Benefits Service, kindly funded by Stoke-on-Trent City Council, continues to mitigate the negative impacts of Welfare Reform in the City of Stoke-on-Trent, and has, in this year, secured over £7,107,361 confirmed financial gains for clients of Stoke-on-Trent, and estimated financial gains for clients of £21,322,083. During this period, we were delighted to continue our partnerships with the National Lottery Community Fund and The Henry Smith Charity, embedding our DisAbility Connect Project and Benefits Advocacy Project, respectively. We embarked on a new partnership with the Charities Aid Foundation who have kindly funded a wide variety of essential support and response options.

The Board would like to offer their sincere thanks to all staff and volunteers for their superb efforts, with special thanks to our CEO Mandy Rollins, and our funders and investors for their continued confidence, consideration and support.

### Financial review

The financial position is detailed in the attached accounts which comply with statutory requirements.

The year-end position shows the effect on unrestricted funds of including an element of overhead recovery in all funding bids and adopting lean running of the administration function. In addition, the reviewing of external costs has already reaped considerable benefits.

This year has been another particularly challenging year due to the landscape in which we work along with the impacts of austerity and significant economic downturn. As an organisation we have continued to strive to retain high quality service provision whilst ensuring that we make every penny stretch as far as possible.

As a result of the measures outlined, we continue to be Charity Commission compliant.

### Structure, governance and management

Disability Solutions was registered as a charity on 24 April 1992. The charity is constituted and was governed during the year by its Memorandum and Articles dated 23 December 2010.

The organisation was registered as Disability Solutions West Midlands, a Charitable Company limited by guarantee on 23 December 2010.

The trustees who served during the year were:

Mrs A E Dair (Chair)

Ms D Dunkley (Vice Chair)

Mr N Adams (Treasurer)

Mrs S Ivan-Duke

Mrs M Jones

(Resigned 30 September 2020)

Mr S J Hadley

(Appointed 30 September 2020)

Mrs S Hemming

(Appointed 30 September 2020)

# **DISABILITY SOLUTIONS WEST MIDLANDS**

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

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

---

Trustees and honorary officers are elected at the Annual General Meeting and are subject to retirement by rotation. The Management Board may co-opt additional Trustees to the Board in-year, but these appointments must be formally ratified at the Annual General Meeting. All Board Members may stand for re-election.

The charity is managed by a Board of Trustees in accordance with its Memorandum and Articles. The Board meets a minimum of six times per calendar year. The Board has appointed sub-committees for Finance, Business Development and Policies which report each meeting back to the Board.

Disability Solutions West Midlands has continued to provide an enhanced advice, information and appeals service, whilst maintaining a working partnership with organisations and agencies across all sectors of the health and social care landscape.

New Trustees are provided with access to all current information on services provided, copies of current policies, and relevant Charity Commission publications on the role and responsibilities of Trustees. The Chief Executive Officer will provide updates to Trustees on changes to the law governing charities and on local developments that may impact on the organisation.

We are members of CPAG, Disability Rights UK, Support Staffordshire, VAST, RADAR, National Association of Welfare Rights Advisers, Rightsnet, and we are affiliated with Lasa and registered with the ICO. We continue to use the Advice Services Alliance Advice Quality Standard (AQS) as our main quality monitoring and accreditation tool and continue to hold specialist accreditation in the areas of Welfare Benefits and Casework, and Disability and Casework. Work continues in retaining our high-quality standards and ability to conform to the best practice AQS guidelines. We hold the Bronze Award from the Armed Forces Covenant Employer Recognition Scheme, and we hold Disability Confident Employer status.

The management of risk, which could materially impact upon the business, features in all reports to the Board. The CEO and the Board maintain an ongoing Risk Register to ensure the organisation remains aware of significant risks and works towards mitigating their effects. The organisation has a Business Continuity Plan and Disaster Recovery Plan in place.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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### Plans for the future

As has been stated in previous reports the Board have approved the formation of a separate trading division in order to secure the long-term financial stability should this be necessary. This can be done as we have the status of a Company Limited by Guarantee, rather than simply as a Registered Charity. We continue to adopt a prudent approach to this as we cannot afford to expose the organisation to unacceptable risks, but this will be balanced with the need for innovation and change.

