

HERTS DISABILITY SPORTS FOUNDATION

England & Wales · Charity number 1156034

Details

Other names	HERTS SPORT AND WELLBEING FOUNDATION, HSWF
Status	Registered
Legal form	CIO
Registered	2014-03-06
Register	View on the Charity Commission register

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Activities

Objects: TO FURTHER SUCH CHARITABLE PURPOSES AS THE TRUSTEES SEE FIT, INCLUDING (A) PROVIDING OR ASSISTING IN THE PROVISION OF FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION OR OTHER LEISURE TIME OCCUPATION OF INDIVIDUALS WHO HAVE NEED OF SUCH FACILITIES BY REASON OF THEIR YOUTH, AGE, INFIRMITY OR DISABILITY, FINANCIAL HARDSHIP OR SOCIAL CIRCUMSTANCES WITH THE OBJECT OF IMPROVING THEIR CONDITIONS OF LIFE, (B) ADVANCING EDUCATION (INCLUDING EDUCATION, TRAINING AND DEVELOPMENT IN THE AREA OF LEADERSHIP), (C) PROMOTING VOLUNTEERING (WHERE TO DO SO FURTHERS A CHARITABLE PURPOSE OR PURPOSES), (D) PROMOTING THE SOCIAL INCLUSION OF THOSE EXCLUDED FROM SOCIETY WHO ARE IN NEED AND (E) PROMOTING EQUALITY AND DIVERSITY FOR THE PUBLIC BENEFIT WITHOUT DISTINCTION OF GENDER, SEXUAL ORIENTATION, RACE, AGE, DISABILITY, NATIONALITY OR OF RELIGIOUS OR OTHER OPINIONSTHE PROMOTION OF ANY OTHER CHARITABLE PURPOSE FOR THE BENEFIT OF THE PUBLIC (CHARITABLE UNDER ENGLISH LAW)

Activities: Providing opportunities through involvement in sport and physical activity for all ages, whether it be through participation, volunteering, coaching or education opportunities.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Arts/culture/heritage/science, Amateur Sport, Economic/community Development/employment, Human Rights/religious Or Racial Harmony/equality Or Diversity, Recreation
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Hertfordshire

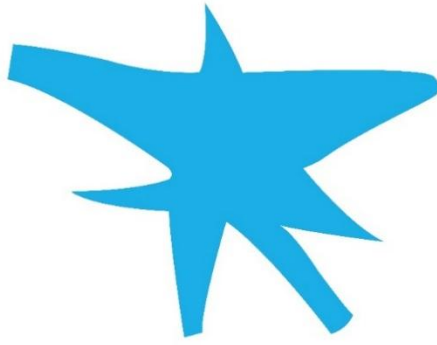
Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£308,371	£378,901	-	-
2024-03-31	£234,733	£262,741	-	-
2023-03-31	£322,467	£171,382	-	-
2022-03-31	£143,570	£146,531	-	-
2021-03-31	£214,757	£168,726	-	-

Trustees

Name	Role	Appointed
Luke Randall		2025-02-18
Maria Verdeille		2025-02-18
Sarah Helen Gibbs		2025-06-04
Sherif Adewale Ibrahim		2024-12-11
Simon Neal Baker		2024-12-11
Tom Horey		2023-03-14

Accounts



Herts Disability
Sports Foundation
Charity Number 1156034

Herts Disability Sports Foundation Trustees' Annual Report 2024/25



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Chair's Report – 2024/25



I am pleased to present the Chairman's Report for the Herts Disability Sport Foundation (HDSF), reflecting on our progress in creating a more inclusive and active Hertfordshire. Our mission remains steadfast: to provide and support others in providing opportunities in sport and physical activity that can be accessed by everyone, in a supportive environment, to improve physical health and wellbeing. Our vision is a world where everyone is valued equally, listened to, and included, with their quality of life improved through involvement in sport and physical activity opportunities. We exist to address the reality that disabled people still face significant barriers to being active. Our dedicated team of staff and volunteers, alongside our committed trustees, have demonstrated passion and determination to achieve our goals.

A key highlight of the year has been the **Bikes without Barriers Project**: This project has been a significant success, especially in schools across Dacorum, East Herts, St Albans, and Watford. After our training sessions, 94% of the children we worked with who couldn't previously ride a bike are now able to do so and 100% of the need for reconditioned bikes was met.

Financially, we have navigated challenging economic times thanks to the support of key funders. We are grateful for ongoing support from Herts County Council and grants from the Graham Rowlandson Foundation, The National Lottery Community Fund and many others, which enabled these projects to thrive. We continue to be resourceful in diversifying our income streams to ensure the sustainability of our vital services. The Board remains focused on HDSF long-term viability, ensuring that our operational plans are underpinned by robust financial management.

We look forward to the year ahead with optimism and determination, continuing our work to ensure truly equal access to sport and physical activity in Hertfordshire. And 2026 will be an exceptional year for disability sport in Hertfordshire with the launch of the No Limits 2026 campaign - the Hertfordshire Year of Disability Sport & Physical Activity, as a joint partnership between HDSF, Herts Sport & Physical Activity Partnership and the Activity Alliance.

Sadly, one of our valued Trustees - Alex Gournay – has recently passed away. Alex's contribution as a Trustee and friend of HDSF was greatly valued and we will miss his humour, knowledge of the disability community and Trusteeship, and his unswerving support for us to always be more than we are.



Patrick McGeough, Chair of Trustees

The Trustees have pleasure in presenting their report and financial statements for the period 1 April 2024 to 31 August 2025 – a total of 17 months. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6th March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objectives), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

Why do we exist?

The Activity Alliance's Annual Disability and Activity Survey report 2023/24 (latest edition) provides an overview of disabled people's perceptions and experiences of sport and activity (1). At the time of the report there were estimated to be 16.8 million people with disabilities, accounting for 25% of the UK population in the financial year 2023/24 (2).

The Activity Alliance report identified key themes around physical activity;

- 40.8% of disabled adults were inactive compared to 20.7% of non-disabled people
- Three-quarters (76%) of disabled people say they want to be more active, compared to just over half (57%) of non-disabled people. This figure for disabled people has remained at a consistent level since the survey began in 2019.
- 43% of disabled people feel they have the chance to be as active as they desire, compared to 69% of non-disabled people. Again, this figure for disabled people has remained at a consistent level since the survey began in 2019.
- Although disabled people are most likely to say they prefer being active in outdoor spaces (parks, countryside, etc.), less than half of disabled people (48%) say it's easy for them to physically access outdoor spaces (compared to 78% of non disabled people).

The British Heart Foundation Physical Inactivity Report (3) identified that;

- doing regular physical activity can reduce the risk of coronary heart disease and stroke by as much as 35%,

- keeping physically active can also reduce the risk of early death by as much as 30%, and
- physical inactivity has a significant financial burden on the UK healthcare service, with the direct financial cost estimated to be as high as £1.2billion each year.

Guidelines issued by the UK Chief Medical Officer states that for good health benefits, 20 minutes of physical activity a day is recommended for children and young people with disabilities (4), with the level for those without disabilities set at 60 minutes per day (5). The most recent inclusion initiative from Youth Sport Trust has identified that only 17.2% of SEND children feel they have the opportunity to be active outside of school, compared to 39.2% of their nondisabled peers (6).

Within the school day, statistics on activity levels for SEND children and young adults is not clear; Youth Sport Trust includes data on SEND students in mainstream schools, but not in SEND schools. Of the data available (7), it is estimated that the number of active children in school (60+ minutes of activity per day) is broadly equivalent for children with a disability or long term health condition (49%) and those without (50%), but for both categories only half of children and young people are achieving the levels of activity in schools as recommended by the UK Chief Medical Officer.

The 2025 Youth Sport Trust report on PE and School Sport (8) includes further benefits of being physically active; improved learning and memory, wellbeing, self-belief and mental toughness, less loneliness and positive links to academic attainment. The same report quantifies the social return on investment of 60 minutes of physical activity per day to be £4,100 per child or young person.

Undoubtedly, there are many reasons why children, young adults and adults may be less active and feel they are unable to access regular physical activity. However, the research data clearly indicates that adults with long term health conditions or disabilities are less able to access physical activities, both in terms of quantity and choice of activity. For children and young adults, the statistics do not provide a clear picture but overall – all children are well below the recommended levels of activity to create a healthy lifestyle and associated benefits. Whilst HDSF has a focus on physical and learning disabilities, we aim to have a more holistic view on why people either cannot, or feel they cannot, access physical activity. Our remit is to improve access, whatever the barriers, in a supportive way with the individual leading our strategies.

But we do recognise that, particularly in certain sports, Hertfordshire is well served by many sports governing bodies who provide accessible opportunities which serve our community well.

Our role is to fill gaps in current provision; identify the need and develop a strategy where we, or other providers, can better meet that need. We aim to provide both conventional and adapted high quality physical activities for a range of users who have barriers to accessing mainstream provision, on whatever grounds. Wherever possible, we support and encourage existing clubs and organisations to make changes to provision to ensure greater access for all of our community; for better physical and mental health, as well as the joy of being part of a group developing confidence and life skills, and having fun.

Notes:

- (1) [Annual Disability and Activity Survey 2023-24 | Research | Activity Alliance](#)
- (2) [UK disability statistics: prevalence and life experiences \(House of Commons Library\) November 2025](#)
- (3) [BHF Physical Inactivity Report 2017](#)
- (4) [UK Chief Medical Officers' physical activity guidelines for disabled children and disabled young people: infographic \(publishing.service.gov.uk\)](#)
- (5) [UK Chief Medical Officers' Physical Activity Guidelines \(publishing.service.gov.uk\)](#)
- (6) [SEND Inclusion - Youth Sport Trust](#)
- (7) [Active Lives Children and Young People Survey Academic year 2024-25](#)
- (8) [PE and School Sport The Annual Report 2025](#)

HDSF in Summary

Providing sport and physical activity opportunities for all

Our Vision

Our vision is a world where everyone is valued equally, listened to and included. That quality of life can be improved through the involvement in sport and physical activity opportunities.

Our Mission

Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.

Our Values

We will always provide equal opportunities
We will always provide high quality and excellence in everything we do
We will always operate in an ethical way; being honest, reliable and trustworthy
We will always treat each person as an individual
We will never presume to judge others' behaviour or needs

HDSF Strategic Priorities (2023 – 2028)

Delivering Innovative, impactful programmes

- Commitment to local activities developed with the community, in targeted communities in Hertfordshire
- Build and sustain Stanborough development and delivery
- Expand and sustain the Bikes without Barriers programme

Facilitating Connections and Networks

- Developing and supporting networks between other service providers and the community
- Sharing our learning and expertise with others in Hertfordshire

Strengthening our Foundations

- Continuing our work to build a sustainable and resilient organisation with the people, resources and systems to fulfil our ambitions and future growth

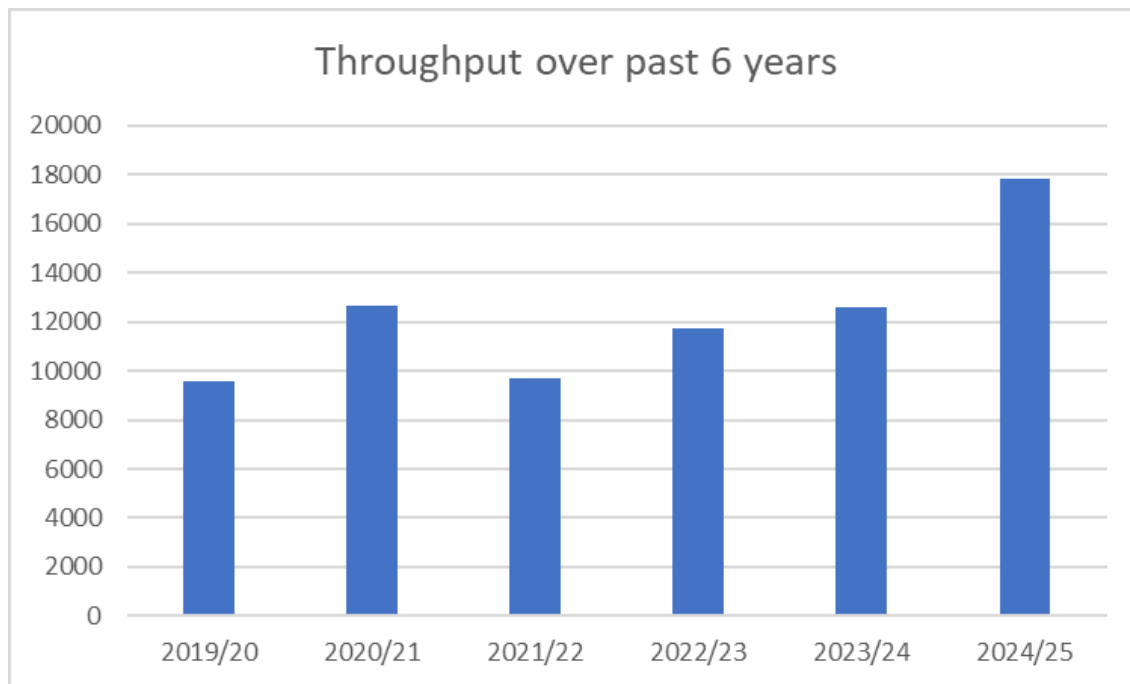
Achievements and Performance

Impact in 2024/25

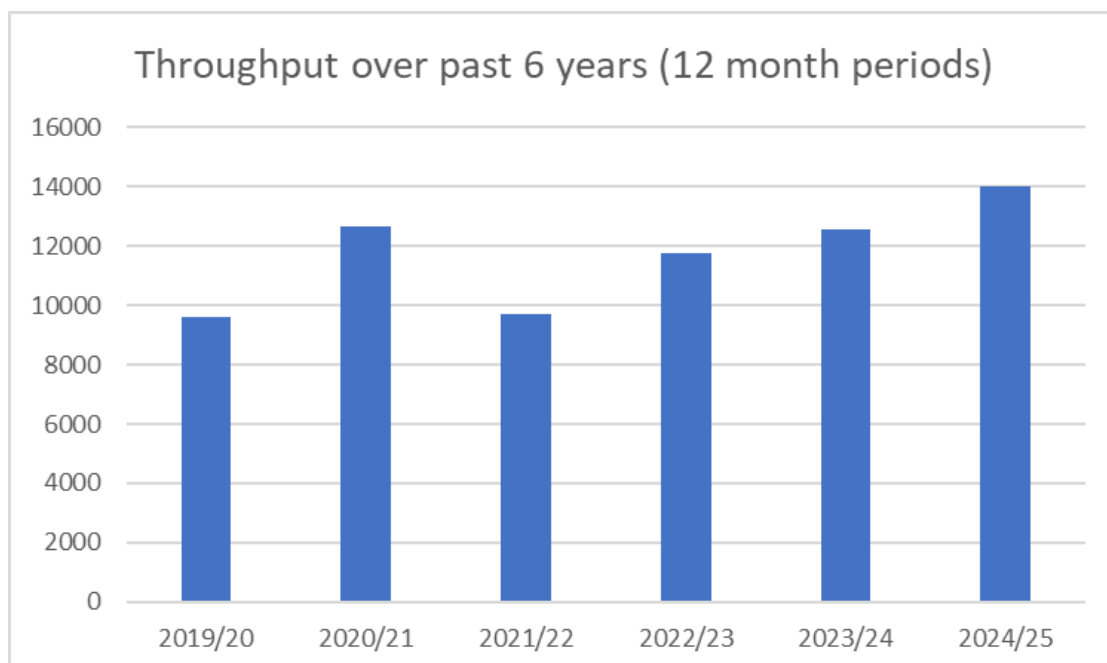
- We delivered 17,824 individual activity sessions across the 17 months of 24/25.
- 37% of the 1168 children we worked with in schools couldn't ride a bike – after our training session, 94% can now ride and the remaining 6% have been offered further free lessons
- 34% of the children we worked with in schools received a donated and refurbished bike – 393 young people
- A further 202 children had their own bikes fixed by our mechanics to make roadworthy
- Working with Herts County Council Virtual Schools, 220 additional refurbished bikes have been given to the community
- 16 Bike maintenance courses delivered in Family Centres across the county to enable families to support young people to ride
- Five special schools supported to deliver cycle training, boxercise, a week of water sports, an outdoor adventure week, archery and bell boating
- 3 large scale sporting events to provide opportunities and competitions for mainstream school children with SEND
- 5 new Trustees appointed, with the specialist skills required to complement the current Board
- 5 local sports clubs across Hertfordshire supported on their journey to become more inclusive and accessible to all
- HDSF Paralympic Roadshows delivered in 12 mainstream schools reaching 3110 children; enabling teachers to observe and learn about inclusive physical activities and sports, all children could take part in all activities and, where appropriate, children were signposted to inclusive and accessible groups and clubs
- HDSF was proud to receive the Hertfordshire High Sheriff Award for outstanding service to Disability Sport

Delivery throughput

The number of people attending sessions (throughput) has steadily increased over the last 4 years. The transition from mainly online services in 2020/21 has seen a steady improvement in attendances year on year, with a consistent increase in attendance for all areas of activity. Figures shown below for 2024/25 are for the period 1 April 24 to 31 August 25.



The numbers stated above relate to throughput – attendance at sessions over the full 17 month period. To allow comparison of 12 month periods, throughput figures for 1 April 2024 to 31 March 2025 are shown below.





The total throughput for 1 April 2024 to 31 March 2025 shows an overall increase in attendances in 2024/25; 12,571 in 23/24 compared to 14,025 in 24/25 (in the 12 months up to 31 March 2025). The total throughput figure for the full 17 months in 2024/25 stands at 17,824 which reflects the seasonal nature of HDSF delivery; 2 wheel cycling in schools, Roadshows and School Games events only take place during school term time so the figures for the last 5 months of 24/25 are lower due to the school summer holidays.

Stanborough Park

Activity sessions are delivered at a number of different locations across Hertfordshire, but regular sessions are held at Stanborough Park – currently on a Tuesday and Thursday. During term time this includes group fitness sessions, cycle rides on adapted bikes, water sports and boxercise. These sessions have become part of the weekly routine for many of our participants, with each of the activities providing a place for social interaction in a safe environment, and lots of fun.



We also have regular groups joining us at Stanborough for a range of activities – our stalwart group being Hertfordshire Day Services. We also have a number of Special Schools visiting Stanborough during term time; for small group guided cycling on either 2 wheel or adapted bikes, or water sports. This includes large scale school Sports Weeks in the summer – providing a celebration event through a wide range of activities on land and water; anything from paddle boarding to sailing, with a little help from the Hitchin District Scouts Afloat team.

This year we have expanded our community offer at Stanborough by welcoming a number of different groups including Isabel Hospice, Supported Activities Programme, Daylight Club, Care by Lily and Passport to Leisure.

On the Isabel Hospice visit four patients (and one carer) participated, with diagnoses including heart failure, pulmonary fibrosis, frailty, advanced cancer and dementia. They were supported by the physiotherapist, therapy assistant, and volunteers. A range of adapted bikes, trikes, and tandems enabled them to cycle round the lake on a gloriously sunny day, followed by refreshments in the café after. The feedback from the group was overwhelmingly positive, with patients reported a profound sense of achievement, enjoyment, and social connection. Some have since continued attending weekly cycling sessions with HDSF. Clinicians and community volunteers alike described the event as inspiring and have committed to making it a regular event.



Grant funding from Welwyn Hatfield Borough Council enabled us to purchase 2 new bellboats with specially adapted features in 2023/24. The remaining grant funding has enabled us to work with participants, boat seat manufacturers and boat paddle designers to develop seats and paddles for users with a variety of different needs. We hope these adaptations will become industry standard.

The manual hoist on the jetty in tandem with our adapted seats allows us to carry passengers with a range of individual needs – safely and with a lot of laughter - an opportunity not normally available in Hertfordshire.

Grants from Herts Sports & Physical Activity Partnership, British Paddle UK Funding and Hertfordshire High Sheriff have allowed us to develop our paddleboarding activities; making adaptations to the paddleboard equipment to address the needs of participants with disabilities. This has been a groundbreaking journey for both us and participants as we create safe, technically complex changes to the paddleboards – with support from equipment specialists and sport governing bodies. We hope to share these developments industry wide to improve access to paddleboarding for everyone.



“Paddle boarding is something I never thought I'd try as I didn't think it was possible. HDSF have managed to create a safe environment where I feel happy to explore different adaptations to enable me to give paddle boarding a go. HDSF encouraged and supported every single step it took to get me onto each of these boards. . I feel at one with the water which brings a sense of peace I didn't know I needed.” A new paddleboarder!



In the various school holidays across the year, we continue to offer sessions for adults and Home Educated students but add in more sessions for school age children which can be booked as individuals or groups. An important element is ensuring that at least some of our sessions can be accessed by siblings – our Doughnutting sessions are extremely popular with parents/carers looking for an event suitable for all of their children, whatever their level of needs.

New projects at Stanborough in 25/26 include the introduction of fishing on the lake and Saturday morning sessions for adapted and 2-wheel bike hire, which are suitable for families and friendship groups.

Schools

We offer a variety of different activities to both special and mainstream schools – raising awareness of paralympic sports and inclusive activities as well as targeted support.

As mentioned above, a number of special schools visit our base at Stanborough Park for larger scale events such as their Sports Week or for adventure activity days as part of their Year 6 calendar. We also visit special schools for inclusive cycle training and after school clubs.

All primary schools are able to book an HDSF Paralympic Roadshow; introducing new accessible activities to staff and pupils, inspiring everyone to take part in a sport and physical activity with our sports instructors and paralympic athletes. It's a day of fun and participation – focusing on activities such as wheelchair basketball and sitting volleyball, which are accessible to all pupils. In 2024/25, 4,055 children were able to take part in Schools Roadshows (all across the county) and a number of Herts Schools Games inclusive events.

As in previous years, a key focus in schools in 24/25 has been the continuation of our Learn to Ride in Schools programme - this year with the financial support of Letchworth Garden City Heritage Foundation, St Albans District Council, Dacorum Borough Council, British Cycling, Welwyn Hatfield Borough Council, Herts Community Foundation and the RO Group. The programme enables us to visit primary schools in the areas of deprivation to address the barriers the children in Years 5 & 6 face in learning to ride a bike; lack of a bike, a bike which isn't safe and/or doesn't work properly and specialist support for additional needs. Working with the Herts County Council Cycling Training we established these were areas of need which prevented some children from completing the Bikeability Level 2 training provided by HCC.



"I set my aspiration high in life, however, the quality of delivery by you and your team has exceeded my expectations. To see children who did not have the confidence to even 'give it a go' a matter of weeks ago and are now riding independently is just incredible." Headteacher

We visit schools to teach the children to ride bikes; for those who own a bike we do a thorough check on their condition, and our qualified mechanics carry out any repairs on the spot. Through organised bike donations we also source bikes which are checked and reconditioned by our qualified bike mechanics and then given to children in schools who don't own a bike. In 2024, we worked with 1,168 children in schools, 433 of which could not ride a bike – after our training session, 94% can now ride and the remaining 6% have been offered further free lessons. A total of 202 children had their own bikes fixed by our mechanics to make roadworthy and 393 children without a bike, received a donated and refurbished bike.



For those children unable to cycle after the school sessions, and any other children who cannot ride, we also offer 1 to 1 (Special Educational Needs) cycle lessons during the school holidays – delivered in partnership with HCC Cycle Training instructors. These lessons are provided as either a standalone or as part of the Herts Sport and Physical Activity Partnership (HSP) Happy Camps project in school holidays for children eligible for Free School Meals.

"This was an excellent session. I didn't know beforehand that I would also be taught how to teach my child to ride - I thought this was an absolutely brilliant idea. Both myself and my children loved the session. The trainers were absolutely excellent." Parent

Bikes

As well as adapted cycle hire and learn to ride sessions in schools, we also run a major recycling scheme for donated bikes; our trained bike mechanics refurbish the bikes, ready to provide to school children and identified target groups in the community, such as refugee groups and Virtual School students. Two key elements to the success of this scheme are bike donations and our own qualified mechanics enabling us to provide technical support and repairs on site and at our workshops in Baldock. This has also ensured that we have the technical set up, capacity and support to employ a Bike Mechanic Apprentice – recruitment for our next Apprentice is ongoing as we write this report.

Our thanks go out to the groups and organisations who have supported our bike donation events across the year; Habs Boys School, Hertford Rugby club, Herts County Council, Oakview School, St Albans Football Club and Tesco. Along with reuse centres including Stevenage, Ware, and Welwyn, who regularly provide us with bikes to refurbish, we were able to meet 100% of the need for reconditioned bikes in 24/25.



Community Sessions

In our 2023/24 report we set a target of developing new models of delivery to reach out to participants in the community – the projects in 23/24 were well received and attracted new participants but were not financially viable with attendance lower than our target. In 24/25 we approached this task through a number of different outreach projects.

In the winter season we have continued to offer Boxercise keep fit sessions in Hatfield and as demand grows, would hope to expand these into a number of limited venues.

As mentioned above, we have linked with a number of different community groups (such as Isabel Hospice, Care by Lily and Herts Vision Loss) and worked in partnership to identify or design sessions at Stanborough which meet their needs. This is an ongoing project which we plan to develop further in 2025/26, to partner with more organisations and develop a range of regular physical activities which adapt to the seasons and provide a satisfying and enjoyable experience for participants.

With the support of Herts Sports & Physical Activity Partnership we have been able to provide a number of small community grants (up to £500) to a number of local groups and clubs in Herts – this work will continue into 2025/26. As part of the award, grant recipients also receive ongoing support and advice from HDSF – to maximise the impact of the grant and identify additional means of making their club more accessible and inclusive. This has provided a significant opportunity for HDSF to link with organisations at the beginning of their journey to boost their membership in terms of inclusivity.

Of particular note, our work with a number of Lawn Bowling Clubs across the county has already expanded opportunities for participants in small numbers, but our club development programme working with Herts Indoor Bowls Association and the Activity Alliance is opening the eyes of many club coaches and volunteers to new possibilities. The grant awarded to WDBA means there is a source of disability bowls equipment already in the county to be borrowed by clubs for taster days and new bowlers who are at the start of their journey, before buying personalised equipment to support them. We are developing knowledge and skills

around accessible provision and raising expectations and aspirations for all those taking part. The award of community grants supports our work to increase our reach across the county but also to identify and support clubs who are meeting a need, and can share their strategy and success with other groups.

HDSF will continue to identify and progress opportunities for community outreach in 2025/26.

Partnerships

Herts Sport & Physical Activity Partnership (HSP) continues to be a major partner, with a service level agreement contracting HDSF services to Project Manage reviewing and recommending changes to accessible physical activity and sport provision in Hertfordshire, as well as providing support for our programmes across the county.

Our partnership with **Herts County Council (HCC) Cycle Training** team continues to develop – working together to raise the numbers of children in Hertfordshire who achieve Level 2 Bikeability, through extended training for additional needs or providing practical support with bike repairs, providing refurbished donated bikes or new helmets. The teams work together on not only 1-1 (Special Education Needs and Disabilities (SEND) training, but also schools learn to ride sessions which prepares children in schools in specific areas of deprivation to be ready for their Level 1 & 2 Bikeability, delivered by HCC.

We continue to work with **disability groups across the county** including day services, Supported Activities Programme, ROAR Dacorum Mencap, Inclusion Project and Passport to Leisure with sessions their members request, including fitness, bell boating and adapted cycling.

Training

A major factor in the success of HDSF is the training provided for both staff and volunteers. The internal promotion of our Senior Instructor added to the role responsibility for induction training and ongoing skills development for both staff and volunteers. This investment in 'in house' training will enable us to ensure that our high standards for delivery are maintained. First aid and safeguarding training continued for all team members throughout the year as refresher training is mandatory for both staff and volunteers. Staff and volunteers also undertook PAT Testing training (for standard products and bike mechanic equipment) , Neurodiversity training and Paddle Sports Instructor Training.

Staff have also attended a number of financial, staff management and project management courses to strengthen and develop existing skills, as well as consultancy support for fundraising from an independent adviser and The Cranfield Trust.

Summary of Grant funded projects

In 2024/25 we have successfully delivered 4 key projects (alongside our sessional activities).

Learn to Ride

Teaching children in targeted primary schools to ride bikes and, through bike donations, we recondition donated bikes which are given to children without suitable bikes. We also carry out repairs on the spot to ensure children with their own bikes are riding safely.

Funding received in 2024/25;

British Cycling £2,100

Graham Rowlandson Foundation £27,000

Letchworth Garden City Heritage Foundation £8,000

Quercus (Herts Community Foundation) £5,000

St Albans District Council £5,000

Welwyn Hatfield Borough Council £6,420

Funding of £5,000 was also carried forward from 2023/24 to complete activities for the 2023/24 academic year (up to mid July 24). The funding allows us to deliver the project in a number of different geographical areas across the county, targeting areas of deprivation. The Rowlandson Foundation also supports HDSF through expert knowledge and advice which has been enormously helpful.

Three grants for Learn to Ride received in 2024/25 (£8,000 from Letchworth Garden City Heritage Foundation, £5,000 from the Quercus grant programme and a further £13,500 from the Graham Rowlandson Foundation) have been designated as deferred funding as these relate to the 2025/26 programme beginning on 1 September 25.

Inclusive Paddleboarding

A project to innovate and develop adaptations for paddleboarding to make sessions delivered by HDSF and other providers more inclusive and available to as many disabled participants as possible.

Funding Received in 2024/25;

British Paddle UK £2,475

Hertfordshire High Sheriff Award £2,100

Herts Sport & Physical Activity Partnership £1,000

Although funding from the High Sheriff Award is unrestricted, it has contributed to this project. A total of £1,367 restricted funds is carried forward to 25/26 with further potential spend from the High Sheriff funding.