There are a number of events planned for the coming year focused on fundraising for core activities. Additional staffing will be secured as appropriate to ensure high quality and punctual provision of information is maintained as awareness of Disability Solutions West Midlands and the requirement for our services increases.

We also intend to provide focused opportunities to explore further sustainable growth and enhance the skills already present within the organisation.

### Detailed Annual Report

A more detailed account of the organisation's activities and an abridged version of these accounts can be found in the Annual Report, which will be distributed to members. A version of these accounts will be provided upon request. Non-members can obtain a copy by contacting the registered office.

The trustees' report was approved by the Board of Trustees.

  
.....

**Mr N Adams (Treasurer)**

Trustee

Dated: 22/11/2021

# DISABILITY SOLUTIONS WEST MIDLANDS

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF DISABILITY SOLUTIONS WEST MIDLANDS

---

I report to the trustees on my examination of the financial statements of Disability Solutions West Midlands (the charity) for the year ended 31 March 2021.

#### Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### Independent examiner's statement

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

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

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



K V Staley FCA BSc

Geens Limited  
Chartered Accountants  
68 Liverpool Road  
Stoke on Trent  
ST4 1BG

Dated: 22/11/2021

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

|                                                | Notes | Unrestricted funds<br>general<br>2021<br>£ | Unrestricted funds<br>designated<br>2021<br>£ | Restricted funds<br>2021<br>£ | Total<br>2021<br>£ | Unrestricted funds<br>general<br>2020<br>£ | Unrestricted funds<br>designated<br>2020<br>£ | Restricted funds<br>2020<br>£ | Total<br>2020<br>£ |
|------------------------------------------------|-------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|--------------------------------------------|-----------------------------------------------|-------------------------------|--------------------|
| <b><u>Income from:</u></b>                     |       |                                            |                                               |                               |                    |                                            |                                               |                               |                    |
| Donations, grants and legacies                 | 3     | 61,338                                     | -                                             | 528,638                       | 589,976            | 26,293                                     | -                                             | 400,078                       | 426,371            |
| Charitable activities                          | 4     | 9,078                                      | -                                             | 23,270                        | 32,348             | 21,464                                     | -                                             | 18,690                        | 40,154             |
| <b>Total income</b>                            |       | 70,416                                     | -                                             | 551,908                       | 622,324            | 47,757                                     | -                                             | 418,768                       | 466,525            |
| <b><u>Expenditure on:</u></b>                  |       |                                            |                                               |                               |                    |                                            |                                               |                               |                    |
| Raising funds                                  | 5     | 6,219                                      | -                                             | -                             | 6,219              | 6,148                                      | -                                             | -                             | 6,148              |
| Charitable activities                          | 6     | 26,032                                     | -                                             | 457,747                       | 483,779            | 52,496                                     | -                                             | 349,618                       | 402,114            |
| <b>Total resources expended</b>                |       | 32,251                                     | -                                             | 457,747                       | 489,998            | 58,644                                     | -                                             | 349,618                       | 408,262            |
| <b>Net incoming resources before transfers</b> |       | 38,165                                     | -                                             | 94,161                        | 132,326            | (10,887)                                   | -                                             | 69,150                        | 58,263             |

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

|                                                   |         |        |         |         |          |       |         |         |
|---------------------------------------------------|---------|--------|---------|---------|----------|-------|---------|---------|
| Net incoming resources before transfers           | 38,165  | -      | 94,161  | 132,326 | (10,887) | -     | 69,150  | 58,263  |
| Gross transfers between funds                     | (8,788) | 7,000  | 1,788   | -       | -        | -     | -       | -       |
| Net income for the year/<br>Net movement in funds | 29,377  | 7,000  | 95,949  | 132,326 | (10,887) | -     | 69,150  | 58,263  |
| Fund balances at 1 April 2020                     | 44,468  | 3,000  | 111,293 | 158,761 | 55,355   | 3,000 | 42,143  | 100,498 |
| Fund balances at 31 March 2021                    | 73,845  | 10,000 | 207,242 | 291,087 | 44,468   | 3,000 | 111,293 | 158,761 |