In 2024/25 HDSF hosted an inclusive Paddling Training Day for local instructors, to help other local paddle sports groups to feel equipped to support participants with disabilities within their sessions. In addition we delivered 5 taster sessions specifically aimed at participants with disabilities and their families. The remaining funds were spent on new equipment used to deliver modifications to standard paddleboards, making them more accessible.

Bikes without Barriers

A four year project which builds on the Learn to Ride project aims but expands them further to include other disadvantaged members of our community and support the development of skills to enable riders to be more independent in the community.

The National Lottery Community Fund £64,055 for the 2nd year of funding

The first year of funding has enabled us to employ a Bike Mechanic Apprentice, a full time Bike Mechanic, provide further targeted support for young learners identified in schools, provide adult cycle training and bike maintenance courses, refurbish donated bikes for disadvantaged adults (at no cost to the adults), and expand our adapted cycling programme. The funding has also enabled HDSF to improve organisational effectiveness in terms of impact measurement and evaluation. In 2024/25 we also introduced Saturday morning (adapted and 2 wheel) cycle hire at Stanborough once a month to encourage family participation and held 16 Bike maintenance courses delivered in Family Centres across the county to enable families to support young people to ride.

Community Projects

To support the delivery of activity sessions at a local level in the Hertfordshire community, to promote both physical and mental health.

Funding received in 2024/25;

Herts Sport & Physical Activity Partnership £6,884

Herts Sport & Physical Activity Partnership £10,000

The first project was to give work experience to a University Graduate, with the specific aim of giving real life sports development work experience in order to progress in the industry. We were delighted at the impact he made on HDSF's world and that he is now thriving in a development role with Hertfordshire FA, applying all the knowledge and experience of disability sport and physical activity from his time with HDSF.

Funding of £10,000 was received to award small community grants to local groups and clubs in Hertfordshire to improve accessibility to a variety of sporting and recreational activities. Seven grants were awarded in 2024/25 for a variety of equipment, training and taster sessions for a range of inclusive activities including; bowling, trampolining, sucker archery, cycling and football. A further 13 grant awards are planned in 2025/26 from funds (£6,551) carried forward.

Bell Boats

Funding to purchase 2 new Bell Boats, together with adaptations and adapted equipment.

Funding carried forward from 2023/24;

Welwyn Hatfield Community Fund £17,500

The 2 new Bell Boats were purchased in 2023/24 and launched in May 24. Funding of £4,420 was carried forward to 2024/25 to allow a number of supported seats and harnesses to be added to the boats, along

with the development of adapted paddles suitable for a variety of participants with additional needs. Work continues on these innovative adaptations, with £2,512 carried forward to 2025/26 to complete the project.

HDSF Van purchase

HDSF was fortunate to receive grant funding from **The Clothworkers Foundation** (£14,000) to support the purchase of a much needed replacement van.

Volunteers and Donations

HDSF appreciates the generosity of the community we work with. We have received an incredible number of donated 2-wheel bikes for our bike recycling scheme which have been given to young people and adults in need.

In 2024/25 we had 11 volunteers who supported the delivery of sessions both in schools and at Stanborough Park, plus 1 volunteer who assists significantly with all our grant applications, and 1 volunteer who helps with operational admin. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts.

We have also had a number of individuals and organisations who kindly raised funds to support our work – many remain anonymous but particular thanks go to Abbie Edmonds and St Joseph's in the Park Parent Fellowship for their efforts and generosity.

Fundraising

In 2024/25 HDSF organised a fundraising event called 'Wheelathon' which took place in August 2025 raising funds of £2,758. Although the income generated was modest, this first event was our trial run of developing a fundraising event where our sessional participants and volunteers could take part in a safe and enjoyable environment to raise funds for 'their' charity. A second event will take place in August 2026 which we plan to expand to include corporate sponsorship and participation, to boost our funding sources.

HDSF uses the fundraising platforms for Give as You Live and Just Giving. Whilst returns are modest in 2024/25, we will continue to develop and build 'membership' of this scheme as it could represent a significant income. As the funds received from Give as You Live are effectively 'donated' by the companies linked with the scheme – they have been recorded as donations rather than fundraising.

Organisational Development

New roles created in 2023/24 were embedded into the organisational structure in 2024/25;

- Full time Bike Mechanic
- Part time Bike Mechanic Apprentice
- Part time Finance Officer.

New roles have been identified which would complement the current HDSF staffing structure, but with no additional new funding streams the Board have taken the decision not to appoint. All new appointments in 2023/24, except for the Finance Officer, were grant funded. Sourcing additional funding streams continues to be a significant priority to ensure the expansion of HDSF's capabilities, efficiency and long-term sustainability.

Training continues to be a priority as part of the ethos of HDSF – as noted above.

HDSF has continued to monitor the Sport England Tier 1 Code for Sports Governance as a benchmark for HDSF Governance. Whilst there is no 'test' of achievement, we have received very positive feedback on our activities and achievements from an external agent. We continue to monitor our performance against this standard biannually. In addition, the Trustees undertake an annual skills audit to ensure the Board have the skills and experience to support the organisational development of HDSF in the light of new priorities and external changes affecting Hertfordshire and charities nationally.

Funding from The National Lottery Community Fund has also supported HDSF to develop and improve skills in measuring impact by working with Triceratops Training to develop how we use data and language. The outcomes have been very positive and have included unexpected benefits in other functional areas, such as recruitment. It has also provided a base of knowledge which has supported our work in 24/25 with the Cranfield Trust (marketing) and a pro bono consultant providing advice on fundraising. The Board recognise that although The National Lottery grant funding will continue until August 2027, HDSF must have a strategy in place well in advance for which grant funded elements we wish to continue and if so, how they will be funded. The Strategic Plan for HDSF for 2025/26 will establish elements to be continued, cost of these elements including overheads and how this work will be funded. Alongside this strategy, work begun in 2024/25 on developing new funding streams, such as Corporate Teambuilding, continues to be a priority in 2025/26. The Senior Management Team, supported by the skills and experience of newly appointed Trustees, intend to launch this new initiative in 2025/26.

Financial Review

As stated in the Notes to the Accounts (2.a.), the Trustees took the decision in 2023/24 to change the financial year for HDSF to align with the academic year (1 September to 31 Aug), to be implemented in 2024/25. The Trustees considered that changing to the new financial year will not only improve clarity in the accounts but also greater transparency in reporting organisational performance against charitable and strategic objectives, as a number of HDSF projects and 40% of grant income (2024/25) are related to delivery in schools during the academic year. As a result, the annual report for 2024/25 has a financial period of 17 months in order to transition to the new financial year (beginning on 1 September 2025) compared to the 2023/24 report which covers a period of 12 months. For comparison purposes only, Note 11 to the accounts provides the figures for 2023/24 alongside the figures for the first 12 months of 2024/25 (1 April 24 to 31 March 25) and the last 12 months of 2024/25 (1 September 24 to 31 August 25) which will be of help in reviewing the 2025/26 figures.

The outcome for the financial period 1 April 24 to 31 August 2025 was a deficit of £70,530 (17 months) compared to a deficit of £28,008 in 2023/24. Significant challenges for HDSF in 2024/25 have been the reduction in grant funding (26% across the 17 month period) combined with increases in salary costs (due to increased staff numbers and cost of living increases forced by increases to the National Minimum Wage rates) and increased depreciation on fixed assets (mainly due to the purchase of a new van). Detailed analysis for the whole period of 2024/25 (17 months) and comparisons across 12 months are:

a. 2023/2024 (12 months) and 2024/25 (17 months).

Income from Donations & Legacies increased from £2,411 to £27,598 (a total of £13,598 excluding the donation of £14,000 for the purchase of the new van) which represents a significant increase across the period. In addition, several new unrestricted income generation programmes were developed in 2024/25; bike and wheelchair maintenance, supporting HCC departments through the supply of reconditioned bikes and accessories to their clients, central funding for support for children to learn to ride, corporate earned income and Gifts in Kind. At the time of writing, £43,000 has been secured through these income streams for 2025/26 with plans for further income generation in place. Grant funding reduced significantly in 2024/25, and the Board of Trustees understands the need to aggressively drive Grant funding to correct the current fall in this income line. Therefore, we have currently secured over £135,000 Grant funding for 2025/26 with further funding actively being pursued. This is the outcome of the strategic plan put in place to balance the finances of HDSF.

There is a relative increase in salary costs by 10% across the 17 month period (£173,002 in 2023/24, £269,731 in 2024/25). This is mainly due to full year costs of 2 new staff and a 3 month fixed term appointment (FTA).

b. Comparison of 1 April 2024 to 31 March 2025 (12 months) with 2023/24.

In line with the trends for the whole 17 month period, there was an increase in income from Donations and Legacies and a reduction in income from Grant funding in the first 12 months of 2024/25. Income from several new unrestricted income generation schemes continued to develop but combined with the reduction in grant funding, income in the first 12 months of 2024/25 was below 2023/24. The increase in salary costs due to the two new staff and 3 month FTA was offset against general support cost savings which reduced the increase in total expenditure in this period. The purchase of the new van in March 2025 (during the first 12 months of 2024/25) reduced

unrestricted funds by £14,000 (matched by grant funding of £14,000). The deficit in the first 12 months of 2024/25 was £50,337 compared to a deficit of £28,008 in 2023/24.

c. Comparison of 1 Sep 2024 to 31 Aug 2025 (12 months) with 2023/24.

Income from Donations and Legacies in the last 12 months of 2024/25 showed a significant increase on both 2023/24 and the first 12 months of 2024/25. Income from Grants remained broadly comparable to the first 12 months of the year and remained below the 2023/24 level. Income from several new unrestricted income generation schemes continued to develop and showed a modest increase on the first 12 months of 2024/25, contributing to total income of £237,916 in the last 12 months of 2024/25 – an increase of just over 1% on 2023/24. Despite the increase in salary costs (due to the two new staff and 3 month FTA) and increased depreciation due to the van purchase, total expenditure in the last 12 months of 2024/25 was just 2% more than 2023/24. The figures for 1 September 2024 to 31 August 2025 will support financial analysis for the Annual Report in 2025/26. The deficit in the last 12 months of 2024/25 was £30,390 compared to a deficit of £28,008 in 2023/24.

Overall, the Trustees recognise the changed landscape of grant funding (provided to meet delivery costs only and with fewer grant funders) and intend to bridge the gap through the new unrestricted income streams from bike and wheelchair maintenance, supporting HCC departments through the supply of reconditioned bikes and accessories to their clients, central funding for support for children to learn to ride, corporate earned income and Gifts in Kind. The level of income generated has increased over the 17 months of 2024/25, with a further £43,000 expected as a minimum in 2025/26.

The Trustees recognise that growing salary costs place a pressure on ensuring a balanced budget in 2025/26 and subsequent years (due to anticipated increases in the National Minimum Wage) and are focussed on the need to increase income streams to match this expenditure. However, they acknowledge that salary costs will continue to be an ongoing issue which could involve difficult decisions for the charity.

Reserves

The reserves level is monitored on a regular basis, (at least annually in accordance with the Financial Controls Policy), and is included in all financial forecasting. Trustees reviewed the Reserves policy in both April 2024 and March 2025 and confirmed a level of 4 months of normal operational costs plus projected potential redundancy costs. For 2024/25 the Reserves level was set at £85,000. General funds are £66,445 which is below this minimum reserve but, when taken with the Designated Fixed Assets Fund, totals £137,056. The Trustees are satisfied that the Reserves level should be met through a combination of General Reserves and the Designated Fixed Assets Fund. However, in future years the aim will be to increase the General Reserves to meet the Reserves level in full.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks. Risk Assessments for all venues and activities are in place and are regularly reviewed and updated – staff are regularly reminded of the contents and working practices are informed by their content. HDSF has policies for Safeguarding Adults at Risk and Child Protection which are based on

the Herts County Council model documents. Staff and volunteers (including Trustees) attend training on these policies at least annually and all staff and volunteers attend mandatory accredited safeguarding training on a regular basis. All staff and volunteer appointments are subject to a successful Enhanced DBS clearance – this was extended in 2023/24 to include Trustee appointments. Policies and procedures relating to risks from financial procedures, social media, conflicts of interest, data management (GDPR), staff recruitment and management and health & safety are in place and are reviewed on a regular timetabled basis.

Trustees additionally undertake a review of potential strategic and organisational risks at their annual Strategic meeting in May each year, based on plans for the years ahead, which are incorporated into the Risk Register and scheduled for discussion throughout the year.

Future Plans

In 2024/25 HDSF has focussed on impact measurement and evaluation, growing our social media presence and identifying the means of developing new income streams. Although unverifiable, we believe improvements to HDSF social media may have resulted in an increase in donations from local groups and private companies with staff charity committees. We will continue to raise our profile through practical steps such as HDSF signage on our two 'new to us' vans and have a strong focus on using the skills of our Trustees to develop the HDSF 'identity' across a number of mediums and audiences to increase our presence (and knowledge of what we can offer) to the Hertfordshire community. We are also delighted to announce that HDSF has been chosen as Charity of the Year by the Graham Rowlandson Foundation which will offer significant fundraising opportunities.

We will also use those skills to develop and deliver a successful Corporate Team Building package and potential Corporate Partnerships, as part of the strategic plan to develop funding streams to contribute to new projects and overheads. This exercise will be further supported by our membership of the Hertfordshire Chamber of Commerce (October 2025). In 2025/26 the Board will carry out a full review of all fundraising streams and use this data to create a long term Income Generation strategy, fit to continue and develop the work of HDSF over the coming years, with sufficient flexibility to adapt to changing circumstances.

In 2026, HDSF will be a major partner in the No Limits 2026 campaign - the Hertfordshire Year of Disability Sport & Physical Activity, working closely with Herts Sport & Physical Activity Partnership and the Activity Alliance. The year-long campaign aims to break down barriers and create lasting change in how disabled people access and experience sport and physical activity in Hertfordshire. The campaign is here to support and empower disabled people of all ages, backgrounds, and experiences to move more, and find new activities which suit them - making it easier to find, join, and enjoy sport and physical activity in Hertfordshire. Our involvement in this campaign will enable us to showcase HDSF activities and make the Hertfordshire disabled community more aware of what is available, especially through the ambassadors programme which already features one of our participant / volunteers.

Development of our activities at Stanborough will continue into 2025/26, expanding the variety of activities and sessions for individuals/families, in line with demand, to create a financially viable, diverse and original offer at Stanborough.

The National Lottery funded Bikes without Barriers project has moved into its third year and whilst funding will be in place until August 2027, the Board recognise the need to set plans in place well in advance for a project as large and successful as this has been. Alternative means of funding the project, along with

delivery priorities, are already under discussion at Board level with the intent to create a new business model for the programme priorities by mid 2026. This work will be supported by our recent successful grant application to the Garfield Weston Foundation for core funding of £30,000 per year across 2 years.

With the recruitment of 5 new Trustees in 2024/25, the Board have a wide range of skills and experience to support the development of HDSF in 2025/26 with continuity expected until at least 2028.

Structure, Governance and Management

HDSF is governed by a constitution, originally adopted 25th October 2013, under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3-year terms except the Chair and Treasurer, who may serve for 3 terms, although extensions may be approved in exceptional circumstances.

Of the 7 Trustees in office (at the time of writing the report), 6 are serving their first term of office and 1 is in their second term. HDSF ran 3 successful recruitment campaigns in 2024/25, based on Trustee skills audits, for 4 new Trustees (to replace those completing their terms in 2024/25) plus an additional Trustee to satisfy an identified skills gap - to ensure the effective performance of the Board. Following the loss of Alex Gournay from our Board (after the report period), the Trustees are reviewing the current composition of the Board and determining action needed.

As in 2023/24, HDSF continued to focus on Trustee training by successfully applying for and completing Herts Community Foundation's Better Boards training programme. In addition, HDSF runs internal training sessions on the work of HDSF – either a briefing on a specific aspect of our work or an external issue which impacts on our beneficiaries and/or our services. With the appointment of 5 new Trustees since December 2024, HDSF has also focussed on induction training relating to charity governance and familiarisation with HDSF programmes, services and beneficiaries.

Governance

Over the 17 months of this report, the Trustees carried out scheduled regular reviews of our standard policies for Risk, Redundancy, Financial Reserves, Trustee Expenses and Safeguarding.

The website for HDSF provides public access to all our key policies and the latest Annual Report.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face-to-face fundraising. No complaints regarding fundraising were received for the period of this report. The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the

Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently,
- Observe the principles in the Charities SORP 2019 (FRS102),
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administration 1 April 2024 to 31 August 2025

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair - Patrick McGeough (appointed 18 Nov 2022, second term commenced Nov 25)

Trustees;

Tom Horey (appointed 14 Mar 2023)

Sherif Ibrahim (appointed 11 Dec 2024)

Simon Baker (appointed 11 Dec 2024)

Luke Randall (appointed 22 Jan 2025)

Maria Verdeille (appointed 22 Jan 2025)

Sarah Gibbs (appointed 4 June 2025)

Andrew Huggins (appointed 19 Sep 2023, resigned 10 May 24)

Niranjan Mendonca (appointed 18 Oct 2023, resigned 18 Sep 24)

Aihab Al Khoubaishi (appointed 14 Mar 2023, resigned 17 Dec 24)

Nicky Turnbull (appointed 21 Mar 2019, completed second term on 20 Mar 2025)

Maria Anastase (appointed 18 Oct 2017, completed third term on 18 October 2025)

Sarah Baldwin (appointed 18 Oct 2017, completed third term on 18 October 2025)

Alex Gournay (appointed 14 Mar 2023, decd.)

Charity Bank Accounts - Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6W
- The Charity Bank Ltd, Fosse House, 182 High Street, Tonbridge, Kent, TN9 1BE

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB
(Appointed 7th November 2019)

Charity Registered Address - Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 542498

Website – <https://hdsf.co.uk/>

The Trustees declare that they have approved the trustees' report on pages 3 to 25.

Signed on behalf of the charity's trustees.



Patrick McGeough

Date: 2nd March 2026

Chair of Trustee Board

HDSF Trustees would like to thank the HDSF staff and all of the following for their support over the last year:

AGM Auto Solutions
British Cycling
British Paddle UK
Cranfield Trust
Dacorum Borough Council
Graham Rowlandson Foundation
Hertfordshire Community Foundation
Hertfordshire County Council
Hertfordshire Cycle Training Team
Hertfordshire High Sheriff
Hertfordshire Reuse Centres
Herts Sport & Physical Activity Partnership
Hitchin District Scouts Afloat Team
Hitchin Inner Wheel group
Knights Templar School
Letchworth Garden City Heritage Foundation
New England Biolabs
Overbury plc
Paul's Bikes
Quercus
St Albans District Council
St Joseph's in the Park Parent Fellowship
British Cycling
Stanborough Park, GLL
The Barratt Foundation
The Clothworkers Foundation
The National Lottery Community Fund
Triceratops
University of Hertfordshire
Welwyn Hatfield Borough Council

And of course, all our volunteers and supporters!

Independent Examiner's Report to the Trustees of Herts Disability Sports Foundation Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the 17 month period ending 31st August 2025.

Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

Independent Examiner's Statement

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a Fellow of the Association of Independent Charity Examiners.

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements confirming the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give 'a true and fair' view which is not a matter considered as part of an independent examination.

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



Signed:

Date: 3rd March 2026

John Robert Eke
Fellow of the Association of Charity Independent Examiners
Soarview,
4 Stable Court,
Malborough,
Devon
Q7 3FB

Herts Disability Sports Foundation

Statement of Financial Activities and income and expenditure account

1 April 2024 to 31 August 2025

	1/4/24 to 31/8/25 (17 months)			2023/24 (12 months)			Notes
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	2a
	£	£	£	£	£	£	
Income and endowments from:							
Donations & Legacies	13,598	14,000	27,598	2,411	0	2,411	3a
Charitable Activities	136,873	138,934	275,807	85,535	133,679	219,214	3b
Other trading activities	9	0	9	0	0	0	3c
Investments	0	0	0	0	0	0	3d
Other	2,827	2,130	4,957	13,107	0	13,107	3e
Total	153,307	155,064	308,371	101,054	133,679	234,733	
Expenditure on:							
Raising Funds	407	0	407	0	0	0	4a
Charitable Activities	210,246	168,248	378,494	131,123	131,617	262,741	4b
Other	0	0	0	0	0	0	
Total	210,653	168,248	378,901	131,123	131,617	262,741	
Net gains/(losses) on investments	0	0	0	0	0	0	
Net income/(expenditure)	(57,346)	(13,184)	(70,530)	(30,070)	2,062	(28,008)	
Transfers between funds	14,000	(14,000)	0	12,900	(12,900)	0	9
Other recognised gains/(losses):	0	0	0	0	0	0	
Net movement in funds	(43,346)	(27,184)	(70,530)	(17,170)	(10,838)	(28,008)	
Reconciliation of Funds							
Total funds brought forward	180,854	45,001	225,855	198,023	55,839	253,863	
Total funds carried forward	£137,508	£17,817	£155,325	£180,854	£45,001	£225,855	



Herts Disability
Sports Foundation
Charity Number 1156034

Herts Disability Sports Foundation

Balance Sheet as at 31 August 2025

	Total Funds 24/25 £	Total Funds 23/24 £	Notes
Fixed assets:			
Intangible Assets	0	0	
Tangible Assets	70,610	72,146	5
Heritage Assets	0	0	
Investments	0	0	
Total fixed assets	70,610	72,146	
Current assets:			
Stocks	0	0	
Debtors	19,049	20,122	6
Investments	0	0	
Cash at Bank and in hand	98,303	164,150	
Total current assets	117,352	184,272	
Liabilities:			
Creditors: Amounts falling due within one year	32,637	30,563	7
Net current assets or liability	84,715	153,710	
Total assets less current liabilities	155,325	225,855	
Creditors: Amounts falling due after more than one year	0	0	
Provision for liabilities	0	0	
Total net assets or liabilities	155,325	225,855	
The funds of the charity:			
Restricted Funds	17,817	45,001	8
General Funds	66,897	108,707	9
Designated Fixed Assets Fund	70,611	72,147	9
Total unrestricted funds	137,508	180,854	
Total charity funds	£155,325	£225,855	

These financial statements were approved by the Trustees on 2nd March 2026 and signed on its behalf by:

Patrick McGeough

(Chair)

HDSF Notes to Accounts – 1 April 2024 to 31 August 2025

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

1. Basis of Accounting

These accounts have been compiled as accruals accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The Trustees consider that there are no material uncertainties about HDSF's ability to continue as a going concern. The presentation and format comply with Charity Commission recommended practice.

2. Accounting Policies

a. Length of the 2024/25 Reporting Period

In 2023/24 the Trustees took the decision to change the financial year for HDSF to align with the academic year (1 September to 31 Aug), to be implemented in 2024/25, and this change was reported to the Charity Commission in January 2024 immediately after the 2023/24 Annual Report had been submitted.

A key part of HDSF's mission is to work with schools across Hertfordshire on a number of projects, many of which are grant funded, for the academic year. In 2023/24, 20% of total income and 33% of performance related grants and contracts income funded activities required to take place during the academic year, for 2024/25 18% and 40% respectively. The Trustees considered that changing to the new financial year will not only improve clarity in the accounts but also greater transparency in reporting organisational performance against charitable and strategic objectives.

The Trustees recognised that changing the accounting period would result in an Annual Report where figures for the current year (2024/25) are not directly comparable to previous years - as the accounting period is 17 months long, rather than the standard 12 months. For comparison purposes only, Note 11 to the accounts provides the SoFA figures for 2023/24 alongside the figures for the first 12 months of 2024/25 (1 April 24 to 31 March 25) and the last 12 months of 2024/25 (1 September 24 to 31 August 25).

In the detailed analysis of income and expenditure in paragraphs 3 and 4 of the Notes to Accounts, the figures for 2023/24 are for the 12 month period reported in the 2023 Annual Report and are therefore not directly comparable.

b. Grant Making Activities

In September 2024, HDSF entered into an agreement with Herts Sports & Physical Activity Partnership to manage and distribute grant funding of a total of £10,000 for Community Fund grants. By assuming this responsibility, HDSF was able to further its charitable objective to "to develop activities across the county offering local provision in sport and physical activity". The purpose of the grants is to fund improvements, such as equipment or training (up to £500 per grant), to expand accessible provision by local groups and clubs in Hertfordshire who provide physical and sporting activities. The award also includes advice and support from the HDSF Charity Director, on both the project and any other opportunities to improve accessibility within the club/organisation.

The Trustees consider that improving grass roots accessible club and group provision is an opportunity directly in line with HDSF charitable objectives; not only raising the standards of local provision but also raising the expectations of service users, club members and the community at large.

HDSF Trustees approved a Grant Awarding Policy to;

- appoint the Awards Panel
- set the award criteria (including exclusions)
- set financial controls and monitoring processes
- identify the risks relating to the grant awards and mitigating actions

Grants awarded in the reporting period have been designated as 'expenditure on charitable activities' in the SoFA and details of grants awarded in the financial period are at paragraph 4.b.i.

HDSF has not previously provided grants as part of its charitable activities and the Trustees do not intend to award grants from HDSF unrestricted funds now, or at any time in the future. However, if the opportunity to award grants funded by external sources arises, on the condition they will contribute to the achievement of HDSF's charitable objectives, the Board of Trustees will consider whether they will administer and manage the award of grants.

c. Income

Income from charitable trusts, grants and donations are recognised when there is evidence of entitlement, receipt is probable, and its amount can be measured reliably. Evidence of entitlement to grants is when a formal offer of funding is communicated in writing and when any terms and conditions are communicated in writing and can be met. If there is uncertainty in this respect, the income is not recognised and is treated as a deferred liability. Performance related grant income or contractual income which have conditions that specify the provision of particular goods or services to be provided by the charity, is treated as earned income from Charitable Activities.

Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent and it is not spent in the year of receipt, the cash reserves at the end of the year include that restricted sum, to be spent in the following financial year.

HDSF has not received any income from Legacies, or Endowments. HDSF holds an interest earning bank account – the interest is recognised as income from investments. HDSF does not have any other forms of investment.

d. Expenditure

All expenditure is accounted for when a legal obligation for a specific item arises. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure where charged.

e. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes. Most income is either exempt, zero rated, or outside the scope with regard to VAT and any other income falls below the statutory threshold and therefore the organisation is not registered for VAT and no VAT is levied.

3. Income

a. Donations & Legacies

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Grants	0	14,000	14,000	0	0	0
Donations	13,598	0	13,598	2,411	0	2,411
TOTAL Donations & Legacies	£13,598	£14,000	£27,598	£2,411	£0	£2,411

Donations in 2024/25 (£13,598 including Gift Aid) included £2,000 from the Staff Charity Committee at New England Biolabs, £1,500 from the North Thames Division of the Barratt Foundation and £300 from the Hitchin Inner Wheel Group. Fundraising was carried out on our behalf by Abbie Baldwin, (£850), St Joseph's in the Park Parent Fellowship (£460) and a bake sale at WSP (£217). HDSF directly raised funds via a raffle and ticket sales at the North Herts School Sports Partnership Dance event (£740) and our Wheelathon event in Aug 25 at Ridlins Running Track (£2,758) – both events are planned for 2026.

Online donations are received via JustGiving and other donations are received from East Herts Lottery and Charities Aid Foundation. Income from Give as you Live has been included as donations as they are effectively 'donated' by the companies linked with the scheme.

In 2025 we received a donation of 6 specialist cycle helmets from Overbury plc – suitable for schoolchildren with Sikh topknots to use during our school learn to ride sessions. The value of the helmets (£360) has been recognised as a gift in kind and included in donations.

A grant of £14,000 was received from the Clothworkers Foundation to support the purchase of a much needed new van for HDSF, the remaining £14,000 balance provided from HDSF unrestricted reserves. As this was not a performance related grant but was conditional on the purchase of a van, the income has been recognised as a restricted donation and is not included in performance related grants at paragraph 3b.

b. Charitable Activities

Income from charitable activities arises from the main activities undertaken by HDSF to meet our charitable objects.

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Community, special schools, family groups, etc.	111,398	6,420.00	117,818	69,035	0	69,035
Policy development, partnerships, support for grant applications, etc.	23,375	0	23,375	16,500	5,000	21,500
Grants	2,100.00	132,514	134,614	0	128,679	128,679
Total	£136,873	£138,934	£275,807	£85,535	£133,679	£219,214

Grants (performance related);

	2024/25 Unrestricted	2024/25 Restricted	2024/25 Total	2023/24 Total
Charity/Foundation;	£	£	£	£
Learn to Ride project				
Hertfordshire Community Foundation	0	27,000	27,000	28,700
Hertfordshire Community Foundation	0	5,000	5,000	0
St Albans DC	0	5,000	5,000	4,280
Letchworth GC Heritage Foundation	0	8,000	8,000	2,118
British Cycling (Limitless Focus)	0	2,100	2,100	0
Welwyn Hatfield Borough Council	0	0	0	6,394
Dacorum Borough Council	0	0	0	5,000
			47,100	46,492
Inclusive Paddleboarding				
British Paddle UK Funding (Paddles Up)	0	2,475	2,475	0
Hertfordshire High Sheriff Award	2,100	0	2,100	0
Herts Sport & Physical Activity Partnership	0	1,000	1,000	0
			5,575	0
Bikes without Barriers project				
The National Lottery	0	64,055	64,055	69,687
Community Projects				
Herts Sport & Physical Activity Partnership	0	6,884	6,884	0
Herts Sport & Physical Activity Partnership	0	10,000	10,000	0
Bike Mechanic Apprenticeship				
Department for Education	0	1,000	1,000	0
Bell Boats project				
Welwyn Hatfield Borough Council	0	0	0	17,500
Total Grants	£2,100	£132,514	£134,614	£133,679

Two of the grants are deferred income from 2023/24; Hertfordshire Community Foundation (£5,000) and Letchworth Garden City Heritage Foundation (£8,000) – both performance related grants for delivery in the academic year 2024/25.

A performance related agreement with Welwyn Hatfield Borough Council for delivery of Learn to Ride 2024/25 (£6,420), deferred from 2023/24, has been recognised as restricted funding in Charitable Activities.

Three further grants for Learn to Ride received in 2024/25 (£8,000 from Letchworth Garden City Heritage Foundation, £5,000 from the Hertfordshire Community Foundation Quercus grant programme and a further £13,500 from Hertfordshire Community Foundation) have been treated as deferred income as these relate to the 2025/26 programme of delivery.

Income for policy development relates to a service level agreement contracting HDSF to Project Manage reviewing and recommending changes to accessible physical activity and sport provision in Hertfordshire. The sum of £23,375 relates to income for 2024/25 (£16,500) and accrued income of £6,875 for 1 April 2025 to 31 August 2025.

c. Other Trading Activities

	2024/25 Unrestricted	2024/25 Restricted	2024/25 Total	2023/24 Total
	£	£	£	£
Other Trading Activities	9	0	9	0

During 2024/25 a total of £9 was received for the sale of 2 bags with the HDSF logo, at the request of a participant.

d. Investments

HDSF does not hold any investments.

e. Other

	2024/25 Unrestricted	2024/25 Restricted	2024/25 Total	2023/24 Total
	£	£	£	£
Other Income	2,827	2,130	4,957	13,107

Unrestricted income was received in recognition of support for community events the Learn to Ride in Schools programme. Restricted income was received to purchase equipment for a community bowling club. Interest of £33 from the HDSF interest earning account has been included as unrestricted Other income.

4. Expenditure

a. Raising Funds

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Fundraising expenses	407	0	407	0	0	0

All expenses relate to the Wheelathon event in August 2025; venue hire and refreshments for sale.

b. Charitable Activities

Summary

Totals	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Grants awarded	0.00	3,450	3,450	0	0	0
Staff costs and pension	136,899	132,832	269,731	58,181	114,821	173,002
General support costs	29,622	7,234	36,856	40,346	5,879	46,224
Other	43,725	24,732	68,457	32,596	10,918	43,514
Charitable Activities	£210,246	£168,248	£378,494	£131,123	£131,617	£262,741

i. Grants awarded by HDSF

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Grants awarded by HDSF	0	3,450	3,450	0	0	0

Grants of up to £500 were awarded to; Zenith Trampoline Club, Hemel Hempstead Bowls Club, Herts Vision Loss, Headway Hertfordshire, Inclusive United, Watford & District Bowls Association and Borehamwood Day Services. Projects included sport specific equipment to improve accessibility and increase opportunities for participation, targeted sports taster sessions and increasing capacity for accessible clubs. No institution received more than one grant from the fund.

ii. Staff costs and pension

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Total Gross Salary Payments	126,711	127,646	254,357	50,983	108,761	159,744
Employer's NI Contributions	4,856	4,123	8,979	5,178	3,863	9,042
Employer's Pension Contributions	5,332	1,064	6,396	2,020	2,197	4,217
TOTAL	£136,899	£132,832	£269,731	£58,181	£114,821	£173,002

In 2024/25 HDSF employed five full time members of staff for the whole period (compared to four in 2023/24); the Charity Operations Manager, Chief Operating Officer, Senior Instructor, Lead Instructor/Mechanic and Bike Mechanic/Instructor. An additional full time member of staff was employed on a fixed term appointment from September to November 2024.

Part time staff for the whole period were the Finance Officer, Bike Mechanic Apprentice, 5 Lead Instructors and 3 Assistant Instructors. In addition, the part time Bike Mechanic was employed from November 2023 to June 2024.

The Bike Mechanic/Instructor and Finance officer were appointed in January 24 and February 24 respectively and thus, full costs for their permanent employment were incurred in 2024/25 for the first time.

Restricted grants contributed to the salary costs (in part) of all staff except the Chief Operating Officer, Finance Officer and Assistant Instructors. No single employee received benefits of more than £60,000 during the period.

	2024/25		2023/24	
	No.	FTE	No.	FTE
Full Time	6	5.18	6	4.96
Part Time	11	1.70	8	1.16
Total	17	6.88	14	6.13

At the end of 2024/25 HDSF employs 5 full time staff and 8 part time staff, of whom 2 part time staff are employed on a seasonal basis.

The HDSF pension provider is NEST. Pension costs were as follows;

	2024/25	2023/24
	Total	Total
	£	£
Employee Pension Contributions	8,482	5,623
Employer Pension Contributions	6,361	4,217
Payments made	£14,843	£9,839

Pension costs in 2024/25 rose due to additional staff.

iii. General support Costs

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Storage Costs	0	0	0	261	0	261
Direct cost of sales	7,902	732	8,634	5,649	2,919	8,568
General support costs	21,720	6,502	28,222	34,436	2,960	37,395
Total Support costs	£29,622	£7,234	£36,856	£40,346	£5,879	£46,224

Support costs were lower in 2024/25 than in previous years; in 2023/24 funds were used to complete groundworks for additional shipping containers as well as expenditure to support one employee through the Access to Work Scheme. The refund of Access to Work expenditure was not declared in the 2023/24 accounts as there was significant reasons to believe that the refund would not be realised. The full refund of £5,729 was received in 2024/25 and credited to general support costs.

Governance costs are included in support costs and relate to compliance with statutory requirements. Costs included meeting expenses (£337) and travel expenses (£1,055) in order to fulfil their Trustee duties, with travel expenses including the costs of an electric wheelchair accessible taxi for attendance at Trustee meetings and training. No Trustee received a payment or any other form of remuneration from HDSF.

iv. Other expenditure on charitable activities;

	2024/25			2023/24		
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Insurance	7,035	0	7,035	4,044	0	4,044
Training & Equipment	7,155	24,732	31,887	12,859	10,918	23,777
Depreciation - see note 5a	29,535	0	29,535	15,693	0	15,693
Total Other costs	£43,725	£24,732	£68,457	£32,596	£10,918	£43,514

In 2024/25 HDSF invested in Cytech Level 3 Bike Mechanic Training for 2 members of staff (£2,500) as well as ongoing safeguarding, first aid and functional training for current and new staff and volunteers.

The purchase of a second shipping container in 2023/24 to function as bike workshops necessitated an investment in specialist equipment in 2024/25 to make the workshop functional (£1,348). Bike recycling for schools and other community groups involves a significant investment in bike replacement parts (£7,501) and where specified in grant funding agreements, purchase of cycle helmets to be 'given' to school children (£3,773).

Cycle helmets (£3,000) were purchased in 2024/25 for the 25/26 Learn 2 Ride project, to avoid a significant price increase in August 2025. This expenditure is not included in the 24/25 accounts but has been designated as payments for the next financial year and included as assets on the Balance sheet.

Depreciation increased significantly as a result of the purchase of a new van in 2025, and 1 shipping container and 2 bell boats purchased in 2023/24 (depreciation beginning in 2024/25). Insurance costs increased due to the new policy for 2 bell boats purchased in January 2024, cost of living increases and higher insurance rates for the new (to us) vans purchased in 2023/24 and 2024/25.

There have been no related party transactions in the reporting period that require disclosure.

5. Fixed Assets

a. Tangible Assets

	2024/25 (17 months)					2023/2024 (12 months)	
	Bikes	Other equipment	Plant & machinery	Motor vehicles	Total		Total
Cost	£	£	£	£	£	Cost	£
Opening Balance 1 April 24	5,900	15,914	41,337	8,995	72,146	Opening Balance 1 April 23	65,292
Additions	0	0	0	28,000	28,000	Additions	22,547
Closing Balance 31 August 25	5,900	15,914	41,337	36,995	100,146	Closing Balance 31 March 2024	87,839
Depreciation						Depreciation	
Opening Balance 1 April 24	0	0	0	0	0	Opening Balance 1 April 23	0
Charge for year	3,999	5,457	14,348	5,732	29,535	Charge for year	15,693
Closing Balance 31 August 25	3,999	5,457	14,348	5,732	29,535	Closing Balance 31 March 2024	15,693
Net book value						Net book value	
Opening Balance 1 April 24	5,900	15,914	41,337	8,995	72,146	Opening Balance 1 April 23	65,292
Closing Balance 31 August 25	£1,901	£10,457	£26,989	£31,264	£70,610	Closing Balance 31 March 2024	£72,146
Net book value						Net book value	
Opening Balance 1 April 24	5,900	15,914	41,337	8,995	72,146	Opening Balance 1 April 23	65,292
Closing Balance 31 August 25	£1,901	£10,457	£26,989	£31,264	£70,610	Closing Balance 31 March 2024	£72,146

Significant additions to assets include the purchase of a second hand van (£28,000) which was funded from a grant from The Clothworkers Foundation (£14,000) and general reserves (£14,000).

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand, or donated to HDSF. No value is placed on these donations in the accounts. Purchases of items over £1,000 are treated as fixed assets in the year they are paid for and are depreciated. HDSF does not own or rent any land or buildings.

b. Depreciation

Type of fixed asset	Anticipated useful life	% Rate
Computer and other electrical equipment	3 years	33%
Sports and disability equipment	3 years	33%
Other Equipment	5 years	20%
New bikes (over £5,000)	5 years	20%
Plant & Machinery	5 years	20%
Motor vehicles purchased 2nd hand	5 years	20%

Items that cost more than £1,000 for a single item are treated as fixed assets. Equipment purchased new or second hand are depreciated over the remaining useful life in accordance with the above.

6. Current assets

Debtors	2024/25	2023/24
	£	£
Trade Debtors	2,316	18,677
Other Debtors	802	360
Prepayments	9,057	1,085
Accrued Income	6,875	0
Total	£19,049	£20,122

Trade Debtors relates to HDSF invoices issued (£2,316), all funds received by the end of September 2025. Other debtors are deposits held on contracts for storage containers with monthly rental fee and Gift Aid due (£442) for donations in 2024/25. Payments for Business and Vehicle insurance, computer software and road tax are recognised as prepayments, as well as the purchase of cycle helmets for 2025/26 (see para 4.b.v). Accrued income relates to income due for the period 1 April 25 to 31 August 25 for Project Management Services relating to a service level agreement (see para 3.b.)

7. Liabilities

a. Current Liabilities (amounts falling due within 1 year)

	2024/25	2023/24
	£	£
Trade creditors	2,901	6,409
Accruals	0	0
Taxation	2,345	3,450
Pension	900	843
Net wages	(9)	0
Deferred Income	26,500	19,420
Square Cash Clearing	0	441
Total	£32,637	£30,563

i. Trade Creditors	2024/25 Total	2023/24 Total
Trade Creditors	£2,901	£6,409

In 2024/25, £715 relates to an invoice not received by HDSF but paid once requested copy was received. All other trade creditor balances were received in August 2025 and cleared in September 2025.

ii. Accruals for taxation

August 25 taxation and National Insurance payments are accrued as they are not due to HMRC until September, following the year end.

	2024/25 Total	2023/24 Total
August 25 HMRC payment due September	£2,345	£3,450

b. Deferred income

As previously stated, three grants for Learn to Ride received in 2024/25 (£8,000 from Letchworth Garden City Heritage Foundation, £5,000 from the Hertfordshire Community Foundation Quercus grant programme and a further £13,500 from Hertfordshire Community Foundation) totalling £26,500 have been treated as deferred income as these relate to the 2025/26 programme of delivery.

8. Restricted Funds

	b/f 1 April 24	Income	Expenditure	Transfers	c/f 31 August 25
	£	£	£	£	£
Learn to Ride	5,000	53,520	58,520	0	0
Inclusive Paddleboarding	0	3,475	2,108	0	1,367
Bikes without Barriers	35,581	64,055	92,249	0	7,388
Community Projects	0	16,884	10,334	0	6,551
Bell Boats	4,420	0	1,908	0	2,512
Bike Mechanic	0	1,000	1,000	0	0
Apprenticeship	0	2,130	2,130	0	0
Equipment	0	14,000	14,000	0	0
Purchase of HDSF Van	0			0	0
	£45,001	£155,064	£182,248	£0	£17,817

Grant funding for the Learn to Ride project is based on delivery through the year (grant funding September to July). Funding for the Bell Boats was used to purchase 2 boats in 2023/24 and the remainder is being used in 2024/25 and 2025/26 to work with suppliers to develop and purchase adapted equipment, much of which is new to the market. Bikes without Barriers funding from The National Lottery Community Fund is provided on an annual basis from 1 September to 31 August. The carry forward for the Community Project (£6,551) will be awarded to grant recipients in 2025/26.

9. Total funds

2024/25

	B/f 1 April 2024	Surplus in Year	Transfer Restricted Funds	Transfer Unrestricted Funds	C/f 31 August 2025
	£	£	£	£	£
General Funds	108,707	(57,346)	0	15,535	66,897
Designated Fixed Assets Fund	72,147	0	14,000	(15,535)	70,611
Total Unrestricted Funds	180,854	(57,346)	14,000	0	137,508
Restricted Funds	45,001	(13,184)	(14,000)	0	17,817
Total Funds	£225,855	£(70,530)	£0	£0	155,325

Analysis of Total Funds

	Fixed Assets	Cash and bank	Debtors	Creditors	Total
	£	£	£	£	£
General funds	0	80,486	19,049	(32,637)	66,897
Designated Fixed Assets Fund	70,611	0	0	0	70,611
Total Unrestricted Funds	70,611	80,486	19,049	(32,637)	137,508
Restricted Funds	0	17,817	0	0	17,817
Total	£70,611	£98,303	£19,049	£(32,637)	£155,325

Transfers were made in 2024/25 in respect of fixed assets purchased with restricted funds of £14,000 and unrestricted funds of £14,000.

10. Independent Examination of Accounts

The 2024/25 accounts have been independently examined by John Eke, FCIE. He received a fee in this respect of £400.

11. SoFA – comparison of 2023/24 accounts with different 12 month periods in 2024/25

Herts Disability Sports Foundation									
Statement of Financial Activities for Comparative Purposes only									
	1/4/24 to 31/3/25 (12 months)			1/9/24 to 31/8/25 (12 months)			2023/24 (12 months)		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£	£	£	£	£	£	£
Income and endowments from:									
Donations & Legacies	8,678	14,000	22,678	12,316	14,000	26,316	2,411	0	2,411
Charitable Activities	89,652	109,644	199,297	105,160	102,976	208,136	85,535	133,679	219,214
Other trading activities	0	0	0	9	0	9	0	0	0
Investments	0	0	0	0	0	0	0	0	0
Other	1,639	2,130	3,769	1,325	2,130	3,455	13,107	0	13,107
Total	99,969	125,774	225,744	118,810	119,106	237,916	101,054	133,679	234,733
Expenditure on:									
Raising Funds	0	0	0	407	0	407	0	0	0
Charitable Activities	152,403	123,678	276,081	145,866	122,033	267,899	131,123	131,617	262,741
Other	0	0	0	0	0	0	0	0	0
Total	152,403	123,678	276,081	146,273	122,033	268,306	131,123	131,617	262,741
Net gains/(losses) on investments							0	0	0
Net income/(expenditure)	-52,433	2,096	-50,337	-27,464	-2,927	-30,390	-30,070	2,062	-28,008
Transfers between funds	14,000	-14,000	0	14,000	-14,000	0	12,900	-12,900	0
Other recognised gains/(losses):	0	0	0	0	0	0	0	0	0
Net movement in funds	-38,433	-11,904	-50,337	-13,464	-16,927	-30,390	-17,170	-10,838	-28,008
Reconciliation of Funds									
Total funds brought forward	180,854	45,001	225,855	150,972	34,744	185,715	198,023	55,839	253,863
Total funds carried forward	£142,421	£33,097	£175,518	£137,508	£17,817	£155,325	£180,854	£45,001	£225,855

Herts Disability Sports Foundation

Charity Number 1156034



Knights Templar School, Park Street, Baldock, Herts, SG7 6DZ



01462 542498



www.hdsf.co.uk



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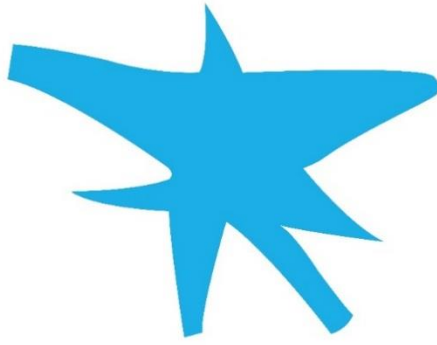


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HERTS DISABILITY SPORTS FOUNDATION

England & Wales - Charity number 1156034

Accounts



Herts Disability
Sports Foundation
Charity Number 1156034

Herts Disability Sports Foundation Trustees' Annual Report 2023/24



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Chair's Report – 2023/24



I am always delighted to read about our charity's impact across Hertfordshire. It especially means more as we are in such challenging times with the rising cost of living and the effect this has on our communities and disabled people's lives in Hertfordshire. I am incredibly proud of our staff & volunteer team, and of our trustees' determination and passion to work towards our vision and achieve our goals. The highlights for me this year include the amazing launch of our two new Bell Boats, giving numerous Hertfordshire individuals the opportunity to access water activities they may never have had the chance to try.

I became chair in 2022 when HDSF was redefining itself, and within those two years, we undoubtedly faced tests in many ways, quite notably the aftermath of a global pandemic. Yet, we cannot forget the many opportunities and positive moments I have heard about from the many Hertfordshire residents who have donated bikes to change and inspire children to have the opportunity to own and ride a bicycle. To work with a range of organisations in running sports and challenge days, or just supporting events such as the Herts Sport and Physical Activity Partnership Live Longer Better in Hertfordshire, to show how sport and activity can be open to all.

When reading some of the letters and messages we receive from schools such as Lonsdale (who we work with to give their students the opportunity to have a sports week and try multiple sports on water as well as land) and see how fun and open it can be for all, to simple solutions enabling one of our community to hold a 14th Birthday celebration on one of our Bell Boats. I am always extremely proud of the innovation and determination Ros and the Team have in saying to any of our community 'yes, you can', and as you read this document, you will see many more examples of the impact HDSF has on the lives of our Hertfordshire community.

We are creating change; improving people's lives through sports and physical activity, and allowing people to get active. However, many people still do not have access to meaningful opportunities. We must change that.

As we launch our new strategy at the end of 2024, we will build on our impact in the last 10 years. Working alongside others, I am confident we will create a better future for all.

A handwritten signature in black ink, appearing to read 'Patrick McGeough'.

Patrick McGeough, Chair of Trustees

Highlights of the Year 2023/24



One of our participants sharing their experience of our 1 to 1 cycling lessons on Three Counties Radio



We developed cycling skills of 1634 children. 472 needed learn to ride support, 352 of these could pedal independantly within 2 sessions



Another successful year for bike donation events - 633 bikes were repaired and given to young people and adults in need



The launch of our community project - delivering sessions in new locations to expand our reach across the county.



Our first bike maintenance course for the community, funded by The National Lottery Community Fund



Grant award from Welwyn Hatfield Borough Council allowing us to purchase 2 new adapted Bell Boats

Trustees' Annual Report

The Trustees have pleasure in presenting their report and financial statements for the year ended 31st March 2024. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6th March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objectives), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

Why do we exist?

The Activity Alliance's Annual Disability and Activity Survey report (2023/24) states "that in a year where focus will be on the nation's top Paralympians' incredible achievements, the reality is that disabled people still face significant barriers when trying to be active in their communities". (1)

A key finding of the report is that only 43% of disabled people feel they have the chance to be as active as they desire, compared to 69% of non-disabled people, and this is even more marked for disabled women - just 39%.

Guidelines issued by the UK Chief Medical Officer state the benefits of physical activity for disabled children and young people in terms of mental and physical health, social and self-confidence. For good health benefits, 20 minutes of physical activity a day is recommended (3). The recommended level of physical activity for all children is 60 minutes per day (4). The most recent inclusion initiative from Youth Sport Trust has identified that 'Only a quarter of disabled children say they take part in sport and activity all of the time at school, compared to 41% of non-disabled children', and outside of school only 17.2% of SEND children feel they have the opportunity to be active compared to 39.2% of their non disabled peers (5).

The British Heart Foundation Physical Inactivity Report (6) identified that;

- doing regular physical activity can reduce the risk of coronary heart disease and stroke by as much as 35%,

- keeping physically active can also reduce the risk of early death by as much as 30%, and
- physical inactivity has a significant financial burden on the UK healthcare service, with the direct financial cost estimated to be as high as £1.2billion each year.

Undoubtedly, there are many reasons why children, young adults and adults may be less active and feel they are unable to access regular physical activity. Whilst HDSF has a focus on physical and learning disabilities, we aim to have a more holistic view on why people either cannot, or feel they cannot, access physical activity. Our remit is to improve access, whatever the barriers, in a supportive way with the individual leading our strategies.

But we do recognise that, particularly in certain sports, Hertfordshire is well served by many sports governing bodies who provide accessible opportunities which serve our community well. Our role is to fill gaps in current provision; identify the need and develop a strategy where we, or other providers, can better meet that need.

Notes:

- (1) [Annual Disability and Activity Survey 2023-24 | Research | Activity Alliance](#)
- (2) [SEND Inclusion - Youth Sport Trust](#)
- (3) [UK Chief Medical Officers' physical activity guidelines for disabled children and disabled young people: infographic \(publishing.service.gov.uk\)](#)
- (4) [UK Chief Medical Officers' Physical Activity Guidelines \(publishing.service.gov.uk\)](#)
- (5) [SEND Inclusion - Youth Sport Trust](#)
- (6) [BHF Physical Inactivity Report 2017](#)

HDSF in Summary

Providing sport and physical activity opportunities for all

Our Vision

Our vision is a world where everyone is valued equally, listened to and included. That quality of life can be improved through the involvement in sport and physical activity opportunities.

Our Mission

Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.

Our Values

We will always provide equal opportunities
We will always provide high quality and excellence in everything we do
We will always operate in an ethical way; being honest, reliable and trustworthy
We will always treat each person as an individual
We will never presume to judge others' behaviour or needs

HDSF Strategic Priorities (2023 – 2028)

Delivering Innovative, impactful programmes

- Commitment to local activities developed with the community, in targeted communities in Hertfordshire
- Build and sustain Stanborough development and delivery
- Expand and sustain the Bikes without Barriers programme

Facilitating Connections and Networks

- Developing and supporting networks between other service providers and the community
- Sharing our learning and expertise with others in Hertfordshire

Strengthening our Foundations

- Continuing our work to build a sustainable and resilient organisation with the people, resources and systems to fulfil our ambitions and future growth

Achievements and Performance

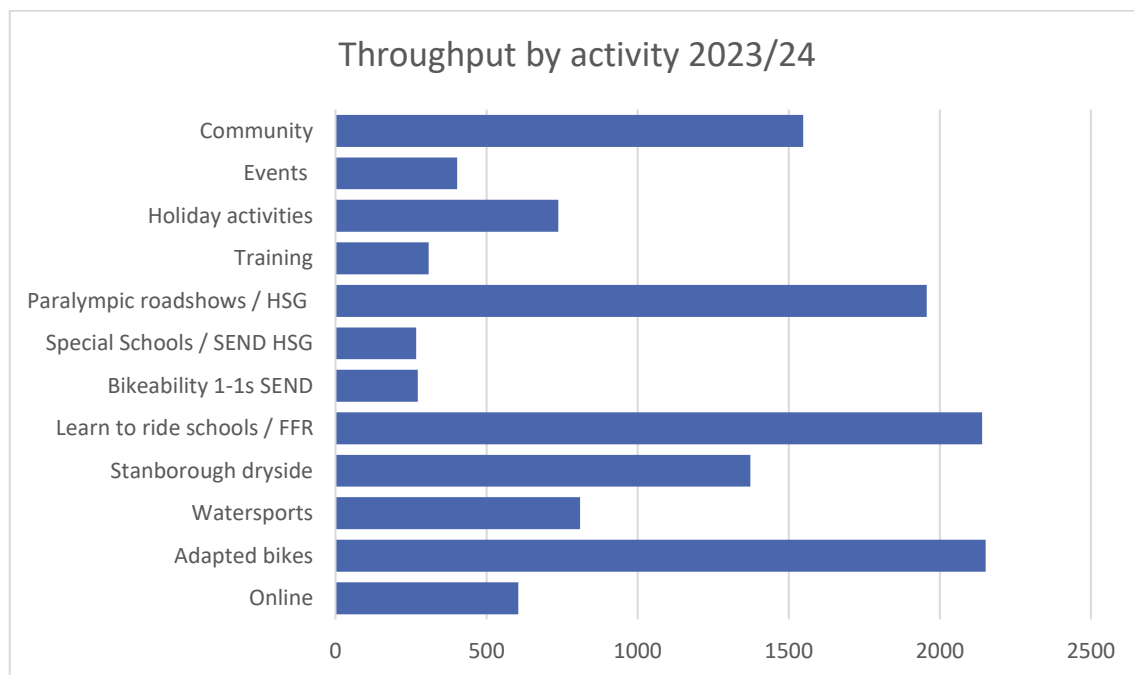
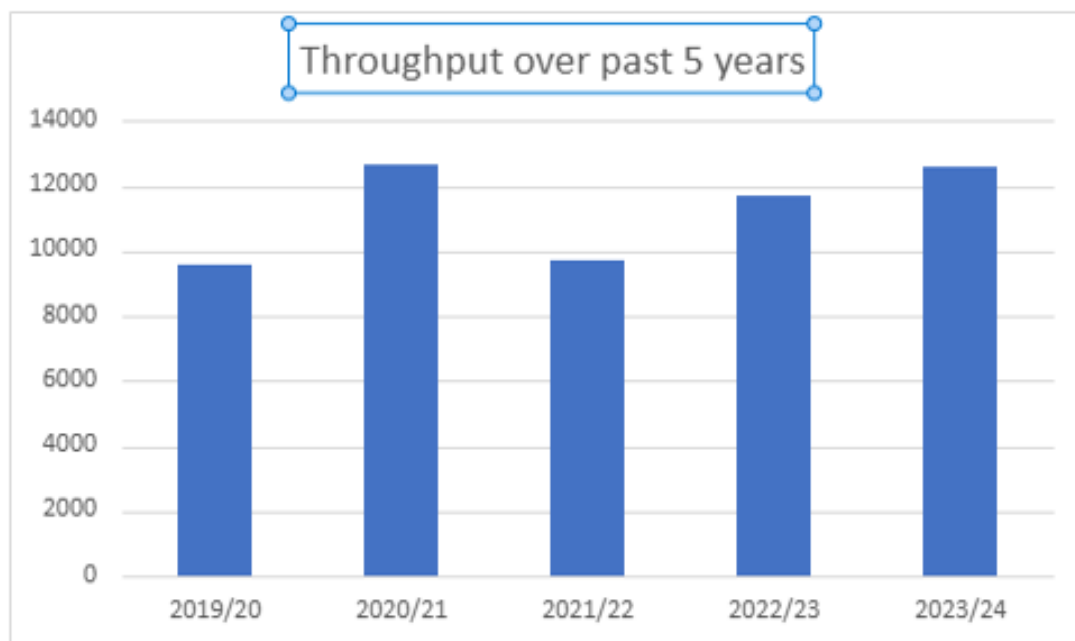
Impact in 2023/24

- We delivered 12,571 individual activity sessions across the year
- 38% of the children we worked with in schools couldn't ride a bike – after our training session, 94% can now ride and the remaining 6% have been offered further free lessons
- Almost a quarter of the children we worked with in schools received a donated and refurbished bike – 208 young people
- A further 13% had their own bikes fixed by our mechanics to make roadworthy
- Working with Herts Welcomes Refugees and Herts County Council Virtual Schools, 194 additional refurbished bikes have been given to the community
- Four special schools supported to deliver cycle training, boxercise, a week of water sports, an outdoor adventure week, archery and bell boating
- 3 large scale sporting events to provide opportunities and competitions for mainstream school children with SEND
- Expanding bike storage at Stanborough Park has improved efficient working practices and provided opportunities to expand our adapted bike hire
- HDSF Paralympic Roadshows delivered in 11 mainstream schools; enabling teachers to observe and learn about inclusive physical activities and sports, all children could take part in all activities and, where appropriate, children were signposted to inclusive and accessible groups and clubs



Delivery throughput

The number of people attending sessions (throughput) has steadily increased over the last 3 years. This is a significant achievement as more than 95% of throughput in 2023/24 was face to face compared to 2020/21 levels when all sessions were online and needed little set up or changeover and therefore staff time.



The numbers stated above relate to throughput – attendance at sessions.

Stanborough Park

Activity sessions are delivered at a number of different locations across Hertfordshire, but regular sessions are held at Stanborough Park – currently on a Tuesday and Thursday. During term time this will include group fitness sessions, cycle rides on adapted bikes, water sports and boxercise. These sessions have become part of the weekly routine for many of our participants, with each of the activities providing a place for social interaction in a safe environment, and lots of fun.

‘Highly recommended. Whatever your level, this [charity] is the real McCoy!’



Thanks to a grant from Welwyn Hatfield Borough Council, we were able to purchase 2 new bellboats with specially adapted features to replace our well-worn boats. It took some time but the boats were finally launched by Grant Shapps in May 24 – appropriately named!



The remaining funding has enabled us to work with participants, boat seat manufacturers and boat paddle designers to develop seats and paddles for users with a variety of different needs. We hope these adaptations will become industry standard.

The manual hoist on the jetty in tandem with our adapted seats allows us to carry passengers with a range of individual needs – safely and with a lot of laughter - an opportunity not normally available in Hertfordshire.

We also have a number of Special Schools visiting Stanborough during term time; for small group guided cycling on either 2 wheel or adapted bikes, or water sports. This includes large scale school Sports Weeks in the summer – providing a celebration event through a wide range of activities on land and water; anything from paddle boarding to sailing, with a little help from our local Scouts community.