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DISABILITY SOLUTIONS WEST MIDLANDS

## BALANCE SHEET

AS AT 31 MARCH 2021

|                                                       | Notes | 2021<br>£ | £       | 2020<br>£ | £       |
|-------------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Fixed assets</b>                                   |       |           |         |           |         |
| Tangible assets                                       | 10    |           | 5,313   |           | 6,848   |
| <b>Current assets</b>                                 |       |           |         |           |         |
| Debtors                                               | 11    | 72,173    |         | 36,274    |         |
| Cash at bank and in hand                              |       | 240,137   |         | 143,844   |         |
|                                                       |       | 312,310   |         | 180,118   |         |
| <b>Creditors: amounts falling due within one year</b> | 12    | (26,536)  |         | (28,205)  |         |
| Net current assets                                    |       |           | 285,774 |           | 151,913 |
| <b>Total assets less current liabilities</b>          |       |           | 291,087 |           | 158,761 |
| <b>Income funds</b>                                   |       |           |         |           |         |
| Restricted funds                                      | 13    |           | 207,242 |           | 111,293 |
| <u>Unrestricted funds</u>                             |       |           |         |           |         |
| Designated funds                                      | 14    | 10,000    |         | 3,000     |         |
| General unrestricted funds                            |       | 73,845    |         | 44,468    |         |
|                                                       |       |           | 83,845  |           | 47,468  |
|                                                       |       |           | 291,087 |           | 158,761 |

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 22/11/2021

Mr N Adams (Treasurer)  
Trustee

Company Registration No. 07478199

# DISABILITY SOLUTIONS WEST MIDLANDS

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

|                                                  | Notes | 2021<br>£ | £       | 2020<br>£ | £       |
|--------------------------------------------------|-------|-----------|---------|-----------|---------|
| <b>Cash flows from operating activities</b>      |       |           |         |           |         |
| Cash generated from operations                   | 18    |           | 97,289  |           | 86,674  |
| <b>Investing activities</b>                      |       |           |         |           |         |
| Purchase of tangible fixed assets                |       | (996)     |         | (9,130)   |         |
| <b>Net cash used in investing activities</b>     |       |           | (996)   |           | (9,130) |
| <b>Net cash used in financing activities</b>     |       |           | -       |           | -       |
| <b>Net increase in cash and cash equivalents</b> |       |           | 96,293  |           | 77,544  |
| Cash and cash equivalents at beginning of year   |       |           | 143,844 |           | 66,300  |
| <b>Cash and cash equivalents at end of year</b>  |       |           | 240,137 |           | 143,844 |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

#### Charity Information

Disability Solutions West Midlands is a private company limited by guarantee incorporated in England and Wales. The registered office is North Staffordshire Medical Institute, Hartshill Road, Hartshill, Stoke-on-Trent, Staffordshire, ST4 7NY.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

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

The accounts have been prepared under the historical cost convention and the principal accounting policies adopted are set out below.

#### 1.2 Going concern

Despite the coronavirus pandemic, at the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees' continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds comprise funds that have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

For legacies, entitlement is taken at the earlier of the charity being aware that probate has been granted, where the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when the distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

Income from investments is included in the year in which it is receivable.

#### 1.5 Expenditure

Liabilities are recognised as resources expended where there is a legal and constructive obligation committing the charity to the expenditure. Expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Expenditure on raising funds include costs of generating voluntary income. The costs of generating voluntary income do not include the costs of disseminating information in support of charitable activities.