‘An excellent organisation: brilliantly run, exceptionally focussed on inclusion, and doing whatever is necessary with minimum fuss to give people a good time, and help them learn in a relaxed but focussed way. Superb.’

In the various school holidays across the year, we continue to offer sessions for adults and Home Educated students but add in more sessions for school age children which can be booked as individuals or groups. An important element is ensuring that at least some of our sessions can be accessed by siblings – our Doughnutting sessions are extremely popular with parents/carers looking for an event suitable for all of their children, whatever their level of needs.

‘Your team were excellent, thank you! Made our half term!!’



Schools

We offer a variety of different activities to both special and mainstream schools – raising awareness of paralympic sports and inclusive activities as well as targeted support.

As mentioned above, a number of special schools visit our base at Stanborough Park for larger scale events such as their Sports Week or for adventure activity days as part of their Year 6 calendar. We also visit special schools for inclusive cycle training and after school clubs.

All primary schools are able to book an HDSF Paralympic Roadshow; introducing new accessible activities to staff and pupils, inspiring everyone to take part in a sport and physical activity with our sports instructors and paralympic athletes. It's a day of fun and participation – focusing on activities such as wheelchair basketball and sitting volleyball, which are accessible to all pupils.

A key focus in schools in 23/24 has been our Bikes without Barriers programme, which continues to grow, this year with the financial support of Letchworth Garden City Heritage Foundation, St Albans District Council, Welwyn Hatfield Borough Council, Herts Community Foundation and the RO Group. The programme enables us to visit primary schools in the areas of deprivation to address the barriers the children in Years 5 & 6 face in learning to ride a bike; lack of a bike, a bike which isn't safe and/or doesn't work properly and specialist support for additional needs. Working with the Herts County Council Cycling Training we established these were areas of need which prevented some children from completing the Bikeability Level 2 training provided by HCC.



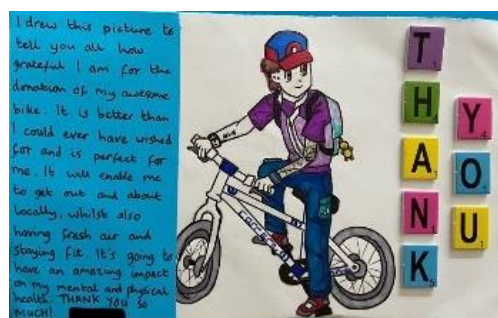
We visit schools to teach the children to ride bikes; for those who own a bike we do a thorough check on their condition and our qualified mechanics carry out any repairs on the spot. Through organised bike donations we also source bikes which are checked and reconditioned by our qualified bike mechanics and then given to children in schools who don't own a bike. We worked with 1634 young people across the 23/24 academic year, which included 472 who were unable to ride a bike – after 2 intervention sessions a further 352 of those children (total of 93%) could ride a bike independently. 306 donated bikes were refurbished and given to young people and an additional 162 bikes repaired on site.

‘I have always wanted to ride a bike since I was 6 and today I can 😊’

For those children unable to cycle after the school sessions, and any other children who cannot ride, we also offer 1 to 1 (Special Educational Needs) cycle lessons during the school holidays – delivered in partnership with HCC Cycle Training instructors.

'These guys are amazing, taught my SEN son to ride a bike. Best money I've ever spent, highly recommend these.'

We were very pleased to hear one of our participants taking part in a Three Counties Radio show, describing the difference the 1 to 1 lessons had made to him. These lessons are provided as either a standalone or as part of the Herts Sport and Physical Activity Partnership (HSP) Happy Camps project in school holidays for children eligible for Free School Meals.



Bikes

As well as adapted cycle hire and learn to ride sessions in schools, we also run a major recycling scheme for donated bikes; our trained bike mechanics refurbish the bikes, ready to provide to school children and identified target groups in the community, such as refugee groups and Virtual School students. Two key elements to the success of this scheme are bike donations and our own qualified mechanics enabling us to provide technical support and repairs on site and at our workshops in Baldock. This has also ensured that we have the technical set up, capacity and support to employ our first Bike Mechanic Apprentice who began working with us in September 2023.

Community Sessions



Due to the generous funding of People's Postcode Lottery and Herts County Council, we were able to set up projects to deliver a variety of sessions in geographical areas of the community new to HDSF, as well as current locations.

Creating the new community team required a significant investment in training but the current and new team were ready to roll out the projects in Spring and September 2023. A range of indoor activities were offered in 10-different venues across the county as well as outdoor locations currently in use. The projects aimed to develop a self-sustaining community delivery model, testing the parameters to develop a long-term means of increasing our geographical reach. Although the sessions were well received, attracting new participants who became regular attendees, overall attendance was insufficient to be financially viable without additional funding streams. Evaluation of the project has identified the benefits to participants in terms of physical and mental health. HDSF will develop new models of delivery which will be piloted over different seasons and locations, working in partnership with organisations linked to our target group.

Partnerships

Herts Sport & Physical Activity Partnership (HSP) continues to be a major partner, with a service level agreement contracting HDSF services to Project Manage reviewing and recommending changes to accessible physical activity and sport provision in Hertfordshire.

Our partnership with **Herts County Council (HCC) Cycle Training** team continues to develop – working together to raise the numbers of children in Hertfordshire who achieve Level 2 Bikeability, through extended training for additional needs or providing practical support with bike repairs, providing refurbished donated bikes or new helmets. The teams work together on not only 1-1 (Special Education Needs and Disabilities (SEND) training, but also schools learn to ride sessions which prepares children in schools in specific areas of deprivation to be ready for their Level 1 & 2 Bikeability, delivered by HCC.

We continue to work with **disability groups across the county** including day services, Supported Activities Programme, ROAR Dacorum Mencap, Inclusion Project and Passport to Leisure with sessions their members request, including fitness, bell boating and adapted cycling.

Training

A major factor in the success of HDSF is the training provided for both staff and volunteers. The internal promotion of our Senior Instructor added to the role responsibility for induction training and ongoing skills development for both staff and volunteers. This investment in 'in house' training will enable us to ensure that our high standards for delivery are maintained. First aid and safeguarding training continued for all team members throughout the year as refresher training is mandatory for both staff and volunteers. Staff and volunteers also undertook Level 2 Group Exercise and Boxercise instructor training to enable them to deliver Boxercise and Fitness sessions – to ensure we are able to offer a wide range of activities to engage a wide range of participants in fun activities! Staff also attended a number of financial, staff management and project management courses to strengthen and develop existing skills.

Summary of Grant funded projects

In the year 2023/24 we have successfully delivered 4 key projects (alongside our sessional activities).

Learn to Ride

Teaching children in targeted primary schools to ride bikes and, through bike donations, we recondition donated bikes which are given to children without suitable bikes. We also carry out repairs on the spot to ensure children with their own bikes are riding safely.

Funding received in 2023/24;

Graham Rowlandson Foundation £28,700

St Albans District Council £4,280

Welwyn Hatfield Borough Council £4,800

Letchworth Garden City Heritage Foundation £3,782

Funding of £20,839 was also carried forward from 2022/23 to complete activities for the 2022/23 academic year (up to mid July 23). The funding allows us to deliver the project in a number of different geographical areas across the county. The Rowlandson Foundation also supports HDSF through expert

knowledge and advice which has been enormously helpful. In 2023/2024 we also received funding of £5,000 from Dacorum Borough Council through a Service Level Agreement (deemed to be restricted funding) to support Learn to Ride.

Two grants for Learn to Ride received in 2023/24 (£8,000 from Letchworth Garden City Heritage Foundation and £5,000 from the Quercus grant programme) have been designated as deferred funding as these relate to the 2024/25 programme. This also applies to funding of £6,420 received in 2023/24 from Welwyn Hatfield Borough Council (deemed to be restricted funding) for the 2024/25 programme.

Community Projects

To expand the delivery of community sessions across the county to promote both physical and mental health.

Funding carried forward from 2022/23;

The People's Postcode Lottery £25,000

Hertfordshire County Council £10,000

The project was delivered in 2023/24 and all funding actions are complete.

Bell Boats

Funding to purchase 2 new Bell Boats, together with adaptations and adapted equipment.

Funding carried forward from 2022/23;

Welwyn Hatfield Community Fund £17,500

The 2 new Bell Boats were purchased in 2023/24 and launched in May 24. Funding of £4,420 has been carried forward to 2024/25 to allow a number of supported seats and harnesses to be added to the boats, along with the development of adapted paddles suitable for a variety of participants with additional needs.

Bikes without Barriers

A four year project which builds on the Learn to Ride project aims but expands them further to include other disadvantaged members of our community and support the development of skills to enable riders to be more independent in the community.

The National Lottery Community Fund £69,687 for the 1st year of funding

The first year of funding has enabled us to employ a Bike Mechanic Apprentice, a full time Bike Mechanic, provide further targeted support for young learners identified in schools, provide adult cycle training and bike maintenance courses, refurbish donated bikes for disadvantaged adults (at no cost to the adults), and expand our adapted cycling programme. The funding has also enabled HDSF to improve organisational effectiveness in terms of impact measurement and evaluation.

Volunteers and Donations

HDSF appreciates the generosity of the community we work with. We have received an incredible number of donated 2-wheel bikes for our bike recycling scheme which have been given to young people and adults in need.

In 2023/24 we had 4 volunteers who supported the delivery of sessions both in schools and at Stanborough Park, plus 1 volunteer who assists significantly with all our grant applications, and 1 volunteer who helps with operational admin. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts. We have also had a number of individuals and organisations who kindly raised funds to support our work – many remain anonymous but particular thanks go to Abbie Edmonds, Morgan Sindall Construction and St Albans Independent College for their efforts

Fundraising

There were no specific fundraising events in this financial year due to lack of resources but HDSF did launch a donation initiative through Give as You Live. Whilst returns are modest in 23/24, we will continue to develop and build 'membership' of this scheme as it could represent a significant income. As the funds received are effectively 'donated' by the companies linked with the scheme – they have been recorded as donations rather than fundraising.

Bike Workshop

With the award of a 4 year grant from The National Lottery Community Fund and in light of our continued impact from the Learn to Project, the Board of Trustees approved the purchase of a converted 2nd hand shipping container (from general reserves) to be adapted as a second bike workshop at our site in Baldock. This expansion increases our capacity both to refurbish bikes and to expand our capacity for staff and volunteers to work on site, sharing knowledge and experience in an efficient and safe environment. We are grateful to the National Lottery Community Fund for their support in equipping the second workshop.

Organisational Development

As stated in our 2022/23 Annual Report, the Board of Trustees appointed the previous Charity Operations Manager to the new role of Charity Director and appointed a new Charity Operations Officer in March 2023 – forming the first stage of our new staffing structure. 2023/24 has been a year of training and development for both of these roles – expanding current knowledge and developing understanding to support the development and expansion of HDSF. Training continues to be a priority for HDSF, both for functional and managerial skills.

Further appointments to the new structure in 2023/24 included;

- Full time Project Officer
- Full time Bike Mechanic
- Part time Bike Mechanic Apprentice
- Part time Finance Officer.

All new appointments in 2023/24, except for the Finance Officer, were grant funded. The revised staffing structure will continue to be implemented as funding becomes available – a significant priority to ensure the expansion of HDSF's capabilities, efficiency and long-term sustainability.

Significant progress was made in 2023/24 in achieving the Sport England Tier 1 Code for Sports Governance as a benchmark for HDSF Governance. Whilst there is no 'test' of achievement, we have

received very positive feedback on our activities and achievements from an external agent. We continue to monitor our performance against this standard biannually.

Funding from The National Lottery Community Fund has also supported HDSF to develop and improve skills in measuring impact by working with Triceratops Training to develop how we use data and language. The outcomes have been very positive and have included unexpected benefits in other functional areas, such as recruitment. It has also provided a base of knowledge which has supported our work in 24/25 with the Cranfield Trust (marketing) and a pro bono consultant providing advice on fundraising.

Financial Review

The outcome for the year was a deficit of £28,008 compared to a surplus of £145,189 in 2022/23. The reasons for this set out as follows:

Income reduced to £234,733 (2022/23 - £322,467) mainly because grant funding fell from £210,227 in 2022/23 to £128,679. This was due to the successful 'Bikes without Barriers' grant funding received in 2022/23 and the changing landscape of grant funding post-COVID. It should be noted that in 2022/23 grants totalling £200,227 have been re-classified as being from Charitable Activities rather than Donations & Legacies. This is because of a change in the treatment of performance related grants (where grants are conditional on delivering certain levels or volumes of services). As a result, the 2022/23 accounts have been Re-stated (see Note 5) to reflect this. As regards other income, receipts for the delivery of individual sessions remained steady at £26,793 (£26,395 in 2020/23) - although the vast majority of these sessions were delivered face to face rather than on-line; and donations were £2,382 (£18,909 in 2022/23) mainly explained as donations (as re-stated in 2022/23) were unusually high due to two large and unexpected donations totalling £13,100.

Expenditure increased to £262,741 (£177,279 – 2022/23) mainly due to extra staff being recruited. This was part of our strategic investment in our infrastructure to improve our organisational competitiveness and effectiveness and to increase our long-term capacity, efficiency and viability. Salary costs increased to £173,002 from £92,971 in 2022/23. The 2022/23 costs have been adjusted by £5,896 (from £87,075 to £92,971) as costs relating to March 2022 were accrued twice in error in 2021/22. This has been corrected and the 2022/23 Accounts have been Re-stated (Note 5) to reflect this.

The full breakdown of the additional staff costs is as follows:

full year costs for the new role of Chief Operations Officer,
- recruitment of a Project Officer, full time Bike Mechanic and Finance Officer,
- annual cost of living increase in salaries,
- the Board decision to revise HDSF Pay Policy to pay salaries at the end of each month worked (instead of a full month in arrears).

Other additional expenditure included a second workshop in Baldock £9,647 – another investment in our infrastructure - and increased training costs of £6,977 (£2,714 in 2022/23) and rental of session venues £6,189 (£1,538 2022/23).

The Trustees have made the decision to change the financial year for HDSF to align with the academic year (1 September to 31 Aug) in 2024/25. A key part of our mission is to work with schools across Hertfordshire on a number of projects, many of which are grant funded for an academic year. It is considered that the new financial year period will provide greater clarity and transparency in the year end accounts.

Reserves

The reserves level is monitored on a regular basis, (at least annually in accordance with the Financial Controls Policy), and is included in all financial forecasting. Trustees reviewed the Reserves policy in both December 23 and March 24 and confirmed a level of 4 months of normal operational costs plus projected potential redundancy costs. For 2024/25 the Reserves level was set at £85,000. General funds are £108,707 which is above this minimum reserve.

Towards the end of 2023/24 the Trustees arranged to open a second interest earning bank account – the application was approved in June 24. Whilst it is not intended to maintain general funds significantly above the Reserves level, the second account will hold general funds above the Reserves level, taking account of the projected cash flow for the following 6 months.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks. Risk Assessments for all venues and activities are in place and are regularly reviewed and updated – staff are regularly reminded of the contents and working practices are informed by their content. HDSF has policies for Safeguarding Adults at Risk and Child Protection which are based on the Herts County Council model documents. Staff and volunteers attend internal training on these policies at least annually and all staff and volunteers attend mandatory accredited safeguarding training on a regular basis. All staff and volunteer appointments are subject to a successful Enhanced DBS clearance – this was extended in 2023/24 to include Trustee appointments. Policies and procedures relating to risks from financial procedures, social media, conflicts of interest, data management (GDPR), staff recruitment and management and health & safety are in place and are reviewed on a regular timetabled basis.

Future Plans

In 2024/25 HDSF will continue to develop impact measurement and evaluation, working with Triceratops Training. Developing new income streams will be a priority, either through traditional fundraising routes or by developing a number of corporate offers, demonstrating to potential funders the impact we have and the value of 'investing' in HDSF. Our long-term goal is to maintain a grant funding stream to fund direct project costs but have other funding streams to cover our core and developmental expenditure.

Development of activities in community settings across the county remains a strategic priority for HDSF. We will continue to explore partnerships and alternative business models to enable us to deliver activity sessions which are financially viable.

Three Trustees will come to the end of their final Term between March and October 2025. A skills audit linked to strategic priorities has been completed and recruitment action will begin late 2024 to ensure sufficient time for the induction of new Trustees.

Structure, Governance and Management

HDSF is governed by a constitution, originally adopted 25th October 2013, under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3-year terms except the Chair and Treasurer, who may serve for 3 terms.

Of the 8 Trustees in office (at the time of writing the report), 5 are serving their first term of office and 1 is in their second term, with the remaining 2 serving an extended 3rd term in office. These two trustees were due to complete their term in October 2023 but, after seeking advice from the Charity Commission, the Board agreed an exceptional extension of 2 years to their terms – in recognition of the number of newly appointed Trustees, some of whom are completely new to the role. HDSF are about to begin a recruitment campaign, based on a Trustee skills audit, for 3 new Trustees (to replace those completing their terms in 2025) and in order to ensure the effective performance of the Board, appointments will be made as early as possible in 2025.

As in 2022/23, HDSF continued to focus on Trustee training by running inhouse training sessions on the work of HDSF. In addition, all Trustees attended a bespoke Level 1 Safeguarding course in January 2024 and the Board were accepted for Herts Community Foundation's Better Boards training programme which began in May 24.

In September 2023 the Trustees developed a new structure of Working Groups to support and facilitate the work of the Board and the senior management team. Whilst many of the groups were working very effectively, it was agreed in June 24 to maintain the concept but reduce the number of working groups from 4 to 2. The role of Vice Chair was established in September 23 but after review, the Trustees have decided the role will lapse when the present incumbent completes their term of office.

Governance

Over the 12 months of this report, the Trustees carried out scheduled regular reviews of our standard policies for Risk, Redundancy, Financial Reserves, Trustee Expenses and Safeguarding.

The new website for HDSF was launched in September 2021 and has access for the public to all our key policies and the latest Annual Report.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face-to-face fundraising. No complaints regarding fundraising were received for the period of this report. The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state

of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently,
- Observe the principles in the Charities SORP 2019 (FRS102),
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administration

1 April 2023 to 31 March 2024

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair - Patrick McGeough (appointed 18 Nov 2022)

Trustees - Maria Anastase (appointed 18 Oct 2017, third term commenced Oct 2023)
Sarah Baldwin (appointed 18 Oct 2017, third term commenced Oct 2023)
Nicky Turnbull (appointed 21 Mar 2019, second term commenced Mar 2022)
Alex Gournay (appointed 14 Mar 2023)
Tom Horey (appointed 14 Mar 2023)
Sherif Ibrahim (appointed 11 Dec 2024)
Simon Baker (appointed 11 Dec 2024)
Andrew Huggins (appointed 19 Sep 2023, resigned 10 May 24)
Niranjan Mendonca (appointed 18 Oct 2023, resigned 18 Sep 24)
Aihab Al Khoubaishi (appointed 14 Mar 2023, resigned 17 Dec 24)

Charity Bank Accounts - Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6W
- The Charity Bank Ltd, Fosse House, 182 High Street, Tonbridge, Kent, TN9 1BE

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB
(Appointed 7th November 2019)

Charity Registered Address - Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 542498

Website – <https://hdsf.co.uk/>

The Trustees declare that they have approved the trustees' report on pages 3 to 23.

Signed on behalf of the charity's trustees.



Patrick McGeough
Chair of Trustee Board

Date: 22nd January 2025

HDSF Trustees would like to thank the HDSF staff and all of the following for their support over the last year:

Dacorum Borough Council
East Herts District Council
Graham Rowlandson Foundation
Hertfordshire Community Foundation
Hertfordshire County Council
Hertfordshire Cycle Training Team
Hertfordshire Reuse Centres
Herts Sport & Physical Activity Partnership
Hitchin District Scouts Afloat Team
Knights Templar School
Letchworth Garden City Heritage Foundation
Paul's Bikes
Players of the Postcode Lottery
Quercus
St Albans District Council
Stanborough Park, GLL
The National Lottery Community Fund
University of Hertfordshire
Welwyn Hatfield Borough Council

And of course, our volunteers!

Independent Examiner's Report to the Trustees of Herts Disability Sports Foundation Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the year ended 31st March 2024.

Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

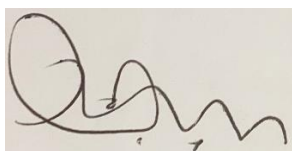
Independent Examiner's Statement

The Charity's gross income exceeded £250,000 in 2022/23 which has been re-stated in 2023/24, and I am qualified to undertake the examination by being a Fellow of the Association of Independent Charity Examiners.

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements confirming the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give 'a true and fair' view which is not a matter considered as part of an independent examination.

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



Signed:

Date: 22nd January 2025

John Robert Eke
Fellow of the Association of Charity Independent Examiners
Soarview,
4 Stable Court,
Malborough,
Devon
Q7 3FB

Herts Disability Sports Foundation

Statement of Financial Activities and income & expenditure account 1 April 2023 to 31 March 2024

	Unrestricted Funds	2023/24 Restricted Funds	Total Funds	2022/23 Total Funds as restated - Note 5	Notes
	£	£	£	£	
Income and endowments from:					
Donations & Legacies	2,411	0	2,411	28,909	3a
Charitable Activities	85,535	133,679	219,214	285,362	3b
Other trading activities	0	0	0	0	3c
Investments	0	0	0	191	3d
Other	13,107	0	13,107	8,005	3e
Total	101,054	133,679	234,733	322,467	
Expenditure on:					
Raising Funds	0	0	0	13	4a
Charitable Activities	131,123	131,617	262,741	177,266	4b
Other	0	0	0	0	
Total	131,123	131,617	262,741	177,279	
Net gains/(losses) on investments	0	0	0	0	
Net income/(expenditure)	(30,070)	2,062	-28,008	145,189	
Transfers between funds	12,900	(12,900)	0	0	
Other recognised gains/(losses):	0	0	0	0	
Net movement in funds	(17,170)	(10,838)	-28,008	145,189	
Reconciliation of Funds					
Total funds brought forward	198,023	55,839	253,863	108,674	
Total funds carried forward	£180,854	£45,001	£225,855	£253,863	

Herts Disability Sports Foundation

Balance Sheet as at 31 March 2024

	Total Funds 23/24 £	Total Funds 22/23 (restated) £	Notes
Fixed assets:			
Intangible Assets	0	0	
Tangible Assets	72,146	65,292	6a
Heritage Assets	0	0	
Investments	0	0	
Total fixed assets	72,146	65,292	
Current assets:			
Stocks	0	0	
Debtors	20,122	16,817	7
Investments	0	0	
Cash at Bank and in hand	164,150	186,203	
Total current assets	184,272	203,020	
Liabilities:			
Creditors: Amounts falling due within one year	30,563	14,448	8
Net current assets or liability	153,710	188,571	9
Total assets less current liabilities	225,855	253,863	9
Creditors: Amounts falling due after more than one year	0	0	
Provision for liabilities	0	0	
Total net assets or liabilities	225,855	253,863	
The funds of the charity:			
Restricted Funds	45,001	55,839	
General Funds	108,707	132,731	
Designated Fixed Assets Fund	72,147	65,292	
Total unrestricted funds	180,854	198,023	
Total charity funds	£225,855	£253,863	

These financial statements were approved by the Trustees on 22 January 2025 and signed on its behalf by:



Patrick McGeough

(Chair)

HDSF Notes to Accounts – 1 April 2023 to 31 March 2024

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

1. Basis of Accounting

These accounts have been compiled as accruals accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The Trustees consider that there are no material uncertainties about HDSF's ability to continue as a going concern. The presentation and format comply with Charity Commission recommended practice.

2. Accounting Policies

a. Income

Income from charitable trusts, grants and donations are recognised when there is evidence of entitlement, receipt is probable, and its amount can be measured reliably. Evidence of entitlement to grants is when a formal offer of funding is communicated in writing and when any terms and conditions are met. If there is uncertainty in this respect, the income is not recognised and is treated as a deferred liability. Performance related grant income or contractual income which have conditions that specify the provision of particular goods or services to be provided by the charity, is treated as earned income from Charitable Activities.

Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent and it is not spent in the year of receipt, the cash reserves at the end of the year include that sum to be spent after the year end date.

HDSF has not received any income from Legacies, or Endowments and does not have any investments.

b. Expenditure

All expenditure is accounted for when a legal obligation for a specific item arises. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure where charged.

c. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes.

Most income is either exempt, zero rated, or outside the scope with regard to VAT and any other income falls below the statutory threshold and therefore the organisation is not registered for VAT and no VAT is levied.

3. Income

Income from 'performance related grants where the income is conditional on delivering certain levels or volumes of a service' has been identified in the category of Charitable Activities for the purposes of the SoFA, rather than Donations & Legacies as in 2022/23 and previous years. Income for 2022/23 has been restated to reflect this change in classification.

a. Donations & Legacies

	2023/24			2022/23		
	Unrestricted £	Restricted £	Total £	(Restated) Unrestricted £	(Restated) Restricted £	(Restated) Total £
Grants	0	0	0	0	10,000	10,000
Donations	2,411	0	0	18,503	406	18,909
TOTAL Donations & Legacies	£2,411	£0	£0	£18,503	£10,406	£28,909

Donations in 2023/24 (£2,411 including Gift Aid) include £550 from Abbie Baldwin, £515 from Morgan Sindall Construction and £90 from St Albans Independent College. Online donations are received via JustGiving and other donations are received from East Herts Lottery and Charities Aid Foundation. Income from Give as you Live has been included as donations as they are effectively 'donated' by the companies linked with the scheme.

Donations in 2022/23 have been restated - performance related grants are now included as income from charitable activities. The grant of £10,000 from Garfield Weston Foundation was awarded for core costs and carried no performance related requirements. Unrestricted donations (£18,503) include £750 from P&L Howe, £6,000 from Herts & Beds Hockey Umpires, £7,100 from Woodfield After School Club and a considerable number of donations in memory of John Crosti who passed away in July 2022. Online donations are received via JustGiving with a total of £3,363 donated in 2022/23 (gross) plus Gift Aid on these donations of £675 (gross). Restricted donations (£406) were for the tool replacement appeal.

b. Charitable Activities

Income from charitable activities arises from the main activities undertaken by HDSF to meet our charitable objects.

	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23
	Unrestricted £	Restricted £	Total £	(restated) Unrestricted £	(restated) Restricted £	(restated) Total £
Community, special schools, family groups, etc.	69,035	0	69,035	63,539	0	63,539
Policy development, partnerships, support for grant applications, etc.	16,500	5,000	21,500	21,500	0	21,500
Merchandise	0	0	0	95	0	95
Grants	0	128,679	128,679	0	200,227	200,227
Total	£85,535	£133,679	£219,214	£85,134	£200,227	£285,361

Performance related grants received in 2023/24;

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total
Charity/Foundation;	£	£	£
Learn to Ride project			
Hertfordshire Community Foundation	0	28,700	28,700
Dacorum Borough Council	0	5,000	5,000
Welwyn Hatfield Borough Council	0	3,994	3,994
St Albans DC (St Albans)	0	4,280	4,280
Letchworth GC Heritage Foundation	0	2,118	2,118
Welwyn Hatfield Borough Council	0	2,400	2,400
			46,492
Bell Boats project			
Welwyn Hatfield Borough Council	0	17,500	17,500
Bikes without Barriers project			
The National Lottery	0	69,687	69,687
Total Grants	£0	£133,679	£133,679

Two further grants for Learn to Ride received in 2023/24 (£8,000 from Letchworth Garden City Heritage Foundation and £5,000 from the Quercus grant programme) have been treated as deferred income as these relate to the 2024/25 programme.

Performance related grants received in 2022/23 (restated as income from charitable activities – see note 5);

	2022/23 (Restated) Unrestricted	2022/23 (Restated) Restricted	2022/23 (Restated) Total
Charity/Foundation;	£	£	£
Active North Herts CSF	0	1,885	1,885
Dacorum Borough Council	0	8,000	8,000
East Herts Council	0	5,000	5,000
Herts Community Foundation	0	0	0
Herts County Council (BLC)	0	10,000	10,000
Herts County Council (MW)	0	10,000	10,000
Letchworth GC Heritage Foundation	0	14,142	14,142
National Lottery Awards for All	0	10,000	10,000
North Herts District Council	0	0	0
Postcode Places Trust	0	25,000	25,000
Quercus Watford	0	5,000	5,000
Robert Clutterbuck Trust	0	0	0
Rowlandson	0	27,200	27,200
RUB White Charitable Trust	0	0	0
St Albans City & District Council	0	5,000	5,000
The John Apthorp Charity	0	9,000	9,000
University of Hertfordshire (HSP)	0	70,000	70,000
Total Grants	£0	£200,227	£200,227

A grant of £5,102 from Letchworth Garden City Heritage Foundation relates to a 2021/22 project delivered in that year. The grant was originally stated as unrestricted but is now correctly defined as restricted.

c. Other Trading Activities

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Other Trading Activities	0	0	0	0

During 2023/24 no income was received directly from fundraising – sums received from Give as you Live have been allocated as Donations.

d. Investments

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Bank Interest Received	0	0	0	192

The main bank account for HDSF is not interest earning. The new Charity Bank account opened in June 2024 will be interest earning. HDSF does not hold investments.

e. Other

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Other Income	13,107	0	13,107	8,005

Income was received to support the development of the HDSF community team and increased capacity for bike refurbishment.

4. Expenditure

a. Raising Funds

During 2023/24 no expense was incurred in raising funds.

b. Charitable Activities

Summary

Totals	2023/24	2023/24	2023/24	2022/23 (Restated)	2022/23 (Restated)	2022/23 (Restated)
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Staff costs and pension	58,181	114,821	173,002	18,205	74,766	92,971
General support costs	40,346	5,879	46,224	15,004	27,664	42,668
Other	32,596	10,918	43,514	3,208	38,418	41,626
Charitable Activities	£131,123	£131,617	£262,741	£36,417	£140,848	£177,265

i. Staff costs and pension

	2023/24	2023/24	2023/24	2022/23 (Restated)	2022/23 (Restated)	2022/23 (Restated)
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Total Gross Salary Payments	50,983	108,761	159,744	14,218	74,766	88,984
Employer's NI Contributions	5,178	3,863	9,042	1,550	0	1,550
Employer's Pension Contributions	2,020	2,197	4,217	2,437	0	2,437
TOTAL	£58,181	£114,821	£173,002	£18,205	£74,766	£92,971

In 2023/24 HDSF employed four full time members of staff for the whole period (compared to two in 2022/23); the Charity Operations Manager, Chief Operating Officer, Senior Instructor and Lead Instructor. and the Deputy Team Leader. The full time Project Officer was employed from June 2023 to February 2024. The new full time Bike Mechanic was appointed in January 2024, Bike Mechanic Apprentice in September 23 and the part time Finance Officer in February 2024. Other part time staff were 6 Instructors and one part time bike mechanic (November 2023 to June 2024). For 2023/24 the Full Time Equivalent for employees was 6.13, up from 3.34 in 2022/23. Restricted grants contributed to the salary costs (in part) of all staff except the Chief Operating Officer and Finance Officer. No single employee received benefits of more than £60,000 during the period.

	2023/24		2022/23	
	No.	FTE	No.	FTE
Full Time	6	4.96	2	2
Part Time	8	1.16	7	1.34
Total	14	6.13	9	3.34

In 2023/24 two full time staff began employment part way through the year, five part time staff also began employment part way through the year and one is employed on a seasonal basis.

2022/23 has been restated to correct the figures for Gross Salary Payments and Employer's Pension Contributions. Previously stated figures are shown below;

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	21/22 Total
	£	£	£	£
Total Gross Salary Payments	8,462	74,766	83,228	89324
Employer's NI Contributions	1,550	0	1,550	1747
Employer's Pension Contributions	2,297	0	2,297	2003
TOTAL	£12,309	£74,766	£87,075	£93,074

Gross Salary payments and Employer's Pension Contributions for April 2022 were correctly allocated to 2020/21 as they related to hours worked in March 2022 – at that time, salaries were paid a full month in arrears. In error, the April 2022 payment was allocated twice. Expenditure relating to Gross Salary Payments and Employer's Pension Contributions has been restated throughout this report and the restated SoFA and Balance Sheet are included at Note 5.

The HDSF pension provider is NEST. Pension costs were as follows;

	2023/24	2022/23
		(Restated)
	Total	Total
	£	£
Employee Pension Contributions	5,623	3,063
Employer Pension Contributions	4,217	2,437
Payments made	£9,839	£5,500

Pension costs in 2023/24 rose due to additional staff.

ii. General support Costs

	2023/24	2023/24	2023/24	2022/23
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Storage Costs	261	0	261	4,026
Direct cost of sales	5,649	2,919	8,568	1,577
General support costs	34,436	2,960	37,395	37,066
Total Support costs	£40,346	£5,879	£46,224	£42,669

	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Storage Costs	0	4,026	4,026	1484
Direct cost of sales	39	1,538	1,577	1705
General support costs	14,965	22,100	37,066	27373
Total Support costs	£15,004	£27,664	£42,669	£30,562

Support costs were higher in 2023/24 than in previous years; in part due to completion of groundworks for the additional shipping containers purchased in 2022/23 (£4,664), support for one employee through the Access to Work Scheme (£5,800 to be refunded), and general increase in costs with a greater number of staff.

Governance costs are included in support costs and relate to compliance with statutory requirements. No Trustee received a payment or any other form of remuneration from HDSF, other than room hire and meeting refreshments (£144) and travel expenses in order to fulfil their Trustee duties. The travel expenses totalled £487 for the hire of a wheelchair accessible taxi to attend Trustee quarterly meetings.

iii. Other expenditure on charitable activities;

Other Support costs

	2023/24	2023/24	2023/24	2022/23
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Insurance	4,044	0	4,044	3,216
Training & Equipment	12,859	10,918	23,777	31,610
Depreciation - see note 5a	15,693	0	15,693	6,800
Total Other costs	£32,596	£10,918	£43,514	£22,691

In 2023/24 HDSF invested in Level 2 Group training for the Community project delivery staff (£4,197) as well as ongoing safeguarding, first aid and functional training for current and new staff and volunteers. Depreciation increased significantly as a result of the purchase of a new van and 2 shipping containers in 2022/23 (depreciation beginning in 2023/24). Insurance increased due to cost of living increases and insurance for the new Bell Boats (£386).

There have been no related party transactions in the reporting period that require disclosure.

5. Restated Accounts

a. Statement of Financial Activities 2022/23 restated

	2022/23 as restated			2022/23		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
Income:						
Donations & Legacies	18,503	10,406	28,909	23,605	205,531	229,136
Charitable Activities	85,135	200,227	285,362	85,134	0	85,134
Other trading activities	0	0	0	0	0	0
Investments	191	0	191	192	0	192
Other	8,005	0	8,005	8,005	0	8,005
Total	111,834	210,633	322,467	116,936	205,531	322,467
Expenditure on:						
Raising Funds	13	0	13	13	0	13
Charitable Activities	36,416	140,849	177,266	30,520	140,849	171,370
Other	0	0	0	0	0	0
Total	36,429	140,849	177,279	30,533	140,849	171,382
Net gains/(losses) on investments	0	0	0	0	0	0
Net income/(expenditure)	75,404	69,784	145,189	86,403	64,682	151,085
Transfers between funds	53,298	(53,298)	0	53,298	(53,298)	0
Other recognised gains/(losses):	0	0	0	0	0	0
Net movement in funds	128,702	16,486	145,189	139,701	11,384	151,085
Reconciliation of Funds						
Total funds brought forward	69,321	39,353	108,674	69,321	39,353	108,674
Total funds carried forward	£198,023	£55,839	£253,863	£209,022	£50,737	£259,759

b. Balance Sheet 2022/23 restated

	Total Funds 2022/23 restated £	Funds 2022/23 £
Fixed assets:		
Intangible Assets	0	0
Tangible Assets	65,292	65,292
Heritage Assets	0	0
Investments	0	0
Total fixed assets	65,292	65,292
Current assets:		
Stocks	0	0
Debtors	16,817	16,817
Investments	0	0
Cash at Bank and in hand	186,203	186,203
Total current assets	203,020	203,020
Liabilities:		
Creditors: Amounts falling due within one year	14,448	8,552
Net current assets or liability	188,571	194,468
Total assets less current liabilities	253,863	259,760
Creditors: Amounts falling due after more than one year	0	0
Provision for liabilities	0	0
Total net assets or liabilities	253,863	259,760
The funds of the charity:		
Restricted Funds	55,839	50,738
General Funds	132,731	143,729
Designated Fixed Assets Fund	65,292	65,292
Total unrestricted funds	198,023	209,021
Total charity funds	£253,863	£259,760

The 2022/23 accounts have been restated to reflect the inclusion of performance related grants as income from charitable activities (£200,227), correct the allocation of salary payments (£5,897) and identify a grant of £5,102 as restricted rather than unrestricted.

6. Fixed Assets

a. Tangible Assets

	2023/24				2022/23	
	Bikes	Other equipment	Plant & machinery	Motor vehicles	Total	Total
Cost	£	£	£	£	£	£
Opening Balance 1 April	9,892	4,118	39,888	11,394	65,292	19,105
Additions	0	12,900	9,647	0	22,547	52,986
Closing Balance 31 March	9,892	17,018	49,535	11,394	87,839	72,091
Depreciation						
Opening Balance 1 April	0	0	0	0	0	0
Charge for year	3,992	1,104	8,198	2,399	15,693	6,800
Closing Balance 31 March	3,992	1,104	8,198	2,399	15,693	6,800
Net book value						
Opening Balance 1 April	9,892	4,118	39,888	11,394	65,292	19,105
Closing Balance 31 March	5,900	15,914	41,337	8,995	72,146	65,292

Significant additions to assets include the purchase of 2 new Bell Boats and a second Bike Workshop on the Knights Templar School site. The shipping container, converted into a Bike Workshop, was funded from General Reserves.

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand, or donated to HDSF. No value is placed on these donations in the accounts. Purchases of items over £1,000 are treated as fixed assets in the year they are paid for and are depreciated. HDSF does not own or rent any land or buildings.

b. Depreciation

Type of fixed asset	Anticipated useful life	% Rate
Computer and other electrical equipment	3 years	33%
Sports and disability equipment	3 years	33%
Other Equipment	5 years	20%
New bikes (over £5,000)	5 years	20%
Plant & Machinery	5 years	20%
Motor vehicles purchased 2nd hand	5 years	20%

Items that cost more than £1,000 for a single item are treated as fixed assets. Equipment purchased new or second hand are depreciated over the remaining useful life in accordance with the above.

7. Current assets

Debtors	2023/24	2022/23
	£	£
Trade Debtors	18,677	16,457
Other Debtors	360	360
Prepayments	1,085	0
Total	£20,122	£16,817

Trade Debtors relates to HDSF invoices issued - £17,018 received by the end of April, all funds received by end of July 24. Other debtors are deposits held on contracts for storage containers with monthly rental fee. Payments for Business and Vehicle insurance are recognised as payments in advance for 2024/25.

8. Liabilities

a. Current Liabilities (amounts falling due within 1 year)

	2023/24	2022/23 (Restated)
	£	£
Trade creditors	6,409	1,145
Accruals	0	10,842
Taxation	3,450	2,461
Pension	843	0
Deferred Income	19,420	0
Square Cash	441	0
Clearing		
Total	£30,563	£14,447

i. Trade Creditors	2023/24 Total	2022/23 Total
Trade Creditors	£6,409	£1,145

In 2023/24, £5,801 relates to a single invoice.

ii. Accruals	2023/24 Total	2022/23 Total
April Payroll	£0	£10,842

In 2023 HDSF paid salaries one full month in arrears, so April 2022 payroll costs relate to the preceding financial year. This has been restated to reflect the correct amount. The pay policy was amended in December 23 to pay salaries at the end of each month, resulting in an accrual for 2023/24 of £0.

iii. Accruals for taxation

March taxation and National Insurance payments are accrued as they are not due to HMRC until April, following the year end.

	2023/24 Total	2022/23 Total
March HMRC payment due April	£3,450	£2,461

b. Deferred income

As previously stated, Grant income (£13,000) and a contract for services (£6,420) received in 2023/24 for the Learn to Ride project in 2024/25 have been deferred to 2024/25.

9. Restricted Funds

	b/f 1 April 23	Income	Expenditure	Transfers	c/f 31 March 24
	£	£	£	£	£
Learn to Ride	20,839	46,492	62,331	0	5,000
Community Activities	35,000	0	35,000	0	0
Bell Boats	0	17,500	13,080	0	4,420
Bikes without Barriers	0	69,687	34,106	0	35,581
	£55,839	£133,679	£144,517	£0	45,001

Grant funding for the Bikes without Barriers project is based on delivery through the year (grant funding September to July). Part of the carry forward to 2024/25 is required to complete delivery from 1 April to July 2024. Funding for the Bell Boats was used to purchase 2 boats in 2023/24 and the remainder will be used in 24/25 to purchase adapted equipment. Bikes without Barriers funding from The National Lottery Community Fund is provided on an annual basis from 1 September to 31 August – the carry forward is to complete delivery up to 31 August 2024.

10. Total funds

a. 2022/23 restated

(Restated)	B/f 1 April 2022	Surplus in Year	Transfer Restricted Funds	Transfer Unrestricted Funds	C/f 31 March 2023
	£	£	£	£	£
General Funds	69,321	75,404	0	-11,994	132,731
Designated Fixed Assets Fund	0	0	53,298	11,994	65,292
Total Unrestricted Funds	69,321	75,404	53,298	0	198,023
Restricted Funds	39,353	69,784	(53,298)	0	55,839
Total Funds	£108,674	£145,189	£0	£0	£253,863

Analysis of Total Funds 2022/23 (restated)

(Restated)	2022/23				
	Fixed Assets	Cash and bank	Debtors	Creditors	Total
	£	£	£	£	£
General funds	0	130,364	16,817	(14,448)	132,731
Designated Fixed Assets Fund	65,292				65,292
Total Unrestricted Funds	65,292	130,364	16,817	(14,448)	198,023
Restricted Funds	0	55,839	0	0	55,839
Total	£65,292	£186,203	£16,817	(£14,448)	£253,863

Transfers were made in 2022/23 totalling £65,292 to a Designated Fixed Asset Fund set up during the year in respect of fixed assets purchased with both restricted funds (£53,298) and unrestricted funds (£11,994).

c. 2023/24

	B/f 1 April 2023 £	Surplus in Year £	Transfer Restricted Funds £	Transfer Unrestricted Funds £	C/f 31 March 2024 £
General Funds	132,731	(30,070)	0	6,045	108,707
Designated Fixed Assets Fund	65,292	0	12,900	(6,045)	72,147
Total Unrestricted Funds	198,023	(30,070)	12,900	0	180,854
					0
Restricted Funds	55,839	2,062	(12,900)	0	45,001
		-			
Total Funds	£253,863	£28,008	£0	£0	£225,855

	Fixed Assets £	Cash and bank £	Debtors £	Creditors £	Total £
General funds	0	119,149	20,122	(30,563)	108,708
Designated Fixed Assets Fund	72,147				72,147
Total Unrestricted Funds	72,147	119,149	20,122	(30,563)	180,855
Restricted Funds	0	45,001	0	0	45,001
Total	£72,147	£164,150	£20,122	(£30,563)	£225,856

Transfers were made in 2023/24 in respect of fixed assets purchased with restricted funds of £12,900 and unrestricted funds of £9,647, less depreciation charge in the year of £15,693.

11. Independent Examination of Accounts

The 2023/24 accounts have been independently examined by John Eke, FCIE. He received a fee in this respect of £400.

Herts Disability Sports Foundation

Charity Number 1156034



Knights Templar School Park Street Baldock, Herts, SG7 6DZ



01462 542498



<https://hdsf.co.uk/>

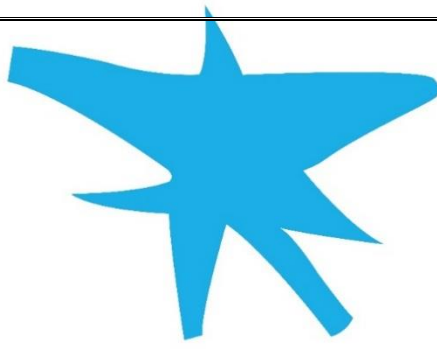


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Accounts



Herts Disability
Sports Foundation

Charity Number 1156034

Herts Disability Sports Foundation

Trustees' Annual Report 2022/23



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Chair's Report – 2022/23



I am excited to be taking the reins from Nigel Kippax as the new Chair of the Board of Trustees for Herts Disability Sport Foundation (HDSF). As Chair, I would like to thank all those who have made me feel so welcome during this transition period, especially my fellow Trustees and all the staff at HDSF. As an individual who has previously worked with and used the services of HDSF for my own family, I understand the need and impact that accessible and inclusive Sport and Physical Activity can have; not just a 'want' but a critical factor in enabling health, well-being (both physically and mentally), a major contributor in bringing families and communities together, developing skills and abilities and above all - ensuring that every participant has fun.

Which is why I am very proud for you to see this year's Annual Report which highlights the impact that we, as a Hertfordshire based charity, have made in 2022/23. Every piece of work highlighted helps us to achieve our vision of truly equal access to sport and physical activity in Hertfordshire.

I, and the entire Board, are continually impressed by the passionate team lead by our Charity Director Ros Cramp, who works so hard often within a challenging landscape. Alongside our staff, we could not do it without all our volunteers, partners, and supporters.

This year, we were sad to say goodbye to Nigel Kippax, who retired from his role as Chair, and David Gray as Treasurer. Their combined work and dedication to the charity for more than 6 years has ensured that we are in a strong position, ready for the future.

I'm excited by the arrival of our new Trustees; Tom Horey, Alex Gournay, Niranjan Mendonca, Andrew Huggins and Aihab Al Koubaisi (our new Treasurer) who I know are the right people to drive our organisation forward. With our new Board in place, we aim to support the work of HDSF with an extensive and diverse range of skills and experiences to enrich our strategic discussions. More details on our Trustees are available [here](#).

As we all focused on moving forward in the post pandemic landscape, we have seen our team continue to provide vital opportunities; from the Cycling, indoor and outdoor exercise sessions and Water Sport opportunities at Stanborough Park, through to the amazing Bikes without Barriers project - working with a range of schools across Hertfordshire to support all children to have the opportunity to learn to ride a bike; whether that involves adapted or extra instruction, repairs to bikes, refurbished bikes or helmets. I was also delighted to see the continuation of our amazing on-line sessions, now an offer of bingo, disco's and a

panto at Christmas. These provide an important social contact for our participants who formed close knit online groups during the pandemic – although most now also take part in our face to face sessions.

We are excited about the collaboration and opportunities all our funders bring to so many along with our key partners like Herts Sport & Physical Activity Partnership in ensuring we continue to use our voice to advocate for meaningful change. As we work towards our vision, we will ensure our conversations are at all levels. Our decision making is only made better by listening to disabled people in Hertfordshire and recognising their lived experiences to ensure that if change happens, it's genuine and long-lasting. I hope you enjoy our Annual Report and support us in any way possible.

A handwritten signature in black ink, appearing to read 'P. McGeough', with a stylized, flowing script.

Patrick McGeough
Chair of Trustees

Highlights of the Year 2022/23



Paralympic Roadshows restarted in schools across Hertfordshire, with both indoor and outdoor options



We developed cycling skills of 1634 children. 472 needed learn to ride support, 352 of these could pedal independantly within 2 sessions



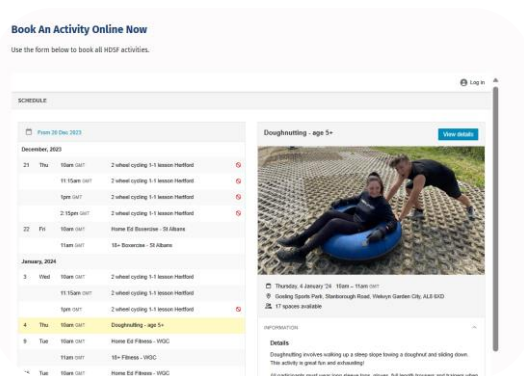
Huge success with bike donation events. 633 bikes were repaired and given to young people and adults in need



Marquee floored and prepared as a back up option for fitness based activities in bad weather at Stanborough Park



Boxercise is fast developing as a popular fitness activity with both young people and adults with disabilities



The launch of our new booking system, BookWhen, which is integrated into the website www.HDSF.co.uk/find-an/activity

User Testimonials

"I just wanted to thank you for the wonderful time my daughter had this morning. Her carer said she had never heard her laugh so much, particularly when the ducks were nibbling at her fingers as she trailed them in the water! The staff were superb and my daughter enjoyed it so much, she's booked another session next week! Thank you so much."

Pedalos

"Bingo is great fun! You and Bingo Stoney make it lively funny and exciting. And bingo names get used everywhere....usually loudly and always where people can hear us! And severrrn and double quackers have been yelled in a maths lesson. Yet another great and fun activity that HDSF does. Thank you."

Bingo

"The children from Monarchs and Admirals had a wonderful time cycling on Wednesday. This was a short event to prepare children for the Bikeability course in the summer. Some children who had never ridden bikes before, learnt to ride for the first time. For many children that didn't own bikes, they were given one of their own after the course, to keep! You should have seen their faces! It was truly wonderful."

Margaret Wix School

"I wanted to write to thank you for the hard work of yourself and your volunteers in ensuring the great success of our project. Many of our young people have told us how grateful they are for the bikes you provide and the freedom this gives them. Your hard work is making a real difference in the lives of some of the most vulnerable young people in Hertfordshire."

Hertfordshire Care Leavers service

"Today I am in tears , tears of happiness. Due to dyspraxia, she has never been able to ride a bike. We have had to get her an adult 3 wheeler as we tried absolutely everything - handles, stabilisers, tandems to no avail. We sent her in with a helmet for the cycling activity today and a pep talk about not being able to ride a two wheeled bike not being a big deal. Well, we saw a video of her cycling a 2 wheeled bike today, she left camp buzzing, on a high and standing tall. You have no idea how proud and delighted and grateful we all are - heartfelt thanks. I'd be so grateful if you could feed back our appreciation to the wonderful bike trainers. Her confidence is a joy to witness. We love going out on our bikes and she has always felt sensitive about needing a 3 wheeler, even though I say it helps me carry shopping and picnics, she has been teased."

Fit Fed and Read Camp August 2022

Trustees' Annual Report

The Trustees have pleasure in presenting their report and financial statements for the year ended 31st March 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6th March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objectives), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

Why do we exist?

Guidelines issued by the UK Chief Medical Officer state the benefits of physical activity for disabled children and young people in terms of mental and physical health, social and self-confidence - for good health benefits, 20 minutes of physical activity a day is recommended (1). The recommended level of physical activity for all children is 60 minutes per day (2). Sport England's Active Lives Children and Young People's Survey 2022-23 (3) reports that the level of children considered to be active has been maintained at pre-pandemic levels with a slight increase on the previous year for those with a disability or long term health condition (+3%), but those children in the least affluent families remain below the national average. It should be noted that children in Special Schools were not included in the survey.

Sport England's most recent report on Active Lives 2021-22 (4) identified that "The proportion of active adults is back in line with levels seen pre-pandemic (Nov 18-19) and above those seen six years ago". However, levels of activity for adults with a disability or long term health condition have only returned to pre-pandemic levels, whilst those living in the most deprived areas have not yet achieved these pre-pandemic levels, with level of deprivation having a significant impact on the statistics. Overall, 63.1% of all adults are considered to be active, dropping to 55.4% for those living in the most deprived areas and 47.5% for those with a disability or long term health condition. It also reports that 33% of all adults strongly agree with the statement 'I feel I have the opportunity to be physically active' compared to 26% for those living in the most deprived areas and 16% of those with a disability or long term health condition.

Across Hertfordshire, 14.4% of residents (adults and children) assessed themselves as disabled under the Equalities Act 2010 in the 2021 census (5).

Inclusion is at the core of what we do. We want people who face any kind of challenge that others may not, to be able to participate and benefit from being active. Our Solution is to provide, and support others to provide, opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering coaching or education in a supportive and non-judgemental environment.

Notes:

- (1) [UK Chief Medical Officers' physical activity guidelines for disabled children and disabled young people: infographic \(publishing.service.gov.uk\)](#)
- (2) [UK Chief Medical Officers' Physical Activity Guidelines \(publishing.service.gov.uk\)](#)
- (3) [Active Lives Children and Young People Survey - Academic year 2022-23 \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](#)
- (4) [Active Lives Adult Survey November 2021-22 Report \(sportengland-production-files.s3.eu-west-2.amazonaws.com\)](#)
- (5) ONS Census 2021, Table TS038

HDSF in Summary

Providing sport and physical activity opportunities for all

Our Vision

Our vision is a world where everyone is valued equally, listened to and included.
That quality of life can be improved through the involvement in sport and physical activity opportunities.

Our Mission

Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.

Our Values

We will always provide equal opportunities
We will always provide high quality and excellence in everything we do
We will always operate in an ethical way; being honest, reliable and trustworthy
We will always treat each person as an individual
We will never presume to judge others' behaviour or needs

What we offer

Sport and physical activity opportunities through:

- Weekly indoor and outdoor physical activity
- Watersports at Stanborough Lakes
- Cycling activities (including learn to ride sessions in schools)
- Holiday Programmes
- Paralympic Roadshows
- Day Services Outreach
- Corporate Away Days
- Training on inclusion and disability

How we are different

- We strive to ensure our services are as inclusive as they can be to all of the community
- offer a fully inclusive service
- We put the beneficiary first and tailor our work around the individual
- We understand the needs of the individual, based on our training and extensive experience
- We think 'outside the box' and are quick to adapt to changing circumstances (as evidenced during Covid restrictions)

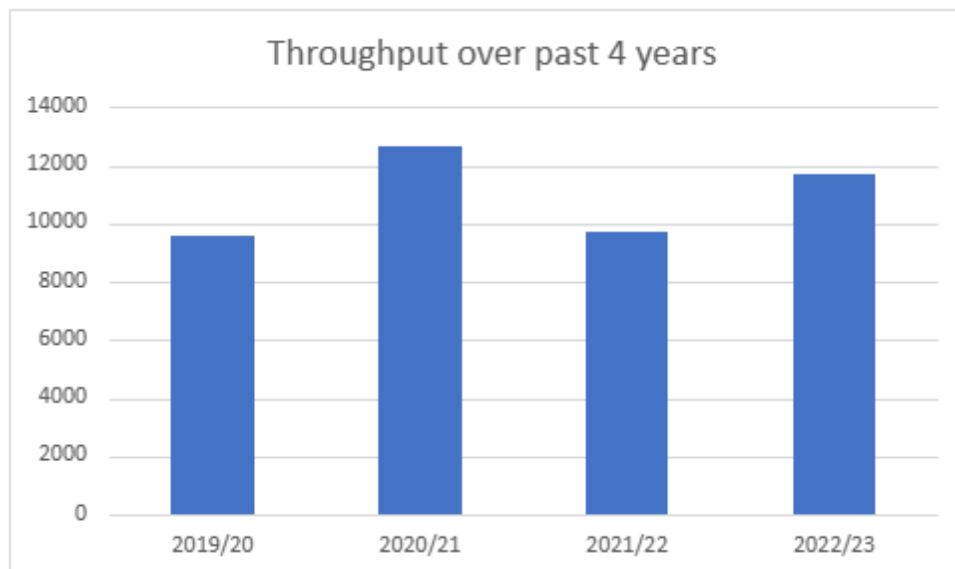
Why we fundraise

- We need to keep our services affordable, but the costs are high given the level of need and individual attention provided
- Where possible, we receive grants to supplement but this is not always possible
- Funding is needed to ensure core costs are covered

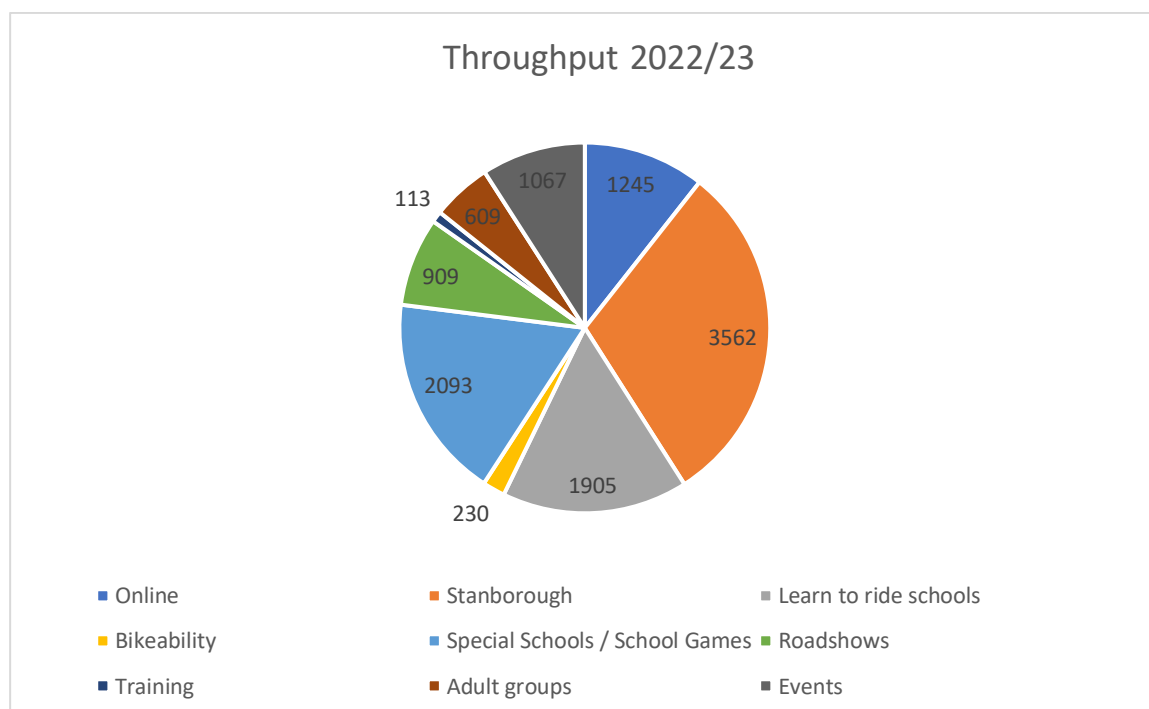
Achievements and Performance

Delivery throughput

The number of people attending sessions (throughput) during 2022/23 increased significantly from the previous year (2021/22), approaching 2020/21 levels when all sessions were online and needed little set up or changeover time.



In 2021/22 90% of attendances were face to face, with some online sessions remaining for social purposes and those who preferred or could not return to regular activities.



The numbers stated above relate to throughput.

Activity sessions are delivered at a number of different locations across the county but regular sessions are held at Stanborough Park – currently on a Tuesday and Thursday. During term time this will include group fitness sessions, cycle rides, watersports and boxercise or we could be spending a whole day delivering a Paralympic Roadshow in a local primary school; introducing new accessible activities to staff and pupils and inspiring everyone to take part in sport and physical activity with our sports instructors and paralympic athletes. We also support a number of Special Schools across the county; this could range from small group cycling or water based activities led by our Instructors, to large scale Sports Weeks in the summer – providing a celebration event through a wide range of sport and physical activities on land and water.