Governance costs are those incurred in connection with the administration of the charitable company and compliance with constitutional and statutory requirements.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Fixed assets are only capitalised if the cost price is in excess of £1,000.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Office furniture and equipment | 25% - 50% p.a. straight line |
|--------------------------------|------------------------------|

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

---

### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

The charity operates a defined contributions pension scheme. Contributions are charged in the accounts as they become payable in accordance with the rules of the scheme.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

There are no critical accounting estimates or judgements that have been made in these financial statements.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Donations, grants and legacies

|                                              | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>2021<br>£ | Total<br>2020<br>£ |
|----------------------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations and gifts                          | 12,916                     | -                        | 12,916             | 12,700             |
| Grant receivable for core activities         | 48,422                     | 528,638                  | 577,060            | 413,671            |
|                                              | 61,338                     | 528,638                  | 589,976            | 426,371            |
| <b>For the year ended 31 March 2020</b>      | <b>26,293</b>              | <b>400,078</b>           |                    | <b>426,371</b>     |
| <b>Donations and gifts</b>                   |                            |                          |                    |                    |
| Donations and gifts                          | 12,916                     | -                        | 12,916             | 11,675             |
| Gift aid                                     | -                          | -                        | -                  | 1,025              |
|                                              | 12,916                     | -                        | 12,916             | 12,700             |
| <b>Grants receivable for core activities</b> |                            |                          |                    |                    |
| Big Lottery Awards for All                   | -                          | -                        | -                  | 9,815              |
| Stoke City Council                           | -                          | 98,292                   | 98,292             | 99,003             |
| NHS Stoke-on-Trent                           | -                          | -                        | -                  | 6,845              |
| Macmillan Cancer Support                     | -                          | 170,065                  | 170,065            | 192,201            |
| Henry Smith                                  | -                          | 58,400                   | 58,400             | 29,700             |
| Covid-19 Response & Recovery Fund            | -                          | 77,978                   | 77,978             | -                  |
| Disability Connect                           | -                          | 108,903                  | 108,903            | 50,722             |
| Other                                        | 48,422                     | 15,000                   | 63,422             | 25,385             |
|                                              | 48,422                     | 528,638                  | 577,060            | 413,671            |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 4 Charitable activities

|                                   | Charitable<br>activities<br>2021<br>£ | Charitable activities<br>2020<br>£ |
|-----------------------------------|---------------------------------------|------------------------------------|
| Service contributions             | 9,078                                 | 21,464                             |
| Performance related grants        | 23,270                                | 18,690                             |
|                                   | <u>32,348</u>                         | <u>40,154</u>                      |
| Analysis by fund                  |                                       |                                    |
| Unrestricted funds - general      | 9,078                                 | 21,464                             |
| Restricted funds                  | 23,270                                | 18,690                             |
|                                   | <u>32,348</u>                         | <u>40,154</u>                      |
| <b>Performance related grants</b> |                                       |                                    |
| Macmillan Cancer support          | 23,270                                | 18,690                             |
|                                   | <u>23,270</u>                         | <u>18,690</u>                      |

### 5 Raising funds

|                                             | Unrestricted<br>funds<br>general<br>2021<br>£ | Unrestricted<br>funds<br>general<br>2020<br>£ |
|---------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <u>Costs of generating voluntary income</u> |                                               |                                               |
| Other fundraising costs                     | 74                                            | -                                             |
| Staff costs                                 | 6,145                                         | 6,148                                         |
|                                             | <u>6,219</u>                                  | <u>6,148</u>                                  |
| Costs of generating voluntary income        | 6,219                                         | 6,148                                         |
|                                             | <u>6,219</u>                                  | <u>6,148</u>                                  |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 6 Charitable activities