In the various holidays across the year, we continue to offer sessions for adults and Home Educated students but add in more sessions for school age children which can be booked as individuals or groups. An important element is ensuring that at least some of our sessions can be accessed by siblings – our Doughnutting sessions are extremely popular with parents/carers looking for an event suitable for all of their children, whatever their level of needs.

Training

A major factor in the success of HDSF is the training provided for both staff and volunteers. Our new full time bike mechanic / instructor completed his Velotech Gold mechanic training as well as his Level 2 Cycle Instructor training. This investment in training will enable us to carry out the majority of repair and maintenance of our donated and teaching fleet of bikes in house, saving both money and time. First aid and safeguarding training continued for all team members throughout the year as refresher training is mandatory for both staff and volunteers. Staff and volunteers also undertook training to enable them to deliver Boxercise and Archery – to ensure we are able to offer a wide range of activities to engage a wide range of participants in fun activities!

Partnerships

Herts Sport & Physical Activity Partnership (HSP) continues to be a major partner, with a service level agreement contracting HDSF services to Project Manage reviewing and recommending changes to accessible physical activity and sport provision in Hertfordshire.

Our partnership with **Herts County Council (HCC) Cycle Training** team continues to develop – working together to raise the numbers of children in Hertfordshire who achieve Level 2 Bikeability, through extended training for additional needs or providing practical support with bike repairs, providing refurbished donated bikes or new helmets. The teams work together on not only 1-1 (Special Education Needs and Disabilities (SEND)) training, but also schools learn to ride sessions which prepares children in schools in specific areas of deprivation to be ready for their Level 1 & 2 Bikeability, delivered by HCC.

HDSF refurbished and delivered 120 reconditioned bikes, along with locks and helmets for **HCC Care Leavers** team. This project saw a number of referrals from support workers to provide transport not just for recreation, but to access college and work in many cases.

We continue to work with **disability groups across the county** including day services, Supported Activities Programme, ROAR Dacorum Mencap, Inclusion Project and Passport to Leisure with sessions their members request, including fitness, bell boating and adapted cycling.

Work with **Woolgrove MLD School** has continued to develop with a term of cycling activities and adventure activity days as part of their Year 6 calendar. The majority of young people in Key Stage 2 can now cycle a 2 wheel bike, and are able to demonstrate this during their activity days at Stanborough Park.

Lonsdale School continues to book after school sessions, curriculum adapted cycling on site as well as water sports activities at Stanborough Park as part of their Sports Week.

Our Bikes without Barriers programme increased dramatically following the success of our pilot phase. The project focusses on Year 5 & 6 children in schools in areas of deprivation identified by the Herts Sport & Physical Activity Partnership Active Local team. We teach children to ride bikes, and through bike donations and with support from Pauls Bikes, we recondition donated bikes which were given to children without suitable bikes along with a helmet for the children who did not have one. We worked with 1634 young people across the year, which included 472 who were unable to ride a bike – after 2 intervention sessions 352 of those children (74%) could ride a bike independently. 306 donated bikes were refurbished and given to young people and an additional 162 bikes repaired on site.

Grant funded Projects

In the year 2022/23 we have been successful in being awarded grant funding from several sources as follows;

Active North Herts - £1,885 awarded to provide bikes and helmets for people in need in North Herts,

Dacorum Borough Council - £8,000 awarded for the delivery of schools learn to ride project in Dacorum Schools,

East Herts District Council - £5,000 awarded for the delivery of schools learn to ride project in East Herts Schools,

Garfield Weson Foundation - £10,000 awarded for core costs to enable HDSF to grow sustainability,

Graham Rowlandson Foundation - £27,200 for the continuation of our schools learn to ride project. The Foundation also supports HDSF through expert knowledge and advice which has been enormously helpful,

Herts County Council - £10,000 awarded to support the development of community opportunities for people across Herts with disabilities,

Herts County Council - £10,000 awarded to opportunities for people across Herts with disabilities to improve mental health,

Herts Sport & Physical Activity Partnership - £70,000 for the establishment of a bike workshop and storage for donated bikes, including salary payments for a mechanic to work on the project,

Letchworth Heritage Fund – £14,142 awarded for the schools learn to ride project,

Postcode Places Trust - £25,000 to support a salary, with the focus of creating HDSF activities in the community,

Quercus Watford - £5,000 for the schools learn to ride project in Watford,

St Albans District Council - £5,000 awarded for the delivery of schools learn to ride project in St Albans Schools.

In addition, the following deferred income from 2021/22 was realised in 2022/23;

National Lottery Awards for All - £10,000 for development of the Stanborough site, and

The John Aphthorp Charity - £9,000 for development of the Stanborough site.

(Further details at 3.a. in the Notes to the Accounts)

Volunteers and Donations

HDSF appreciates the generosity of the community we work with. We have received an incredible number of donated 2-wheel bikes for our bike recycling scheme which have been given to young people in need.

In 2022/23 we had 4 volunteers who supported the delivery of sessions both in schools and at Stanborough Park, plus 1 volunteer who assists significantly with all our grant applications, and 1 volunteer who helps with operational admin. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts. We have also had a number of individuals and organisations who kindly raised funds to support our work. We are immeasurably grateful for their support and goodwill.

Fundraising

There were no specific fundraising initiatives in this financial year due to lack of resources.

Bike Workshop and bike storage

Across the year, we were able to develop our 2 main sites of operation to develop and improve our services. At our site in Baldock we purchased second hand shipping containers (from restricted funding), one of which was extensively adapted to become our bike workshop and the remainder are for bike storage. This will allow us to store both donated bikes and teaching bikes on the one site alongside the workshop - to repair and maintain. Due to a number of generous donations for bike tools we have been able to equip the workshop to a high standard and improved overall efficiency in this area. Given the number of donated bikes and the need to maintain every single teaching bike to a high standard, this investment has had a very positive impact on staff time, and the volume of bikes we can repair and pass on to recipients.

At Stanborough, we have been able to purchase second hand shipping containers (from restricted funding) to increase our storage space, allowing all our adapted bikes (used for individual and group hire) to be stored in one location at the point of hire. This has eased the pressure on storage space in Baldock but also means we no longer need to transport bikes between sites on a weekly basis – saving on direct and indirect transport costs.

Transport

HDSF purchased a 2nd smaller second hand van in 2022/23. The most obvious advantage is that we can now deliver sessions requiring bulky equipment (such as wheelchairs or bikes) in two different venues at the same time which was seldom possible previously and even then, would not be an effective use of resources to deliver and collect from 2 venues. A less obvious advantage is that responsibility for different sessions can now be delegated to different 'teams', supporting our plans for staff development.

Organisational Development

In 2022/23 HDSF reviewed roles and responsibilities within the current staffing structure, taking account of the change to accruals accounting and implementation of accounting software in 2021/22. With notice of the departure of the Administration Manager in February 2023, the Board of Trustees endorsed the

recommended new staffing Structure and appointed the previous Charity Operations Manager to the new role of Charity Director and appointed a new Charity Operations Officer in March 2023 - the two roles forming the current Senior Management Team. Further changes to staffing based on the agreed new structure have been implemented in 2023/24 and will continue into 2024/25, taking account of the financial and operational viability of roles.

In tandem with these changes, HDSF began work on achieving the Sport England Tier 1 Code for Sports Governance (with the support of Herts Sport & Physical Activity Partnership) as a relevant and useful benchmarking exercise to review HDSF Governance. Progress was made in 2022/23 and HDSF expects to reach the expected standards in all areas by the end of 2023/24.

The Senior Management Team also worked closely with the Board of Trustees to clarify roles and responsibilities through the development of Board of Trustees Terms of Reference, HDSF Scheme of Delegation, HDSF Ethical Framework and Trustee Code of Conduct.

Financial Review

Income for the year to 31 March 2023 was £322,467 compared to £143,570 in the previous year. Income for charitable activities rose from £68,471 (2021/22) to £85,134 due to an increase in the number of attendances at each session offered but the most significant increase was Donations & Legacies; from £71,490 to £229,136. A significant part of this increase was due to the growth in our Bikes without Barriers (Schools) project which provides support for school pupils with additional needs; either to begin their journey on learning to ride or to ensure they have the skills and equipment needed to undertake Bikeability training provided by Herts County Council. Funding for delivery and equipment was received from Council offices in 5 different areas of Hertfordshire, along with Letchworth Garden City Heritage Foundation and a grant from the Graham Rowlandson Foundation which enabled us to support school communities across the whole county. This investment in the Bikes without Barriers project is expected to last for at least a further 4 years and is a change in direction for HDSF in terms of funding.

HDSF also received significant grant funding for Community projects in line with our strategic objective to expand our services geographically across the whole of Hertfordshire; using local community venues to deliver sessions closer to our participant groups. HDSF also realised £19,000 in deferred income from 2021/22 for the development of the Stanborough site – with second hand containers installed on the site in 2022/23.

Expenditure was £171,382 compared to £146,531 in the previous year. Although attendance at sessional activities delivered increased in 2022/23 on the previous year, and the implementation of the Bikes without Barriers project significantly increased delivery, staff costs were down from £93,074 to £87,075. HDSF has slowly changed its staffing structure to move towards more full-time members of staff to support more flexible working across sessions – across 2022/23 HDSF full time staff numbers increased from 2 to 4. HDSF will continue to review staffing structures to maximise efficiency, in line with funding from general and project specific activities and funding.

Expenditure on Training and Equipment rose from £15,737 to £31,610 due to increased costs in equipment for the Bikes without Barriers project and training costs. However, of the £31,610 it can be noted that £29,402 was funded by grants and donations.

Total funds carried forward on 31 March 2023 were £259,759, up from £108,674 in March 2022. Restricted funds total £50,737 for the Bikes without Barriers project and community sessions – reflecting the commitment of our grant funders to the long term success of these projects. General funds changed

from £69,321 to £143,730. During 2022/23 a Designated Fixed Assets Fund was set up and transfers made totalling £65,292, from restricted funds of £53,298 to unrestricted funds in respect of fixed assets purchased from restricted funds in 2022/23 and in previous years (the restriction having been satisfied by the purchase of the fixed assets). A transfer was also made from unrestricted funds of £11,994 in this respect. See note 9.

Reserves

The reserves level is monitored on a regular basis (in accordance with the Financial Controls Policy) and is included in all financial forecasting. The Trustees reviewed and updated the Financial Reserves Policy in 2022/23 and agreed to maintain a minimum reserves level of 3 months operating costs plus a lump sum of £7,500, or £20,000, whichever is the greater. In December 2023 the Trustees reviewed the Reserves policy and agreed a change to 4 months of normal operational costs plus an additional £7,500 for potential redundancy and any ad hoc closure costs OR £75,000 (whichever is the greater). General funds are £143,730 which is above this minimum reserve. This is a significant change but reflects the increasing stability of HDSF as a long term entity and our commitment to ensuring financial security for our staff. In this respect, HDSF anticipates increased staff costs in 2023/24 to achieve the new staffing structure and further investment in training for all staff to ensure efficiencies in delivery options. In addition, the Trustees have approved £25,000 for the purchase of a new van (to replace an older vehicle) which is essential for our strategic objective to expand services geographically across the county. HDSF has put in place improved financial planning and monitoring in 2023/24 to better inform funding and delivery decisions.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks.

Risk Assessments for all venues and activities are in place and are regularly reviewed and updated – staff are regularly reminded of the contents and working practices are informed by their content. HDSF has policies for Safeguarding Adults at Risk and Child Protection which are based on the Herts County Council model documents. Staff and volunteers attend internal training on these policies at least annually and all staff and volunteers attend mandatory accredited safeguarding training on a regular basis. All staff and volunteer appointments are subject to a successful Enhanced DBS clearance.

Policies and procedures relating to risks from financial procedures, social media, conflicts of interest, data management (GDPR), staff recruitment and management and health & safety are in place and are reviewed on a regular timetabled basis.

Future Plans

As noted above, work will continue on benchmarking HDSF against Sport England Tier 1 Code for Sports Governance and the implementation of the new staffing structure.

Work will continue to develop a strategy to expand our services geographically across the whole of Hertfordshire in a sustainable and long term basis. Recruitment of additional staff has progressed in 2023/24 to support this expansion.

We will seek to secure grant funding to continue the Bikes without Barriers project and develop a partnership plan to create a longer term future for the project. In 2023/24 HDSF secured longer term funding from The National Lottery Community Funding to help to continue and develop this project to work with adults.

Work will begin on refining and developing our methods of measuring impact beyond the collection of statistics. Our service users profiles impact on the range of qualitative data collection tools available to us that would provide a rich picture of our impact. This is an ongoing objective for HDSF and is key to sharing our impact with external agencies and funders.

Structure, Governance and Management

HDSF is governed by a constitution, originally adopted 25th October 2013, under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3-year terms except the Chair and Treasurer, who may serve for 3 terms.

Of the 9 Trustees in office (at the time of writing the report), 3 are serving their second term of office and 6 are in their first term; 4 appointed in 2022/23 and a further 2 appointed in 2023/24. Prior to the recruitment campaigns, HDSF undertook a Trustee skills audit to ensure recruitment was focussed on building a Trustee Board with a diverse range of skills and experiences to support the work of HDSF. Of the current cohort, 4 Trustees have lived experience of disability.

The Treasurer resigned in December 2022 and a recruitment campaign was initiated in November 2022 in anticipation. Due to a lack of satisfactory applicants a second campaign was launched in December 22 which resulted in the recruitment of our current Treasurer, confirmed by the Board in March 2023. The Chair of Trustees resigned in January 2023 and the new Chair was appointed from the Board, as agreed in our succession plan.

In recognition of the number of new Trustees, HDSF has placed a priority on Trustee Induction in 2022/23 and 2023/24; running a number of internal briefings on a variety of operational aspects of HDSF, 'meet the team session' as part of our annual Strategy Day – all supported through Trustee involvement in developing Trustee Terms of Reference and the HDSF Scheme of Delegation. Trustee Board meetings have continued with a mixture of online and face to face meetings.

Governance

Over the 12 months of this report, the Trustees carried out regularly scheduled reviews of our standard policies for Financial Controls, Equality, Diversity and Inclusion, Financial Reserves, Working at HDSF – People and Policies (includes all HR policies), and Social Media Policy.

The new website for HDSF was launched in September 2021 and has access for the public to all our key policies and the latest Annual Report.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face-to-face fundraising. No complaints regarding fundraising were received for the period of this report. The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently,
- Observe the principles in the Charities SORP 2019,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administration

1 April 2022 to 31 March 2023

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair - Patrick McGeough (appointed 18th Nov 2022)
Treasurer - Aihab Al Khoubaishi (appointed 14th Mar 2023)
Trustees - Maria Anastase (appointed 18th Oct 2017, second term commenced Oct 2020)
Sarah Baldwin (appointed 18th Oct 2017, second term commenced Oct 2020)
Nicky Turnbull (appointed 21st Mar 2019, second term commenced Mar 2022)
Alex Gournay (appointed 14 Mar 2023)
Tom Horey (appointed 14 Mar 2023)
Andrew Huggins (appointed 19 Sep 2023)
Niranjan Mendonca (appointed 18 Oct 2023)

Charity Bank Accounts - Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6W

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB
(Appointed 7th November 2019)

Charity Registered Address - Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 600193

Website – <https://hdsf.co.uk/>

The Trustees declare that they have approved the trustees' report on pages 3 to 18.

Signed on behalf of the charity's trustees.



Patrick McGeough

28th January 2024

Chair of Trustee Board

HDSF Trustees would like to thank the HDSF staff and all of the following for their support over the last year:

Active North Herts
Dacorum Borough Council
East Herts District Council
Garfield Weston Foundation
Graham Rowlandson Foundation
Hertfordshire Cycle Training Team
Hertfordshire Reuse Centres
Herts Sport & Physical Activity Partnership
Hitchin Town Football Club
Letchworth Heritage Foundation
Pauls Bike
Players of the Postcode Lottery
Knights Templar School
St Albans District Council
Stanborough Park, GLL
Quercus
University of Hertfordshire

And of course, our volunteers!

Independent Examiner's Report to the Trustees of Herts Disability Sports Foundation Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the year ended 31st March 2023.

Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

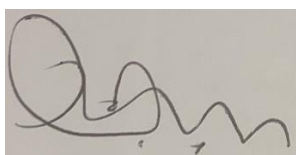
Independent Examiner's Statement

The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Association of Independent Charity Examiners.

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements confirming the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give 'a true and fair' view which is not a matter considered as part of an independent examination.

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



Signed:

Date: 29th January 2024

John Robert Eke
Fellow of the Association of Charity Independent Examiners
Soarview,
4 Stable Court,
Malborough,
Devon
Q7 3FB

Herts Disability Sports Foundation

Statement of Financial Activities and income & expenditure account 1 April 2022 to 31 March 2023 (see note 11 for 2021/22 comparative figures)

	2022/23			2021/22	
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds	Notes
	£	£	£	£	
Income and endowments from:					
Donations & Legacies	23,605	205,531	229,136	71,490	3a
Charitable Activities	85,134	0	85,134	68,471	3b
Other trading activities	0	0	0	718	3c
Investments	192	0	192	9	3d
Other	8,005	0	8,005	2,882	3e
Total	116,936	205,531	322,467	143,570	
Expenditure on:					
Raising Funds	13	0	13	204	4a
Charitable Activities	30,520	140,849	171,370	146,327	4b
Other	0	0	0	0	
Total	30,533	140,849	171,382	146,531	
Net gains/(losses) on investments	0	0	0	0	
Net income/(expenditure)	86,403	64,682	151,085	(2,961)	
Transfers between funds	53,298	(53,298)	0	0	
Other recognised gains/(losses):	0	0	0	0	
Net movement in funds	139,701	11,384	151,085	(2,961)	
Reconciliation of Funds					
Total funds brought forward	69,321	39,353	108,674	111,635	
Total funds carried forward	£209,022	£50,737	£259,759	£108,674	9

Herts Disability Sports Foundation

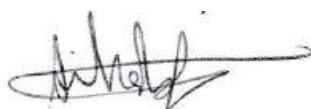
Balance Sheet as at 31 March 2023

	Total Funds 22/23 £	Total Funds 21/22 £	Notes
Fixed assets:			
Intangible Assets	0	0	
Tangible Assets	65,292	19,105	5a
Heritage Assets	0	0	
Investments	0	0	
Total fixed assets	65,292	19,105	
Current assets:			
Stocks	0	0	
Debtors	16,817	3,875	6
Investments	0	0	
Cash at Bank and in hand	186,202	116,999	
Total current assets	203,019	120,874	
Liabilities:			
Creditors: Amounts falling due within one year	8,552	31,305	7
Net current assets or liability	194,468	89,569	
Total assets less current liabilities	259,759	108,674	
Creditors: Amounts falling due after more than one year	0	0	
Provision for liabilities	0	0	
Total net assets or liabilities	£259,759	£108,674	
The funds of the charity:			
Restricted Funds	50,737	39,353	8
General Funds	143,730	69,321	9
Designated Fixed Assets Fund	65,292	0	9
Total unrestricted funds	209,022	69,321	
Total charity funds	£259,759	£108,674	

These financial statements were approved by the Trustees on 28 January 2024 and signed on its behalf by:



Patrick McGeough
(Chair)



Aihab Al Koubaisi
(Treasurer)

HDSF Notes to Accounts – 1 April 2022 to 31 March 2023

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

1. Basis of Accounting

These accounts have been compiled as accruals accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The Trustees consider that there are no material uncertainties about HDSF's ability to continue as a going concern. The presentation and format comply with Charity Commission recommended practice.

2. Accounting Policies

a. Income

Income from charitable trusts, grants and donations are recognised when there is evidence of entitlement, receipt is probable, and its amount can be measured reliably. Evidence of entitlement to grants is when a formal offer of funding is communicated in writing and when any terms and conditions are met. If there is uncertainty in this respect, the income is not recognised and is treated as a deferred liability. Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent and it is not spent in the year of receipt, the cash reserves at the end of the year include that sum to be spent after the year end date.

HDSF has not received any income from Legacies, or Endowments and does not have any investments. Income from interest received in the CAF bank account is detailed in note 3.d.

b. Expenditure

All expenditure is accounted for when a legal obligation for a specific item arises. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure where charged.

c. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes.

Most income is either exempt, zero rated, or outside the scope with regard to VAT and any other income falls below the statutory threshold and therefore the organisation is not registered for VAT and no VAT is levied.

3. Income

a. Donations & Legacies

Grants:

Charity/Foundation	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Active North Herts CSF	0	1,885	1,885	0
Dacorum Borough Council	0	8,000	8,000	0
East Herts Council	0	5,000	5,000	7,395
Garfield Weston Foundation	0	10,000	10,000	0
Herts Community Foundation	0	0	0	13,816
Herts County Council (BLC)	0	10,000	10,000	0
Herts County Council (MW)	0	10,000	10,000	0
Letchworth GC Heritage Foundation	5,102	9,040	14,142	4,000
National Lottery Awards for All	0	10,000	10,000	0
North Herts District Council	0	0	0	7,670
Postcode Places Trust	0	25,000	25,000	19,735
Quercus Watford	0	5,000	5,000	0
Robert Clutterbuck Trust	0	0	0	1,000
Graham Rowlandson Foundation	0	27,200	27,200	0
RUB White Charitable Trust	0	0	0	10,000
St Albans City & District Council	0	5,000	5,000	0
The John Aphthorp Charity	0	9,000	9,000	0
Herts Sport & Physical Activity Partnership	0	70,000	70,000	0
Total Grants	5,102	205,125	210,227	63,616
Donations	18,503	406	18,909	7874
TOTAL Donations & Legacies	£23,605	£205,531	£229,136	£71,490
	2022/23	2022/23	2022/23	2021/22

The above shows total grants awarded in 2022/23 of £210,227 which is a significant increase on the previous year (£63,616) and is in part a reflection of the success of the HDSF Bikes without Barriers project. However, of this, £19,000 was income deferred from 2021/22; £9,000 from The John Aphthorp Charity and £10,000 from National Lottery Awards for All, both for the development of the Stanborough site. This sum was released as grant income in 2022/23 and the project was completed in the same year. A further £5,102 from Letchworth Garden City Heritage Foundation relates to a 2021/22 project delivered in that year – the final funding payment of £5,102 was released after completion of the project (dependent on KPIs) and was not confirmed until 2022/23. As the expenditure relating to this project was completed in 2021/22, the final payment has been treated as unrestricted.

Unrestricted donations (£18,503) include £750 from P&L Howe, £6,000 from Herts & Beds Hockey Umpires, £7,100 from Woodfield After School Club and a considerable number of donations in memory of John Crosti who passed away in July 2022. Online donations are received via JustGiving with a total of £3,363 donated in 2022/23 (gross) plus Gift Aid on these donations of £675 (gross). Restricted donations (£406) were for the tool replacement appeal.

b. Charitable Activities

Income from charitable activities arises from the main activities undertaken by HDSF to meet our charitable objects.

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
	£	£	£	£
Community, special schools, family groups, etc.	63,539	0	63,539	52,215
Policy development, partnerships, support for grant applications, etc.	21,500	0	21,500	15,567
Merchandise	95	0	95	689
Total Charitable Activity income	£85,134	£0	£85,134	£68,471

With the removal of almost all Covid restrictions, attendances at sessions in 2022/23 increased on the previous year although this was a gradual increase, as many of our participants did not return immediately. It should be noted that the cycling sessions delivered in schools are not chargeable sessions as these are grant funded.

As previously outlined in this report, HDSF anticipated an increase in staff costs in 2023/24 and investment in a replacement van to transport equipment.

c. Other Trading Activities

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
	£	£	£	£
Other Trading Activities	0	0	0	718

During 2022/23 no income was received directly from fundraising – although we continued to work closely with Hitchin Town Football Club who kindly held fundraising activities on our behalf (received as donations). This was in part due to a lack of capacity with the increase in ‘general sessions’ delivered and the increase in sessions being delivered in schools as part of the Bikes Without Barriers project (grant funded).

d. Investments

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
	£	£	£	£
Bank Interest Received	192	0	192	9

Bank interest was received in the interest earning bank account – closed in November 2022 due to changes to the CAF account. HDSF does not hold investments.

e. Other

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
	£	£	£	£
Other Income	8,005	0	8,005	2,882

Income was received from the sale of 10 multisport wheelchairs to Herts University for use by their students to expand access to sports sessions. Income was also received to support the development of a feasibility study for project development.

4. Expenditure

a. Raising Funds

HDSF uses a single online giving platform which charges at source and acts as the HDSF Gift Aid Agent. The fee charged in 2022/23 for donations was £101 (£3,363 donated) and a fee of £34 charged for Gift Aid payments (£675 received).

b. Charitable Activities

Summary

Totals	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
	£	£	£	£
Staff costs and pension	12,309	74,766	87,075	93,074
General support costs	15,004	27,664	42,668	30,562
Other	3,208	38,418	41,626	22,691
Charitable Activities	£30,521	£140,848	£171,370	£146,327

The major cost is the employment of staff. This fell slightly during 2022/23 as a result of a change in personnel.

i. Staff costs and pension

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	21/22 Total
	£	£	£	£
Total Gross Salary Payments	8,462	74,766	83,228	89,324
Employer's NI Contributions	1,550	0	1,550	1,747
Employer's Pension Contributions	2,297	0	2,297	2,003
TOTAL	£12,309	£74,766	£87,075	£93,074

Note: figures are net of Employment Allowance

In 2022/23 HDSF employed two full time members of staff for the whole period, the Charity Operations Manager and the Deputy Team Leader. One other part-time instructor converted to full time employment as a Bike Mechanic/Instructor in July 2022. Other part time staff were the Administration Manager/Charity Secretary and 4 Instructors, equivalent to 3.34 full time employees (FTE) compared to the FTE of 3.5 in 2021/22. Staffing levels remained constant despite the increase in both general and Bikes Without Barriers sessions. The Administration Manager (part-time) resigned in February 2023 and the Chief Operations Officer (full time) was appointed in March 2023. No single employee received benefits of more than £60,000 during the period.

The HDSF pension provider is NEST. Pension costs were as follows;

	2022/23	2021/22
	Total	Total
	£	£
Employee Contributions	3,063	2,762
Employer Contributions	2,297	2,003
Payments made	£5,360	£4,765

Pension costs in 2022/23 rose slightly on 2021/22 as one additional member of staff joined the pension scheme during the year.

ii. General support Costs

	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Storage Costs	0	4,026	4,026	1484
Direct cost of sales	39	1,538	1,577	1705
General support costs	14,965	22,100	37,066	27373
Total Support costs	£15,004	£27,664	£42,668	£30,562

Support costs were higher in 2022/23 than in previous years; in part due to a feasibility study for project development (£5,000), groundworks preparation of the Stanborough location for siting of new (to HDSF) shipping containers and equipment purchased for the bike workshop at Knights Templar school in relation to the Bikes Without Barriers project. The increased costs primarily fall in restricted funding as they relate directly to the grant funded activities – including purchase of new bike parts and helmets/lights, and repair and maintenance of donated bikes. Claimable travel expenses for staff and volunteers increased due to an increase in the number of sessions at a variety of different locations.

With support from grant funding, HDSF purchased second-hand shipping containers for bike storage at Stanborough and the Knights Templar school site – the latter now also has a fully adapted shipping container as a bike repair workshop. These improvements will significantly reduce storage costs in 2023/24 and provide an effective and professional workshop area to maintain HDSF bike stock for the teaching fleet and repair/maintenance of the increasing number of donated bikes.

Governance costs are included in support costs and relate to compliance with statutory requirements. No Trustee received a payment or any other form of remuneration from HDSF, other than a refund of travel expenses in order to fulfil their Trustee duties. The travel expenses totalled £120 for the hire of a wheelchair accessible taxi to attend a Trustee quarterly meeting.

iii. Other expenditure on charitable activities;

	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Insurance	0	3,216	3,216	2,864
Training & Equipment	2,208	29,402	31,610	15,737
Depreciation - see note 5a	1,000	5,800	6,800	4,090
Total Other costs	£3,208	£38,418	£41,626	£22,691

The charity benefits from the work of volunteers. No value is placed on that help in the accounts, but they do provide a necessary and highly valued resource. The amount of volunteer time has been increasing (including our 3 regular volunteers) since face-to-face activities resumed and has been especially important in 2022/23 as almost all of our delivery moved to 'in person'. All HDSF volunteers receive the same induction checks and training (Enhanced DBS, Safeguarding training, etc.) as permanent staff and role specific training (either in house or external qualifications).

There have been no related party transactions in the reporting period that require disclosure.

5. Fixed Assets

a. Tangible Assets

	2022/23				2021/22	
	Bikes	Other equipment	Plant & machinery	Motor vehicles	Total	Total
Cost	£	£	£	£	£	£
Opening Balance 1 April	13,883	5,222	0	0	19,105	16,475
Additions	0	0	40,992	11,994	52,986	6,720
Closing Balance 31 March	13,883	5,222	40,992	11,994	72,091	23,195
Depreciation						
Opening Balance 1 April	0	0	0	0	0	0
Charge for year	3,992	1,104	1,104	600	6,800	4,090
Closing Balance 31 March	3,992	1,104	1,104	600	6,800	4,090
Net book value						
Opening Balance 1 April	13,883	5,222	0	0	19,105	16,475
Closing Balance 31 March	£9,892	£4,118	£39,888	£11,394	£65,292	£19,105

Significant additions to assets include the purchase of an additional van (2nd hand) for transporting equipment, plus the purchase of shipping containers at the sites at Knights Templar School and Stanborough. Shipping containers on both sites enable us to refurbish and maintain bikes in our workshop and store bikes for redistribution or for hire. The shipping containers were funded from restricted grant funding.