|                                             | Information,<br>advice and<br>support<br>2021<br>£ | Information,<br>advice and<br>support<br>2020<br>£ |
|---------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| Staff costs                                 | 368,939                                            | 290,012                                            |
| Depreciation and impairment                 | 2,531                                              | 2,282                                              |
| Rent and services charges                   | 45,963                                             | 46,214                                             |
| Repairs and maintenance                     | 70                                                 | 983                                                |
| Staff travel and training                   | 58                                                 | 1,847                                              |
| Room hire                                   | -                                                  | 214                                                |
| Telephone                                   | 11,395                                             | 9,848                                              |
| Printing, postage, stationery and publicity | 2,473                                              | 2,512                                              |
| Other Professional charges                  | 3,879                                              | 3,879                                              |
| General expenses                            | 4,152                                              | 2,424                                              |
| Insurance                                   | 2,269                                              | 2,146                                              |
| Information technology                      | 4,977                                              | 6,357                                              |
| Subscriptions                               | 2,826                                              | 4,100                                              |
| Volunteer travel and training               | 129                                                | 5,354                                              |
| Bookkeeping and payroll                     | 4,426                                              | 5,530                                              |
| Other costs                                 | 23,947                                             | 12,595                                             |
|                                             | <u>478,034</u>                                     | <u>396,297</u>                                     |
| Share of governance costs (see note 7)      | 5,745                                              | 5,817                                              |
|                                             | <u>483,779</u>                                     | <u>402,114</u>                                     |
| <b>Analysis by fund</b>                     |                                                    |                                                    |
| Unrestricted funds - general                | 26,032                                             | 52,496                                             |
| Restricted funds                            | 457,747                                            | 349,618                                            |
|                                             | <u>483,779</u>                                     | <u>402,114</u>                                     |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 7 Support costs

|                       | Support costs | Governance costs | 2021         | Support costs | Governance costs | 2020         |
|-----------------------|---------------|------------------|--------------|---------------|------------------|--------------|
|                       | £             | £                | £            | £             | £                | £            |
| Staff costs           | -             | 3,073            | 3,073        | -             | 3,074            | 3,074        |
| Other costs           | -             | 62               | 62           | -             | 16               | 16           |
| AGM expenses          | -             | -                | -            | -             | 177              | 177          |
| Accountancy           | -             | 2,610            | 2,610        | -             | 2,550            | 2,550        |
|                       | <u>-</u>      | <u>5,745</u>     | <u>5,745</u> | <u>-</u>      | <u>5,817</u>     | <u>5,817</u> |
| Analysed between      |               |                  |              |               |                  |              |
| Charitable activities | -             | 5,745            | 5,745        | -             | 5,817            | 5,817        |
|                       | <u>-</u>      | <u>5,745</u>     | <u>5,745</u> | <u>-</u>      | <u>5,817</u>     | <u>5,817</u> |

Governance costs includes payments of £2,740 (2020: £2,610) to the independent examiner for the examination of the charitable company's financial statements.

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year, and none (2020: 3) of them were reimbursed a total of £Nil (2020: £2,748) travelling expenses incurred in attending meetings and other events on behalf of the charity and also in performing duties as volunteers.

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 9 Employees

#### Number of employees

The average monthly number of employees during the year was:

|                            | 2021<br>Number | 2020<br>Number |
|----------------------------|----------------|----------------|
| Direct Charitable services | 18             | 14             |
| Governance                 | 1              | 1              |
|                            | <u>19</u>      | <u>15</u>      |

#### Employment costs

|                       | 2021<br>£      | 2020<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 344,959        | 270,869        |
| Social security costs | 22,517         | 20,110         |
| Other pension costs   | 10,681         | 8,255          |
|                       | <u>378,157</u> | <u>299,234</u> |

The trustees and Chief Executive Officer are regarded as key management personnel and their total remuneration during the year was £34,815 (2020 - £34,815).

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

### 10 Tangible fixed assets

|                                    | Office furniture and equipment<br>£ |
|------------------------------------|-------------------------------------|
| <b>Cost</b>                        |                                     |
| At 1 April 2020                    | 26,346                              |
| Additions                          | 996                                 |
| At 31 March 2021                   | <u>27,342</u>                       |
| <b>Depreciation and impairment</b> |                                     |
| At 1 April 2020                    | 19,498                              |
| Depreciation charged in the year   | 2,531                               |
| At 31 March 2021                   | <u>22,029</u>                       |
| <b>Carrying amount</b>             |                                     |
| At 31 March 2021                   | <u>5,313</u>                        |
| At 31 March 2020                   | <u>6,848</u>                        |