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand or donated to HDSF. No value is placed on these donations in the accounts. Purchases of items over £1,000 are treated as fixed assets in the year they are paid for and are depreciated. HDSF does not own or rent any land or buildings.

b. Depreciation

Type of fixed asset	Anticipated useful life	% Rate
Computer and other electrical equipment	3 years	33%
Sports and disability equipment	3 years	33%
Other Equipment	5 years	20%
New bikes (over £5,000)	5 years	20%
Plant & Machinery	5 years	20%
Motor vehicles purchased 2nd hand	5 years	20%

Items that cost more than £1,000 for a single item are treated as fixed assets. Equipment purchased new or second hand are depreciated over the remaining useful life in accordance with the above.

6. Current assets

Debtors	2022/23	2021/22
	£	£
Trade Debtors	16,457	3,315
Other Debtors	360	560
Total	£16,817	£3,875

Trade Debtors relates to HDSF invoices issued in March 2023, all funds received by October 2023. Other debtors are deposits held on contracts for storage containers with monthly rental fee.

7. Liabilities

Current liabilities for 2022/23 comprise:

	2022/23	2021/22
	£	£
Trade creditors	1,145	1,177
Accruals	4,945	5,532
Taxation	2,461	1,276
Deferred Income	0	23,500
Total	£8,552	£31,305

a. Current Liabilities (amounts falling due within 1 year)

i. Trade Creditors	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
Trade Creditors	£0	£1,145	£1,145	£1,177

ii. Accruals

HDSF pay salaries one month in arrears, so April 2022 payroll costs relate to the preceding financial year, as do April 2023 payroll costs.

	2022/23	2022/23	2022/23	2021/22
	Unrestricted	Restricted	Total	Total
April Payroll	£427	£4,518	£4,945	£5,352

iii. Accruals for taxation

March taxation and National Insurance payments are accrued as they are not due to HMRC until April, following the year end.

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	2021/22 Total
March HMRC payment due April	£973	£1,489	£2,461	£1,276

b. Deferred income

In 2021/22 income of £23,500 was recognised as deferred liabilities, for purchase of shipping containers for the Stanborough site and delivery of bikes over a 12 month period. These projects were completed in 2022/23 with all deferred income spent as allocated. No income received in 2022/23 is notated as a deferred liability.

8. Restricted Funds

	b/f 1 April 22	Income	Expenditure	Transfers	c/f 31 March 23
	£	£	£	£	£
Stanborough	13,805	0	13,805	0	0
Marquee	1,926	0	1,926	0	0
Bikes without Barriers	14,123	129,240	59,744	53,298	30,321
Tools	2,414	406	2,820	0	0
Membership cards	760	0	760	0	0
Support Costs	805	10,000	10,805	0	0
Cycling	0	11,885	11,885	0	0
Community Activities	0	35,000	14,584	0	20,416
	£33,833	£186,531	£116,329	£53,298	£50,737
Marquee equipment	5,520	0	5,520	0	0
Stanborough containers	0	19,000	19,000	0	0
Restricted funds	£39,353	£205,531	£140,849	£53,298	£50,737

Grant funding for the Bikes without Barriers project is based on delivery through the academic year (September to July). Part of the carry forward to 2023/24 is required to complete delivery from 1 April to July 2023. Activities in the Community are grant funded to 31 December 2023 and therefore require carry forward to complete the project.

Projects;

- Bikes without Barriers relates to the learn to ride scheme delivered in primary and special schools and includes both delivery costs and equipment/maintenance of donated and purchased bikes.
- Cycling encompasses all other cycling and bike maintenance and repair activities for communities outside of schools.
- Community activities are sessions delivered in community settings such as community halls and includes a wide range of activities such as group exercise and boxercise.

9. Total funds

	B/f 1 April 2022	Surplus in year	Transfer Restricted Funds	Transfer Unrestricted Funds	C/f 31 March 2023
General Funds	69,321	86,403	0	(11,994)	143,730
Designated Fixed Assets Fund	0	0	53,298	11,994	65,292
Total Unrestricted Funds	69,321	86,403	53,298	0	209,022
Restricted Funds	39,353	64,682	(53,298)	0	50,737
Total Funds	£108,674	£151,085	£0	£0	£259,759

Transfers were made totalling £65,292 to a Designated Fixed Asset Fund set up during the year in respect of fixed assets purchased with both restricted funds (£53,298) and unrestricted funds (£11,994).

Analysis of Total Funds

2022/23

	Fixed Assets £	Cash and bank £	Debtors £	Creditors £	Total £
General funds		135,465	16,817	(8,552)	143,730
Designated Fixed Assets Fund	65,292				65,292
Total Unrestricted Funds	65,292	135,465	16,817	(8,552)	209,022
Restricted Funds		50,737			50,737
Total	£65,292	£186,202	£16,817	(£8,552)	£259,759

10. Independent Examination of Accounts

The 2022/23 accounts have been independently examined by John Eke, FCIE. He received a fee in this respect of £400 and £163 for advice on accruals accounting.

11. Comparative figures for 2021/22

		2021/22	
	Unrestricted	Restricted	Total
	Funds	Funds	Funds
	£	£	£
Income and endowments from:			
Donations & Legacies	13,001	58,489	71,490
Charitable Activities	68,471	0	68,471
Other trading activities	24	694	718
Investments	9	0	9
Other	2,882	0	2,882
Total	84,387	59,183	143,570
Expenditure on:			
Raising Funds	204	0	204
Charitable Activities	83,136	63,191	146,327
Other	0	0	0
Total	83,340	63,191	146,531
Net gains/(losses) on investments	0	0	0
Net income/(expenditure)	1,047	(4,008)	(2,961)
Transfers between funds	0	0	0
Other recognised gains/(losses):	0	0	0
Net movement in funds	1,047	(4,008)	(2,961)
Reconciliation of Funds			
Total funds brought forward	68,274	43,361	111,635
Total funds carried forward	£69,321	£39,353	£108,674

Herts Disability Sports Foundation

Charity Number 1156034



Knights Templar School Park Street Baldock, Herts, SG7 6DZ



01462 600193



<https://hdsf.co.uk/>



@Herts_DSF



facebook.com/HertsDisabilitySportsFoundation

Accounts



Herts Disability
Sports Foundation

Charity Number 1156034

Herts Disability Sports Foundation Trustees' Annual Report 2021/22



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Chair's Report – 2021/22



Welcome to the HDSF annual report for the year 2021/22. This is my fifth and final annual report as Chair of HDSF. It's been a pleasure to support such an excellent charity.

We've come a long way in the past five years by working together. We support more people than ever before and emerge from the challenging years of lock down in a strong financial position. My sincere thanks to everyone who has contributed to the running of the HDSF Charity particularly over the past year. The growth of the charity is testament to the work and commitment of staff and volunteers.

Looking ahead to the next twelve months we recognise the need to increase our delivery capacity and also complete our project to provide essential additional bike storage at Stanborough Park.

I leave the charity in a strong position and wish all those involved every success in the future.

Thank you once again for your continued support.

A handwritten signature in black ink that reads "Nigel Kippax".

Nigel Kippax
Chair of Trustees

Highlights of the Year 2021/22



Lockdowns finished and we started to expand our activities outside, but with some popular online activities continuing



We worked with 933 children across 15 schools and in our learn to ride program 67% were pedalling independently after just 2 sessions....



Huge success with bike donation and recycling



Progress on our aim to set up a cycle hub at Stanborough Lake, Welwyn Garden City



Moving towards the range of activities and support across Hertfordshire that we offered before Covid.



The launch of our new website www.HDSF.co.uk

User Testimonials

“

you do an incredible job and Little Man is over the moon he can now ride on 2 wheels and has told everybody that'll possibly listen about today's achievement

“

....you guys are an amazing team and the best place to go for Learn to Ride and Bikeability

“

Thank you so much for all of your support! Everyone loved your bikes and we really appreciate it!!!

“

When lockdown hit I did panic at the thought of no HDSF sessions! But everything you have done has been fun, brilliant and we've loved it all. You come up with The Best ideas that have kept my son going, and me sane! You can see all the kids on zoom are having such a great time - the smiles alone are proof of that. Thank you for everything. You're all brilliant

And finally.....

“ Herts Disability Sports Foundation you don't give up do you....Amazing,[is] what you guys are”

Trustees' Annual Report

The Trustees have pleasure in presenting their report and financial statements for the year ended 31st March 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6th March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objectives), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

Why do we exist?

Guidelines issued by the UK Chief Medical Officer state the benefits of physical activity for disabled children and young people in terms of mental and physical health, social and self-confidence. For good health benefits, 20 minutes of physical activity a day is recommended¹.

Children and young people remain less active compared to pre-pandemic levels, with children from less affluent families worst affected². Sport England's Active Lives Adult Survey data shows disabled people are almost twice as likely to be physically inactive (43%), compared with those without a disability (23%). This inequality increases sharply as the number of impairments a person has increases, with 51% of people with three or more impairments inactive³. As we recover from the Covid Pandemic, the Activity Alliance survey shows disabled people's lives have been the hardest hit by COVID-19, widening inequalities, creating new challenges and less support to disabled people who wish to be active⁴.

Inclusion is at the core of what we do. We want people who face any kind of challenge that others may not, to be able to participate and benefit from being active. Our Solution is to provide, and support others to provide, opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering coaching or education in a supportive and non-judgemental environment.

¹ UK Chief Medical Officer's Physical Activity Guidelines for Disabled Children and Disabled Young People 2022

² Sport England, Active Lives Children & Young People Survey 2020/21, published December 2021

³ Sport England, Active Lives Adult Survey 2020/21, published April 2022

⁴ Activity Alliance Annual Disability and Activity Survey 2021-22

HDSF in Summary

Providing sport and physical activity opportunities for all

Our Vision

Our vision is a world where everyone is valued equally, listened to and included.

That quality of life can be improved through the involvement in sport and physical activity opportunities.

Our Mission

Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.

Our Values

We will always provide equal opportunities

We will always provide high quality and excellence in everything we do

We will always operate in an ethical way; being honest, reliable and trustworthy

We will always treat each person as an individual

We will never presume to judge others' behaviour or needs

What we offer

Sport and physical activity opportunities through:

- Holiday Programmes
- Paralympic Roadshows
- Day Services Outreach
- Corporate Away Days
- Training on inclusion and disability

How we are different

- We offer a fully inclusive service
- We put the beneficiary first and tailor our work around the individual
- We understand the needs of the individual, based on our training and extensive experience

Why we are fundraising

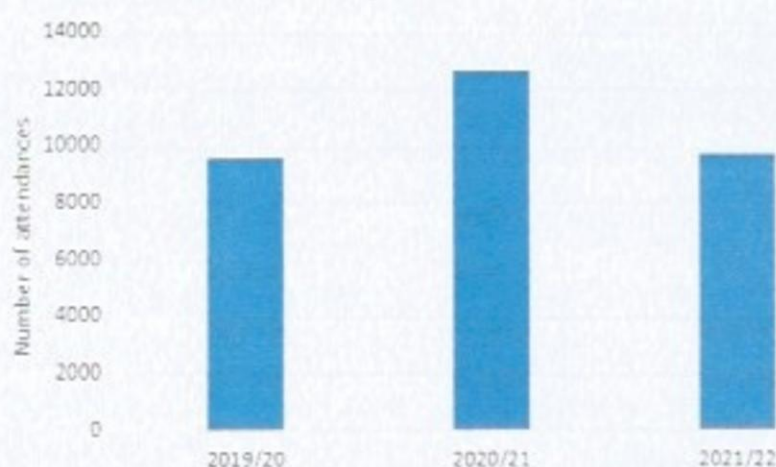
- We need to keep our services affordable, but the costs are high given the level of need and individual attention provided
- Where possible, we receive grants to supplement but this is not always possible
- Funding is needed to ensure core costs are covered

Achievements and Performance

Delivery throughput

The number of people we saw (throughput) during 2021/22 was lower than 2020/21 as the return to face-to-face delivery began. Online sessions require very little setup or transition, which means volume of sessions and participants could be higher. In 2021 as people started to resume face to face activities, sessions were limited to keep within Covid guidelines and to make participants and their parents / carers feel safe.

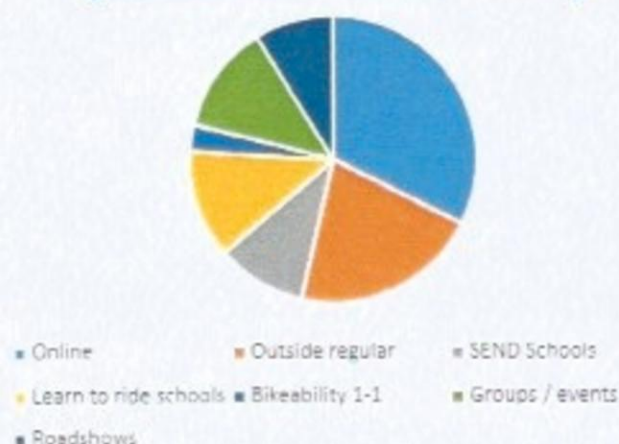
Throughput figures over past 3 years



With none of our usual sports hall facilities affordable in the new climate, activities were restricted to online, outdoors or with shelter, in the marquee at Stanborough. This allowed for a maximum of 6 participants in a safe environment, but for those desperate to stay connected in person, it enabled activities to continue.

In 2020/21 88% of attendances were online, and in 2021/22 we were delighted that 67% of our delivery had returned to in person, with online services continuing to support those who wanted / needed this.

Throughput by activity 2021/22



Training

HDSF team training is key to the success of the charity. With face-to-face training still limited, online safeguarding training was used. First aid training continued where possible. Our lead instructor became a qualified Bikeability Level 2 Instructor.

Partnerships

Herts Sports Partnership (HSP) continues to be a major partner, with a service level agreement contracting HDSFs services in a disability support officer role.

Our partnership with Herts County Council (HCC) Cycle Training team continues to develop with not only 1-1 (Special Education Needs and Disabilities (SEND) training, but also schools learn to ride sessions, preparing children in schools in areas of deprivation for their Level 1 & 2 Bikeability, which is delivered by HCC.

The HCC Care Leavers team has contracted HDSF to provide 120 reconditioned bikes, along with locks and helmets for their care leavers. This project has seen a lot of referrals from support workers to provide transport not just for recreation, but to access college and work in many cases.

We continue to support disability specific groups across the county including ROAR Dacorum Mencap with monthly discos as well as face to face activities and Supported Activities Programme with weekly fitness sessions and occasional discos and cycling / water sports sessions.

Work with special schools has continued throughout the year with face-to-face sessions whenever allowed. Woolgrove MLD School has benefited from reduced workload and has had blocks of cycling for their Key Stage 2 children, with both 2 wheel and adapted cycling progress made by all children. Lonsdale School has accessed after school clubs as restrictions have allowed, but also weekly adapted cycling sessions on the school site, allowing us to provide the specialist equipment and expertise, with children and staff not needing to leave the school site.

With day services not returning to normal activities and the lack of winter indoor facilities available, we once again diversified our offer. The impact of covid had demonstrated the importance of outdoor activity, however it became apparent that not only people with additional needs were disadvantaged, but also those in areas of deprivation. The number of young people unable to ride a bike and those not owning a bike was highlighted through individual conversations with HSP and the HCC Cycle Training team. As a result, we launched our Bikes without Barriers initiative. Focussing on Year 5 & 6 children in schools identified by our Active Local team, we taught children to ride bikes, and through bike donations and a partnership with Pauls Bikes, reconditioned bikes which we provided along with a helmet for the children who did not have one. The impact of this project has been stark, with requests to increase capacity coming from many directions and was a key part of 2021/22 and will continue to grow in 2022/23.

Grant funded Projects

Since 1 April 2021 we have been successful in being awarded grant funding from several sources as follows:
Postcode Lottery - £19,735 - received April 2021 to support a salary, with the focus supporting individuals to re-engage in face-to-face activity post lock down.

HCF Coronavirus Support - funding of £9,210 awarded in June 2021 and received in October 2021.

Awards for All - £10,000K capital funding received in July 2021 to develop a permanent base at Stanborough
John Apthorp - £9,000 capital funding received in September 2021 to develop a permanent base at Stanborough.

East Herts Council - £7,395 awarded July 2021 and received in September 2021 to deliver bikes and training in schools.

Robert Clutterbuck - £1,000 received in September 2021 for specialist equipment to create membership cards for adapted cycling participants.

HCF Quercus - £4,606 received in September 2021 for the schools learn to ride project in Watford.

Letchworth Heritage Fund – £9,102 awarded in November 2021 for the schools learn to ride project. £4,000 received in the year with the conditional remainder received in 2022/23 financial year.

North Herts BC - £7,670 received in December 2021 for the schools learn to ride project.

RUB White Charitable Trust - £10,000 received in January 2022 towards general operational costs.

Graham Rowlandson - £27,200 awarded in March 2022 (received 2022/23) for the schools learn to ride project.

Volunteers and Donations

HDSF appreciates the generosity of the community we work with. We have received an incredible number of donated 2-wheel bikes for our bike recycling scheme which have been given to young people in need.

In 2021/22 we also had 4 volunteers who worked on weekly sessions across the year in supporting the delivery of sessions, plus 1 volunteer who assists significantly with all our grant applications. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts. We have also had a number of individuals and organisations who kindly raised funds to support our work. We are immeasurably grateful for their support and goodwill.

Fundraising

As part of our fundraising for our permanent cycle storage and base at Stanborough Park participants took part in an activity to virtually travel to accessible destinations around Hertfordshire. Every walking, fitness, cycling activity that a participant took part in with us or independently counted towards their individual 100-mile journey.

Stanborough Development

Whilst we are very fortunate to have office and storage facilities at Knights Templar School in Baldock, we operate across Hertfordshire and have regular fitness, cycling and water sport activities at Stanborough Lake in Welwyn Garden City, made possible with the support of the management and staff there. Despite the success of those activities, there are logistical challenges ensuring the right equipment is in the right place for sessions and this makes it difficult to consider extending the availability and for considering adapted bike hire to the weekends (which we think there is demand for).

We have been aware for the last few years that one of the barriers to our growth is the lack of an operational base and Stanborough would be an ideal site, located centrally in Hertfordshire and with the existing water, cycling and fitness activity options it offers. We have begun to explore with the management team what might be possible and to seek appropriate planning and other permissions that would allow us this base, without impacting in any way on Stanborough's own business/recreational operations. We are therefore applying for grants that are contingent on the ability to proceed with some development there. Because of the uncertainty as regards this project, the income is being treated as a deferred liability.

Financial Review

In the year to 31 March 2022, HDSF took the decision to change the basis of accounting policy from a cash to accruals accounts in order to be able to report in full accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The change in accounting policy was made to reflect the growth and complexity of Herts Disability Sports Foundation and our ability to prepare accruals basis accounts made possible by implementing financial management software at the beginning of 2020/21. The 2020/21 accounts were restated as part of this change in accounting policy.

Income for the year was £143,570 compared to £214,757 in the previous year. We had been heavily supported in 2020/21 with grant funding to cover additional costs during the pandemic and it was pleasing to see income from charitable activities and partnerships increase in 2021/22 and overall to return to more normal levels overall. Full restrictions were not lifted until Summer 2021 and so our usual activities in Schools during the summer term was impacted.

HDSF have an objective of increasing the amount of income from events and sessional activities. We gradually introduced charges as face-to-face activities were able to recommence and although income from schools has only begun to return to pre-pandemic levels since the end of the 2021/22 year, there were encouraging signs by 31 March 2022 that bookings were beginning to return.

Expenditure was £146,531 compared to £154,161 (as restated) in the previous year. This was primarily due to a senior instructor leaving part way through the year, and effective management of flexible staff time as Furlough came to an end.

Total funds carried forward in March 2021 were £111,635 (as restated) and these fell slightly to £108,674 by March 2022. Unrestricted reserves changed from £68,274 (as restated) to £69,321 leaving HDSF cash position well above the minimum reserves level of 3 months operating costs and able to maintain this situation for over 5 months into the new financial year.

HDSF has a policy document relating to Risk as well as Financial Controls and Financial Reserves. These are all also reviewed regularly by the Trustees.

Reserves

The reserves level is monitored on a regular basis (in accordance with the Financial Controls Policy) and is included in all financial forecasting. The Trustees reviewed and updated the Financial Reserves Policy in the year since the last report and agreed to maintain a minimum reserves level of 3 months operating costs plus a lump sum of £7,500, or £20,000, whichever is the greater. At the time of writing this report, the minimum reserves figure remains unchanged from last year at £37,700 comprising core costs that are largely staff salaries. The amount was not changed from the previous review because our staff composition remained overall very consistent over the period reviewed. However, reserves will be further reviewed if there were significant changes to our staff make up, rates of pay, or other core costs and the Trustees will continue to review the reserves policy on an annual basis.

The total unrestricted reserves at the year-end were £69,321 (2020/21 £68,274, as restated) including fixed assets of £19,105 (2020/21 £16,475 as restated), leaving £50,216 (2020/21 £51,799 as restated) which is in excess of the policy. In addition to the regular expenditure, mainly staff costs, there are plans to develop Stanborough mentioned previously.

Cash flow projections currently indicate that HDSF will end the financial year (2022/23) with unrestricted funds above the minimum reserves level, although how much will depend upon the progress of the Stanborough development.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks.

The contingency plan approved by the Trustees at the beginning of March 2020 regarding the Covid-19 situation remained in force as required during the 2021/22 financial year and we took a cautious approach to restarting activity on a "business as usual basis" reflecting the concerns of both our partners, clients and service users, but also mindful that we have a small team of staff and volunteers and that their absence would seriously impact our ability to maintain our activities. The risk register that was put in place early in the 2021/22 year continued to be reviewed regularly by Trustees.

We worked on a comprehensive health & safety policy update that was signed off in May 2021 and then updated in June 2022. This now covers both lone workers and operating at various sites and locations across Hertfordshire.

Future Plans

All restrictions have been lifted in England since July 19th 2021. Trustees continued regular (online) meetings until July 2022, when the first face to face meeting was able to take place. They remain committed to planning the long-term future of HDSF and the development of a permanent base, hopefully at Stanborough Lake in Welwyn Garden City, where we are continuing to explore options for a more permanent base for many of our outdoor activities and have written more about this separately in the report as it is so key to our development.

Structure, Governance and Management

HDSF is governed by a constitution, originally adopted 25th October 2013, under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3-year terms except the Chair and Treasurer, who may serve for 3 terms. One of the Trustees reached the end of their first term on 20th March 2022 and will serve for a second term and the Treasurer agreed to extend their term from June 2022 until the end of 2022 by which time it is hoped a replacement Treasurer will be in post.

The trustees normally meet 4 times a year with an additional strategic meeting at the beginning of each calendar year. In 2021/22 the strategic review took place over two meetings in January and February 2022. Whilst face to face meetings were considered for all meetings after July 2021, due to rising Covid rates and

concerns over staff attending, all Trustee meetings in the year have used Zoom – ensuring meetings meet constitutional and legal requirements. Face to face meeting resumed in July 2022.

Recruitment

No new Trustees were appointed in the year. Since the end of the year one Trustee has resigned (effective 1 September 2022) and we will be strengthening the Board, with new Trustee recruitment planned over the remainder of the current year, including a new Treasurer in recognition that a number of Trustee terms end over the next 12 months. The Board will ensure that the new Trustees collectively have the correct skills and experience for the role, taking into consideration the Trustees who will come to the end of their term of office in 2023.

Governance

Over the 12 months of this report, the Trustees carried out regular reviews of our standard policies for Financial Controls, Financial Reserves, Trustee expenses, Employee expenses, Social Media Policy, Equal Opportunities Policy, Whistleblowing Policy, Privacy Policy and Complaints Policy. We also created a comprehensive Health & Safety Policy.

The new website for HDSF was launched in September 2021 and has access for the public to all our key policies.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face-to-face fundraising. No complaints regarding fundraising were received for the period of this report.

The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the principles in the Charities SORP 2019.
- Make judgements and estimates that are reasonable and prudent.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administration

1 April 2021 to 31 March 2022

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair -	Nigel Kippax (Appointed 18 th October 2017, second term commenced October 2020)	Maria Anastase (Appointed 18 th October 2017, second term commenced October 2020)
Treasurer -	David Gray (Appointed 6 th June 2019, second term commenced June 2022)	Jay Livermore (Appointed 18 th October 2017, second term commenced October 2020, resigned 1 Sept 2022)
	Sarah Baldwin (Appointed 18 th October 2017, second term commenced October 2020)	Nicky Turnbull (Appointed 21 st March 2019, second term commenced March 2022)

Charity Bank Accounts - CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6W

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB
(Appointed 7th November 2019)

Charity Registered Address - c/o Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 600193

Website - <https://hdsf.co.uk/>

HDSF Trustees would like to thank the HDSF staff and all of the following for their support over the last year:

East Herts Council
Letchworth Garden City Heritage Fund
Regular and one-off donors
Freemasons of Hertfordshire
Drainwork Solutions
Paul's Bikes
Butterfly Room
Braughing & District Pickleball

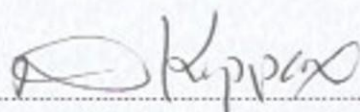
RUB White Charitable Trust
People's Postcode Lottery
Herts Community Foundation
Stanborough Park
Knights Templar School
Robert Clutterbuck Trust
University of Hertfordshire
Glint Media

Herts Sport Partnership
Herts County Council Cycle Training Team
North Herts DC
Graham Rowlandson Trust
NHSSP
Sport England
John Aphorpe Trust
Hitchin Town FC

and our wonderful HDSF volunteers!

The Trustees declare that they have approved the trustees' report on pages 6 to 14.

Signed on behalf of the charity's trustees.



(Signature of Authorised Person)

Nigel Kippax

(Name of Authorised Person)

18.11.2022

(Date)

Chair of Trustee Board

(Position held by Authorised Person)

Independent Examiner's Report to the Trustees of Herts Disability Sports Foundation Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the year ended 31st March 2022.

Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

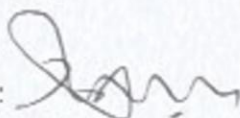
Independent Examiner's Statement

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records.

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

Signed:



Date:

22 October 2022.

John Robert Eke
Fellow of the Association of Charity Independent Examiners

Soarview,
4 Stable Court,
Malborough,
Devon
Q7 3FB



Herts Disability
Sports Foundation
Charity Number 1155634

Herts Disability Sports Foundation

Statement of Financial Activities and income & expenditure account 1 April 2021 to 31 March 2022

		2021/22		2020/21	
	Unrestricted Funds	Restricted Funds	Total Funds	Total funds as restated (See note 5)	Notes
	£	£	£	£	
Income and endowments from:					
Donations & Legacies	13,001	58,489	71,490	143,446	3a
Charitable Activities	68,471	0	68,471	43,256	3b
Other trading activities	24	694	718	19,579	3c
Investments	9	0	9	0	3d
Other	2,882	0	2,882	8,476	3e
Total	84,387	59,183	143,570	214,757	
Expenditure on:					
Raising Funds	204	0	204	180	4a
Charitable Activities	83,136	63,191	146,327	153,981	4b
Other	0	0	0	0	
Total	83,340	63,191	146,531	154,161	
Net gains/(losses) on investments	0	0	0	0	
Net income/(expenditure)	1,047	(4,008)	(2,961)	60,596	
Transfers between funds	0	0	0	0	
Other recognised gains/(losses)	0	0	0	0	
Net movement in funds	1,047	(4,008)	(2,961)	60,596	
Reconciliation of Funds					
Total funds brought forward	68,274	43,361	111,635	51,039	5
Total funds carried forward	£69,321	£39,353	£108,674	£111,635	



Herts Disability
Sports Foundation
Charity Number 1159034

Herts Disability Sports Foundation

Balance Sheet as at 31 March 2022

	Total Funds 2021-22 £	Prior year funds (As restated) see note 5 2020-21 £	Notes
Fixed assets:			
Intangible Assets	0	0	
Tangible Assets	19,105	16,475	6
Heritage Assets	0	0	
Investments	0	0	
Total fixed assets	19,105	16,475	
Current assets:			
Stocks	0	0	
Debtors	3,875	0	7
Investments	0	0	
Cash at Bank and in hand	116,999	105,001	
Total current assets	120,874	105,001	
Liabilities:			
Creditors: Amounts falling due within one year	31,305	9,841	8 a
Net current assets or liability	89,569	95,160	
Total assets less current liabilities	108,674	111,635	
Creditors: Amounts falling due after more than one year	0	0	8b
Provision for liabilities	0	0	
Total net assets or liabilities	108,674	111,635	
The funds of the charity:			
Restricted Funds	39,353	43,361	
Unrestricted Funds	69,321	68,274	
Total unrestricted funds	69,321	68,274	
Total charity funds	108,674	111,635	

These financial statements were approved by the Trustees on 18 November 2022 and signed on its behalf by:

Nigel Kippax (Chair)

David Gray (Treasurer)

HDSF Notes to Accounts – 1 April 2021 to 31 March 2022

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

1. Basis of Accounting

These accounts have been compiled as accruals accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The accounts for 2020/21 are restated to reflect this change in accounting policy. The presentation and format comply with Charity Commission recommended practice.

2. Accounting Policies

a. Income

Income from charitable trusts, grants and donations are recognised when there is evidence of entitlement, receipt is probable, and its amount can be measured reliably. Evidence of entitlement to grants is when a formal offer of funding is communicated in writing and when any terms and conditions are met. If there is uncertainty in this respect, the income is not recognised and is treated as a deferred liability. Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent, if it is not spent in the year of receipt the cash reserves at the end of the year include that sum to be spent after the year end date.

HDSF has not received any income from Legacies, or Endowments or interest and does not have any investments.

b. Expenditure

All expenditure is accounted for when a legal obligation for a specific item arises. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure where charged.

c. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes.

Most income is either exempt, zero rated, or outside the scope with regard to VAT and any other income falls below the statutory threshold and therefore the organisation is not registered for VAT and no VAT is levied.