## DISABILITY SOLUTIONS WEST MIDLANDS

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

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#### 11 Debtors

|                                      | 2021          | 2020          |
|--------------------------------------|---------------|---------------|
|                                      | £             | £             |
| Amounts falling due within one year: |               |               |
| Trade debtors                        | 35,317        | 5,457         |
| Other debtors                        | 5,290         | 8,156         |
| Prepayments and accrued income       | 31,566        | 22,661        |
|                                      | <u>72,173</u> | <u>36,274</u> |

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

|                              | 2021          | 2020          |
|------------------------------|---------------|---------------|
|                              | £             | £             |
| Trade creditors              | 598           | 1,056         |
| Accruals and deferred income | 25,938        | 27,149        |
|                              | <u>26,536</u> | <u>28,205</u> |

# DISABILITY SOLUTIONS WEST MIDLANDS

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

### 13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

|                                   | Balance at<br>1 April 2019<br>£ | Movement in funds          |                            | Balance at<br>1 April 2020<br>£ | Movement in funds          |                            | Transfers | Balance at<br>31 March 2021<br>£ |
|-----------------------------------|---------------------------------|----------------------------|----------------------------|---------------------------------|----------------------------|----------------------------|-----------|----------------------------------|
|                                   |                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ |                                 | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | £         |                                  |
| Macmillan Cancer Support          | 34,608                          | 210,890                    | (195,997)                  | 49,501                          | 193,334                    | (167,330)                  | -         | 75,505                           |
| Coalfields                        | -                               | 9,840                      | (7,173)                    | 2,667                           | -                          | (400)                      | -         | 2,267                            |
| SOT Disability Benefit Services   | -                               | 98,293                     | (99,132)                   | (839)                           | 98,293                     | (86,641)                   | -         | 10,813                           |
| Awards for All                    | 7,535                           | 9,815                      | (7,356)                    | 9,994                           | -                          | -                          | -         | 9,994                            |
| Disability Connect                | -                               | 50,722                     | (30,136)                   | 20,586                          | 108,903                    | (91,514)                   | -         | 37,975                           |
| European Social Fund              | -                               | 9,508                      | (4,644)                    | 4,864                           | -                          | (17,113)                   | 1,788     | (10,461)                         |
| Henry Smith                       | -                               | 29,700                     | (5,180)                    | 24,520                          | 58,400                     | (40,771)                   | -         | 42,149                           |
| Covid-19 Response & Recovery Fund | -                               | -                          | -                          | -                               | 77,978                     | (43,978)                   | -         | 34,000                           |
| Independent Age                   | -                               | -                          | -                          | -                               | 15,000                     | (10,000)                   | -         | 5,000                            |
|                                   | 42,143                          | 418,768                    | (349,618)                  | 111,293                         | 551,908                    | (457,747)                  | 1,788     | 207,242                          |

## DISABILITY SOLUTIONS WEST MIDLANDS

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

#### 13 Restricted funds

(Continued)

##### **Macmillan Cancer Support**

To enable Disability Solutions West Midlands to operate a county-wide service providing welfare benefits advice.

##### **Coalfields Regeneration Fund - The Be All You can be project**

Provision of training, structured volunteering, and opportunities to develop and strengthen essential life skills, build personal capital, increase independence, choice, and employability (Boothem, Oakhill, Springfield and Trent Vale areas only).

##### **Stoke-on-Trent City Council - SOT Disability Benefit Service**

Offers support throughout the claims process to customers facing DLA to PIP migration, PIP re-assessment, ESA, CA and UC claims, specialising in appeals and tribunal support.

##### **Awards for All**

Reaching volunteers with disabilities.

##### **National Lottery Community Fund - DisAbility Connect**

This is a three year project offering social prescribing+, taking an holistic and meaningful approach to helping to link people with disabilities and long-term conditions with opportunities, services, information and support to improve health and social outcomes. The project also offers structured volunteering placements.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 13 Restricted funds

(Continued)

#### European Social Fund

This is a fund to support a twelve month programme called 'Volunteer to Work'. Its purpose is to help people with disabilities and long-term conditions to develop and strengthen key skills to increase their employability, choice and control and move closer to the labour market. It also strives to increase employers awareness of the skills and qualities people with disabilities can bring to the workforce.

#### The Henry Smith Charity

A three year project supporting welfare benefits claim completion, offering guidance and support during medical and work capability assessments, and mandatory reconsideration stages.

#### Covid 19 Response & Recovery Fund

A fund to support people with disabilities in addressing the emerging and recovery issues caused by the Covid-19 pandemic, and includes substantial funds received from the Charities Aid Foundation.

#### Independent Age

To fund an online support project for older people.

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 14 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

|             | Balance at<br>1 April 2019 | Movement<br>in funds    | Balance at<br>1 April 2020 | Transfers    | Balance at<br>31 March 2021 |
|-------------|----------------------------|-------------------------|----------------------------|--------------|-----------------------------|
|             | £                          | New<br>designation<br>£ | £                          | £            | £                           |
| Contingency | 3,000                      | -                       | 3,000                      | 7,000        | 10,000                      |
|             | <u>3,000</u>               | <u>-</u>                | <u>3,000</u>               | <u>7,000</u> | <u>10,000</u>               |

Contingency - This is a small emergency reserve to cover Disability Solutions West Midlands in the event of unforeseen necessary expenditure.

# **DISABILITY SOLUTIONS WEST MIDLANDS**

## **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2021**

| 15 Analysis of net assets between funds            | Unrestricted funds |   | Designated funds |   | Restricted funds |   | Total          |   | Unrestricted funds |   | Designated funds |   | Restricted funds |   | Total          |   |
|----------------------------------------------------|--------------------|---|------------------|---|------------------|---|----------------|---|--------------------|---|------------------|---|------------------|---|----------------|---|
|                                                    | 2021               | £ | 2021             | £ | 2021             | £ | 2021           | £ | 2020               | £ | 2020             | £ | 2020             | £ | 2020           | £ |
| Fund balances at 31 March 2021 are represented by: |                    |   |                  |   |                  |   |                |   |                    |   |                  |   |                  |   |                |   |
| Tangible assets                                    | 5,313              |   | -                |   | -                |   | 5,313          |   | -                  |   | -                |   | 6,848            |   | 6,848          |   |
| Current assets/(liabilities)                       | 68,532             |   | 10,000           |   | 207,242          |   | 285,774        |   | 44,468             |   | 3,000            |   | 104,445          |   | 151,913        |   |
|                                                    | <u>73,845</u>      |   | <u>10,000</u>    |   | <u>207,242</u>   |   | <u>291,087</u> |   | <u>44,468</u>      |   | <u>3,000</u>     |   | <u>111,293</u>   |   | <u>158,761</u> |   |

# DISABILITY SOLUTIONS WEST MIDLANDS

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Operating lease commitments

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

|                            | 2021<br>£     | 2020<br>£      |
|----------------------------|---------------|----------------|
| Within one year            | 46,215        | 46,215         |
| Between two and five years | 46,215        | 92,428         |
|                            | <u>92,430</u> | <u>138,643</u> |

### 17 Related party transactions

There were no related party transactions during the year (2020: none).

### 18 Cash generated from operations

|                                                      | 2021<br>£     | 2020<br>£     |
|------------------------------------------------------|---------------|---------------|
| Surplus for the year                                 | 132,326       | 58,263        |
| Adjustments for:                                     |               |               |
| Depreciation and impairment of tangible fixed assets | 2,531         | 2,282         |
| Movements in working capital:                        |               |               |
| (Increase)/decrease in debtors                       | (35,899)      | 14,529        |
| (Decrease)/increase in creditors                     | (1,669)       | 11,600        |
| <b>Cash generated from operations</b>                | <u>97,289</u> | <u>86,674</u> |

### 19 Analysis of changes in net funds

The charity had no debt during the year.