3. Income

a. Donations & Legacies

Grants:

Charity/Foundation	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/2021 (As restated) Total
Edward Gosling Foundation	0	0	0	5,000
Groundwork UK/Tesco	0	0	0	1,166
Herts Community Foundation	0	13,816	13,816	20,000
Letchworth Garden City Heritage Fund	0	4,000	4,000	3,900
Sylvia Waddilove Foundation	0	0	0	2,500
Sport England	0	0	0	19,900
Covid -19 Response	0	0	0	58,450
Neighbourly Charitable Trust (NCT)	0	0	0	750
Charities Trust	0	0	0	1,000
Bulldog Trust/RAFT	0	0	0	5,000
Herts Valley CC small grant award	0	0	0	8,000
948 Foundation	0	0	0	500
Local Giving Grant	0	0	0	5664
Peoples Postcode Lottery	0	19,735	19,735	0
East Herts Council	0	7,395	7,395	0
Robert Clutterbuck Trust	0	1,000	1,000	0
North Herts District Council	0	7,670	7,670	0
RUB White Charitable Trust	10,000	0	10,000	0
Total grants	10,000	53,616	63,616	131,830
Donations	3,001	4,873	7,874	11,616
Grand total grants & donations	<u>£13,001</u>	<u>£58,489</u>	<u>£71,490</u>	<u>£143,446</u>

The above shows grants awarded in 2021/22 of £63,616 (2020/21 £131,830). We relied less on grant support during 2021/22 than we had the previous year during the Covid lockdowns.

Unrestricted donations (£3,001) include £1,000 from the Freemasons of Hertfordshire, £360 from Braughing & District Pickleball club and £222.75 received in August 2021 from HMRC as Gift Aid for small donations in 2020/21. Restricted donations (£4,873) were for the tool replacement appeal (£3,434), the Stanborough Build Project (£1,017) the School Learn to Ride project (£422).

b. Charitable Activities

Income from charitable activities arises from the main activities undertaken by HDSF to meet our charitable objects.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/21 (As restated) Total
Community, social, schools, family groups, etc.	38,783	0	38,783	57,554
Policy development, partnerships, support for grant applications, etc'	15,567	0	15,567	15,567
Sub-total	£54,350	£0	£54,350	£43,256
<u>New Activities</u>				
Care leavers bike income	3,992	0	3,992	0
Online Activities – see below	9,440	0	9,440	0
Merchandise	689	0	689	0
Total Charitable Activity income	<u>£68,471</u>	<u>£0</u>	<u>£68,471</u>	<u>£43,256</u>

In 2021/21 online activities replaced face to face but were provided free of charge. We reduced the level of online activity in 2021/22 but have begun to charge for those. Income of £15,567 in 2020/21 was re-stated from restricted to unrestricted to correctly reflect its nature.

c. Other Trading Activities

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/2021 (As restated) Total
Fundraising	<u>£24</u>	<u>£694</u>	<u>£718</u>	<u>£19,579</u>

Fundraising in 2020/21 was exceptionally high, primarily due to the generous efforts of Knebworth Golf Club who raised funds for specialist equipment. In 2021/22 our fundraising was significantly reduced due to Covid restrictions and uncertainty over the Stanborough development.

During the year £199 for school learn to ride was generated and £495 for the Stanborough Build Project.

d. Investments

HDSF do not hold investments but opened an interest-bearing account in 2021/22.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/2021 (As restated) Total
Bank interest received	<u>£9</u>	<u>£0</u>	<u>£9</u>	<u>£0</u>

e. Other

Other income was received under the Coronavirus Job Retention Scheme. Payments ceased in August 2021 and staff were returned to work following Furlough.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/2021 (As restated) Total
Amount received	<u>£2,882</u>	<u>£0</u>	<u>£2,882</u>	<u>£8,476</u>

4. Expenditure

4. Expenditure

a. Raising Funds

Expenditure of £204 (2020/21 £180) was incurred for subscription to an online giving platform.

b. Charitable Activities

Summary

Totals	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/21 (As restated) Total
Staff costs and pension	60,490	32,584	93,074	115,063
General support costs	16,818	13,744	30,562	16,722
Other	5,828	16,863	22,691	22,196
Charitable activities	£83,136	£63,191	£146,327	£153,981

i. Staff costs and pension

The major cost is the employment of staff. This fell during 2021/22 due to the reduced need for additional staff to deliver online activities in addition to our usual face to face ones and staff duplications needed to ensure handover not being an issue in 2021/22.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/21 (As restated) Total
Total Gross Salary payments	57,503	31,821	89,324	109,734
Employers NI contributions	1,747	0	1,747	2,596
Employer's Pension contributions	1,240	763	2,003	2,733
Total	£60,490	£32,584	£93,074	£115,063

Note: figures are net of Employment Allowance.

The 2020/21 staff costs were restated to include costs of £8,259 paid in April 2021 which are in respect of March 2021 and to exclude costs of £7,931 paid in April 2020 which related to the staff costs for March 2020. Tax and NI costs for March salaries (relating to February 2022) in the amount of £1,566 not paid until April 2022 are also now included in 2020/21 staff costs.

The reallocation of £7,931 relating to March 2020 also reduced the reserves carried forward from 31 March 2020 (see note 5).

In 2021/22 HDSF employed two full time members of staff for the whole period, the Charity Operations Manager and the Deputy Team Leader. One instructor on a part-time, became full time when the Deputy Team leader left at the end of October 2021. Other part-time staff were the Administration Manager/Charity Secretary, 9 Instructors and 3 regular volunteers, equivalent to 3.35 full time employees (FTE) compared to the FTE of 4.5 in 2020/21. No single employee received benefits more than £60,000 during the period.

The HDSF pension provider is NEST. Pension costs are as follows:

	2021/22 Total	2020/21 (As restated) Total
Employee contributions	2,762	3,645
Employer contributions	2,003	2,733
Payments made	£4,765	£6,378

The charity benefits from the work of volunteers. No value is placed on that help in the accounts, but they do provide a necessary and highly valued resource. The amount of volunteer time has been increasing since face-to-face activities resumed and has been especially important in the current year (2022/23).

No Trustee received a payment or any other form of remuneration from HDSF.

ii. General support Costs

Support costs were higher in 2021/22 than in previous years, largely due to consulting costs of £ 4,900 in relation to surveying and developing the site at Stanborough. The other significant cost reflected in support is the repair and service costs for the bikes received by donation and repair to use, or to supply to those that need them. Repair and maintenance costs were £8,850 in 2021/22.

There were also new costs in relation to storage which became necessary to accommodate the growing fleet of bikes and which is likely to continue to be required until a permanent base can be created. Transaction costs for activities is now recorded separately as the website accounts for many of our payments since its launch.

Governance costs are included in support costs and relate to compliance with statutory requirements

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	2020/21 (As restated) Total
Storage costs	505	979	1,484	
Transaction costs	725	0	725	
Merchandise costs	980	0	980	
General support costs	14,608	12,765	27,373	16,722
Total Support costs	<u>£16,818</u>	<u>£13,744</u>	<u>£30,562</u>	<u>£16,722</u>

iii. Other expenditure on charitable activities

	2021/22 Unrestricted	2021/22 Restricted	2021/22 total	2020/21 (As restated) Total
Insurance	2,864	0	2,864	2,365
Training & equipment	2,764	12,973	15,737	19,831
Depreciation – see note 6a	200	3,890	4,090	0
Total Other costs	<u>£5,828</u>	<u>£16,863</u>	<u>£22,691</u>	<u>£22,196</u>

5. Re-stated accounts 2020/21

	2020/21 As restated Income and expenditure			2020/21 Receipts and payments		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Income						
Donations & Legacies	8,754	134,692	143,446	8,754	134,692	143,446
Charitable Activities	43,256	0	43,256	27,689	15,567	43,256
Other trading activities	2,455	17,124	19,579	2,455	17,124	19,579
Investments	0	0	0	0	0	0
Other	8,476	0	8,476	8,476	0	8,476
Total income	62,941	151,816	214,757	47,374	167,384	214,757
Expenditure						
Raising Funds	180	0	180	180	-	180
Charitable Activities:						
<i>Staff costs and pension</i>	22,780	92,283	115,063	9,156	104,013	113,169
<i>Support costs</i>	14,150	2,572	16,722	14,134	2,572	16,706
<i>Other</i>	3,940	18,256	22,196	3,940	34,731	38,671
Total Charitable Activities	40,870	113,111	153,981	27,230	141,316	168,546
Total expenditure	41,050	113,111	154,161	27,410	141,316	168,726
Net balance of income/(expenditure)	21,891	38,705	60,596	19,964	26,068	46,031
Total Funds at 31 March 2020	46,383	4,656	51,039	46,974	11,996	58,970
Total funds 31 March 2021	£68,274	£43,361	£111,635	£66,938	£38,064	£105,001

The 2020/21 accounts have been restated because of a change in accounting policy from receipts and payments to accruals basis.

The income/expenditure in 2020/21 was adjusted by £15,567 reallocated from restricted to unrestricted income and expenses as this should have been treated as designated, rather than restricted income.

Reserves brought forward at 31.3.20 of £58,970 were adjusted to £51,039 to reflect correct allocation of April 2020 salary (see note 4bi) in the amount of £7,931 which related to the staff costs for March 2020.

6. Fixed Assets**a. Tangible Assets**

	2021/22	2020/21 As restated	2020/21 As reported
Cost			
Opening balance 1 April	16,475	0	0
Additions	6,720	16,475	0
Closing balance 31 March	23,195	16,475	0
Depreciation			
Opening balance 1 April	0	0	0
Charge for year	4,090	0	0
Closing balance 31 March	4,090	0	0
Net book value			
Opening balance 1 April	16,475	0	0
Closing balance 31 March	<u>£19,105</u>	<u>£16,475</u>	<u>£0</u>

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand or donated to HDSF. No value is placed on these donations in the accounts. Purchases of items over £1,000 are treated as fixed assets in the year they are paid for and are depreciated.

b. Depreciation

Type of fixed asset	Anticipated useful life	% Rate
Computer and other electrical equipment	3 years	33%
Sports and disability equipment	3 years	33%
Other Equipment	5 years	20%
New bikes (over £5,000)	5 years	20%

Items that cost more than £1,000 for a single item are treated as fixed assets. Equipment purchased new or second hand are depreciated over the remaining useful life in accordance with the above.

7. Current assets**Debtors**

	2021/22	2020/21 (As restated)
Trade debtors	3,315	0
Other debtors	560	0
Total	<u>£3,875</u>	<u>£0</u>

Other debtors are deposits held on contracts for storage containers with monthly rental fee.

8. Liabilities

Current liabilities for 2021/22 comprise:

	2021/22	2020/21 As restated
Creditors	1,177	16
Accruals	5,352	8,260
Taxation	1,276	1,565
Deferred income	23,500	0
Total	<u>£31,305</u>	<u>£9,841</u>

a. Current Liabilities (amounts falling due within 1 year)

i. Creditors

	2021/22 Unrestricted	2021/22 Restricted	2021/22 total	As restated 2020/21
Invoices received but not paid until following year	<u>£22</u>	<u>£1,155</u>	<u>£1,177</u>	<u>£16</u>

ii. Accruals

HDSF pay salaries one month in arrears, so April payroll costs relate to the preceding financial year and are accrued.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 total	As restated 2020/21
April payroll	<u>£2,936</u>	<u>£3,046</u>	<u>£5,352</u>	<u>£8,260</u>

iii. Accruals for taxation

March taxation and National Insurance payments are accrued as they are not due to HMRC until April, following the year end.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 total	As restated 2020/21
March HMRC payment due April	<u>£1,276</u>	<u>£0</u>	<u>£1,276</u>	<u>£1,565</u>

b. Deferred income

With the situation improving and activities and income streams resuming, HDSF has been approaching funders for support with our plans to develop the Stanborough site. In 2021/22 conditional grants of £9,000 from John Aphthorp and £10,000 from Sport England for specific development at Stanborough were received. Because of the uncertainty over whether the development plans will proceed these grants have not been recognised as income but as deferred liabilities – please see section in report on Stanborough Development. HDSF received £6,000 in Dec 2021 for the delivery of 120 bikes over the next 12 months. As a result, 25% of this was taken into income on 2021/22.

	2021/22 Unrestricted	2021/22 Restricted	2021/22 Total	As restated 2020/21
Sport England (Stanborough)		10,000	10,000	0
John Apthorp (bike storage)		9,000	9,000	0
Herts County Council -bike supply		4,500	4,500	0
Total	£0	£23,500	£23,500	£0

9. Charity Funds

	B/f 1 April 2022	Income	Exp	Transfers	c/f March 31 2022
Stanborough	13,134	1,512	841	0	13,805
Marquee	9,900	0	2,454	0	7,446
Learn to ride delivery costs	0	33,502	31,609	0	1,893
Bikes and other equipment	19,171	0	6,941	0	12,230
Tools	0	3,434	1,020	0	2,414
membership cards	0	1,000	240	0	760
support costs	1,156	0	351	0	805
Participant Liaison officer	0	19,735	19,735	0	-
Total Restricted funds	43,361	59,183	63,191	0	39,353
Unrestricted Funds	68,274	84,387	83,340	0	69,321
Total Funds	£ 111,635	£143,570	£146,531	£ 0	£108,674

10. Summary of assets & liabilities

	Fixed assets	Cash & Bank	Debtors	Creditors	Total
Unrestricted Funds					
General Funds	19,105	77,646	3,875	(31,305)	69,321
Designated Funds	0	0	0	0	0
Fixed Asset Fund	0	0	0	0	0
Restricted Funds	0	39,353	0	0	39,353
Total	£19,105	£116,999	£3,875	£(31,305)	£108,674

11. Independent Examination of Accounts

The 2021/22 accounts have been independently examined by John Eke, FCIE. He received a fee in this respect of £400 and £100 for advice on accruals accounting

Herts Disability Sports Foundation

Charity Number 1156034



c/o Knights Templar School Park Street Baldock, Herts, SG7 6DZ



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Accounts



Herts Disability
Sports Foundation
Charity Number 1156034

Herts Disability Sports Foundation Trustees' Annual Report 2020/21



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Chair's Report – 2020/21



I must begin my Chair's report for 2020 with a sincere message of thanks for each member of staff, every volunteer and all of our supporters. During what was one of the most difficult years in living memory, the full team at Herts Disability Sports Foundation worked together to continue our great work with adults and children with disabilities. Well done!

Our delivery moved 100% on-line within a week of the first lock-down and continued through the year with exercise classes, discos and bingo. All of these sessions helped to keep us active and also addressed many examples of isolation amongst those we support. It is testament to the commitment and energy of our staff and volunteers that after six months of lock-down the number of people HDSF support had increased by 30%. This really is a wonderful success story.

As I write in the autumn of 2021 we are back working face-to-face, although our plan is to move forward with a blended offer of face-to-face and on-line support. We feel we learned a lot during the lock-downs and that some of what was delivered on-line should now be retained.

2020 was a challenging year in which our full team worked together. We took some risks, were prepared to make mistakes, focused totally on what was best for those we support and finished the year stronger.

Looking ahead to the next twelve months there are new challenges for us including:

- Securing extra storage facilities at our delivery base at Stanborough Park. This project is scheduled to be implemented in the summer of 2022 providing essential storage for bikes and other equipment close to where we use them.
- Building on the recent success of Team GB at the Paralympics and realising benefits from the expected high profile of the next Commonwealth Games in Birmingham
- Broadening our support to adults with disabilities to include training and coaching on using public transport. This will help us reach communities who would otherwise find it very difficult to attend our face-to-face sessions
- Maintaining healthy finances through a mix of earned income, generous donations and appropriate grants

Thank you once again for your continued support. We look forward to the next year with confidence.

Nigel Kippax
Chair of Trustees

Highlights of the Year 2020/21



Lockdown was announced at 8pm on 23rd March 2020 and with just 1 day to prepare and test, our first online session took place on 24th March - an amazing team effort!



Being chosen as Charity of the Year by Knebworth Golf Club and Hitchin Town Football Club.



The Trustees met at least monthly during the Covid crisis, to review what was needed and how to adapt.



The opportunity to plan for a more permanent cycle hub at Stanborough Lake, Welwyn Garden City



Developing new contacts across Hertfordshire and increasing the number of users who benefit from our services.



The success of our online activities (since March 2020) enabled HDSF to secure new grant funding to ensure we remained a going concern.

User Testimonials

“

HDSF are a **life changing organisation**. Their sessions bring a sense of belonging and promote physical and mental wellbeing for kids who are otherwise unable to access these things elsewhere. Invaluable sessions. Thank you HDSF.

“

In 9 years, we have come across and interacted with many charities, organisations and community groups. HDSF has been one of those that has had the greatest impact- the team and the work they do, as well as how they go about doing it, is simply wonderful for children with additional needs. **It is sporting inclusion at its absolute best.**

“

The bicycle skills session have enabled my daughter, who has Down's Syndrome in addition to a physical disability, to access cycling in a way I never thought I would see. **The difference** this will make in helping her to live with her disability is **profound**.

“

This is an amazing charity that we have loved being a part of ...Wheelchair basketball tournaments were the most **inclusive and enjoyable** events that the **whole family** attended before lockdown...the weekly [online] discos have provided **fun and respite** in equal measure.

And there have been some fantastic comments about how our staff have helped people especially during periods of lockdown. One parent said "to us, they are just the best there is" and we know that so many people who we work with share the sentiment below.....

The sessions and the amazing staff have given our family so much in these particularly difficult months

Trustees' Annual Report

The Trustees have pleasure in presenting their report and financial statements for the year ended 31st March 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6th March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objects), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

Why do we exist?

Disabled adults are less likely to be physically active (45%) than non-disabled people (66%)¹ and inactivity seems to increase with the level of disability². Although before Covid there had been signs of improvement in terms of opportunities for disabled people to be active, particularly amongst children, Research published in February 2021 by the Activity Alliance suggests that disabled people found it more difficult to be as active as they wanted.^{3 4}

An Office for National Statistics (ONS) study in February 2021 also identified that disabled people were more likely to report negative effects of the pandemic on almost all aspects of their lives, mental and physical health and wellbeing than non-disabled people were.⁵

Our Solution is to provide, and support others to provide, opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering coaching or education in a supportive and non-judgemental environment.

¹ Sport England, Active Lives Adult Survey 2019/20, published April 2021

² Sport England, Active Lives Survey, Coronavirus Report 2019/20, published October 2020

³ Activity Alliance Annual Disability and Activity Survey, 2020-21, published February 2021

⁴ Sport England, Active Lives Children & Young People Survey 2019/20, published January 2021

⁵ Office for National Statistics, Coronavirus and the Social Impacts on disabled people in Great Britain: February 2021

Providing sport and physical activity opportunities for all

Our Vision

Our vision is a world where everyone is valued equally, listened to and included.

That quality of life can be improved through the involvement in sport and physical activity opportunities.

Our Mission

Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.

Our Values

We will always provide equal opportunities

We will always provide high quality and excellence in everything we do

We will always operate in an ethical way; being honest, reliable and trustworthy

We will always treat each person as an individual

We will never presume to judge others' behaviour or needs

What we offer

Sport and physical activity opportunities through:

- Holiday Programmes
- Paralympic Roadshows
- Day Services Outreach
- Corporate Away Days
- Training on inclusion and disability

How we are different

- We offer a fully inclusive service
- We put the beneficiary first and tailor our work around the individual
- We understand the needs of the individual, based on our training and extensive experience
- 50% of the HDSF team has a disability

Why we are fundraising

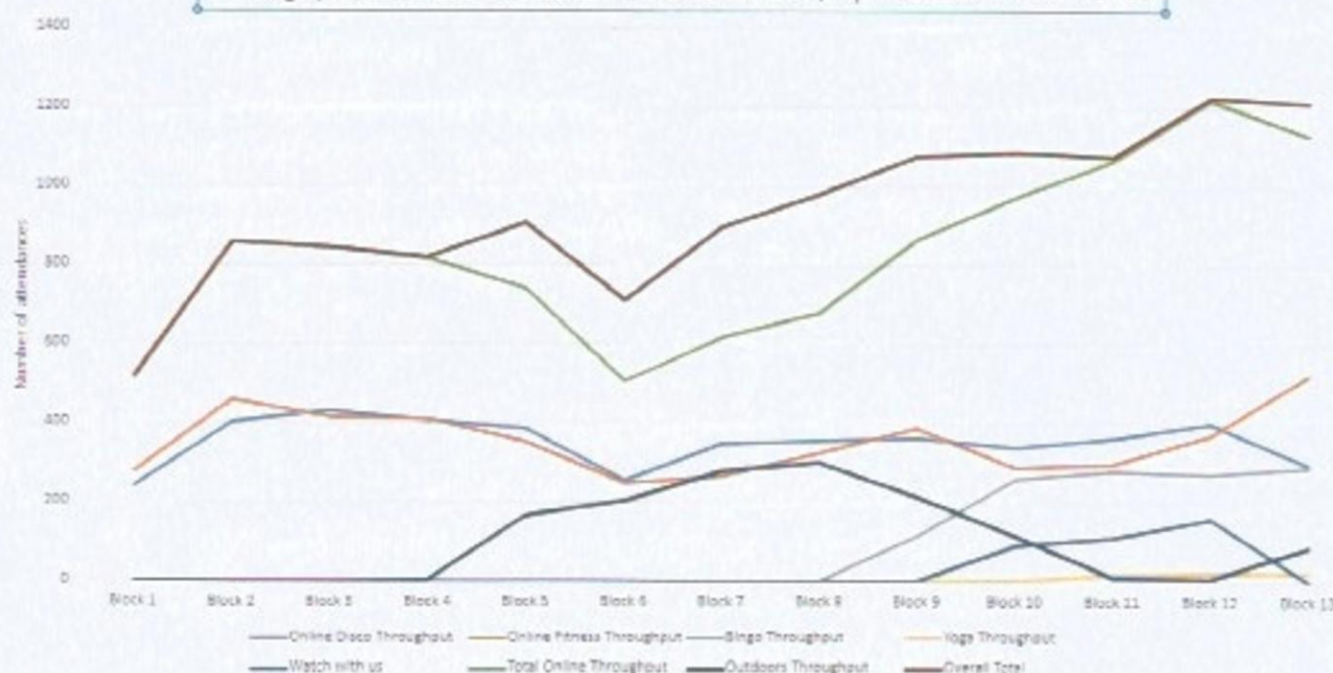
- We need to keep our services affordable, but the costs are high given the level of need and individual attention provided
- Where possible, we receive grants to supplement but this is not always possible
- Funding is needed to ensure core costs are covered

Achievements and Performance

Delivery throughput

We recorded only 1,511 physical attendances at sessions in 2020/21, but 11,152 attendances at online sessions, totalling 12,663 for the year. This is an increase of over 31% on the previous year (9,640).

Throughput on HDSF sessions in 4 week blocks, April 2020 - March 2021



Year on year, attendances and generated income had increased prior to March 2020 and although generated income was affected by the need to stop face to face activities the increase in attendance over the full year is really pleasing.

Impact of Covid 19

HDSF delivered the last 'face to face' session with participants on 18th March 2020 and cancelled all face-to-face activities scheduled for April-June 2020. Trustees had previously identified the need to develop a greater mix of income streams and less dependence on grant funding as a single key source. However, the Trustees made an early decision to use our existing funds to deliver online activities free of charge, whilst we sought support from grant funding to continue to support people using our services.

On 24th March 2020 HDSF had launched online physical activity sessions which were the core of our delivery for most of the financial year. The safety of our participants and volunteers was paramount and so we took a conservative approach to re-starting face to face activities, only doing so when our service users told us they felt comfortable doing so and with all necessary precautions in place. In the interim, HDSF provided online keep fit, dance and social activities free of charge. The impact on carers, families and individuals with physical or learning disabilities has been recorded in reports from several sources including the Disabled Children's Partnership and the Office for National Statistics – highlighting their ongoing isolation, the impact of changes to routines, reduced external support, impact on household income and mental health and feelings of stress and anxiety.⁶

⁶ LeftInLockdown - Parent carers' experiences of lockdown (2020)

The online physical activity sessions proved extremely popular and were expanded to include 'social group' discos and bingo. We had the opportunity to work with new partners such as Dacorum Mencap offering online activities for their ROAR (Recreational Opportunities Allowing Respite) programme for adults with learning disabilities and DS Achieve - a Hertfordshire organisation who work with children and young people with Down Syndrome and their families.

Through grants and donations, we provided technical support and over 60 iPads to many participants who would otherwise not be able to access our online services.

The commitment of HDSF staff to adapt at incredibly short notice, learn new skills, work from home and have an incredibly positive outlook on what can be achieved has, as always, been at the core of our success.

Despite all the social distancing considerations, HDSF was able to continue delivery of one of the new activities in 2019/20. With support from the Herts County Council Cycle Training Team, we provided 1 to 1 cycle training for children with Special Educational Needs (SEN) or a disability on 2-wheel bikes in small groups during both the summer holidays and Autumn half term holiday, generating over £4,000.

Training

Early in the year much of our training was "in-house" – sharing technical knowledge for online delivery. One employee and one volunteer attended online Boxercise training and our new Charity Secretary attended an online course delivered by the Chartered Governance Institute. We supported one of our volunteers to attend a strength & conditioning and mental health awareness online training.

Partnerships

We have continued to work closely with Herts Sport Partnership (HSP) on the development of the Disability Sport Framework using our expertise in the delivery of disability sport and physical activity, along with the networks and strategic oversight of HSP. This work is showing a real impact; on both the physical buildings and how service providers work with service users, and also how individuals find out about physical activities that meet their needs. In addition, we strengthened existing partnerships with Herts County Council Cycle training team, ROAR Dacorum Mencap, Supported Activities Program, Hatfield Gateway Club, Day Services and Specialist Schools.

Because of the restrictions in place we were unable to deliver our planned program of School Roadshows, but these resumed by the time of writing this report albeit with Covid safety measures in place, so on a reduced basis.

We benefited from being Charity of the Year for Knebworth Golf Club until October 2020. Despite all the difficulties that meant delays and cancellation of fundraising events, they were able to raise enough funds for us to purchase a Berkel Bike at the end of the financial year. A huge thank you to Peter Simmons and Brenda Smith, the Golf Captains for all of their support through this difficult time. Hitchin Town Football Club had supported us through their 2020 season and we were delighted to hear that they will maintain that in place during the 2021 season as they were not able to fundraise last year.

Grant funded Projects

Since 1 April 2021 we have successfully applied for grant funding from several sources (see note 3 on page 20) as follows:

Groundwork UK - £1,166 - received April 2020 for adapted cycling at Stanborough.

National Lottery - grant funding of £58,450 received in August 2020 mainly to cover the costs of staff who were delivering online activities during lockdown periods. £6,450 of the funding was spent on equipment and training. Of the total amount received, £51,836 was spent in 2019/20 with the remaining £6,614 spent in 2021/22 for costs incurred in 2020/21.

HCF Coronavirus Support - funding of £20,000 received in April and May 2020 to cover salary costs of staff delivering online activity.

Sylvia Waddilove - funding of £2,500K received in June 2020 was spent to strengthen our adapted cycling fleet.

Sport England - £10,000 in June 2020 for Coronavirus support (Salaries) and £9,900 in January 2021 for the development of a marquee site at Stanborough Lake, enabling activities to continue in winter months.

Letchworth Garden City Heritage Fund - £3,900 received in May 2020 for iPads and session delivery

Neighbourly Charitable Trust - £750 received in April 2020 was used for the everyone can cycle project.

Bulldog Trust/RAFT - £5,000 received in July 2020 for provision of iPads to service users

Charities Trust - £1,000 received in June 2020 and used to help cover operating costs.

Herts Valley CCG - £8,000 received in October 2020 for salary and equipment costs.

Local Giving Grant - £4,297 received in December 2020 and £1,367 in January 2021 for our everyone can cycle project.

948 Foundation - £500 received July 2020 for iPads for people with disability in St Albans and Harpenden.

Volunteers and Donations

HDSF appreciates the generosity of the community we work with. We have been fortunate to receive a number of donated adapted bikes over the last few years – not listed as assets in the accounts – which mainly come from families we have already worked with and allows us to support new service users. In 2020/21 we also had 3 volunteers who worked with us at various dates and times across the year in supporting the delivery of sessions, plus 1 volunteer who assists in grant applications. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts. We have also had a number of individuals and who kindly raised funds to support our work. We are immeasurably grateful for their support and goodwill.

Fundraising

In April 2020 our staff, volunteers, service users, Trustees and Knebworth GC Captains took part in the Just Giving 2.6 Challenge and through a number of different ventures – running, rowing, cycling and dancing! – raised an amazing £4,836. Further fundraising efforts have brought the total to £19,579 in 2020/21. We appreciate the trust and enthusiasm that our fundraisers and their supporters have shown us and would like to take this opportunity to say thank you to everyone involved.

Financial Review

Income for the year was £214,757 compared to £103,065 in the previous year. This increase was due to the receipt of National and Local Support grants as a result of Coronavirus and as such, we used the funds to provide online activities free of charge.

HDSF have an objective of increasing the amount of income from events and sessional activities, but this was severely impacted in 2020/21, so that the progress made in 2019/20 running Roadshows, Special Schools sessions and one off events for community groups was not repeated in 2020/21 and events had to be cancelled or postponed. We were able to put on reduced levels of 1 to 1 two-wheel cycle training, outdoor fitness and adapted cycling sessions, generating some income across these activities. We will continue to develop these streams when possible and are exploring new ways to generate income in 2021/22 from adapted bike hire and continued online delivery where there is demand. Our financial dependence on grants was significant in 2020/21 as a result of these challenges, but despite those difficulties, we were able to raise sufficient funds from grants, donations and fundraising events to strengthen the balance sheet.

Expenditure was £168,726 compared to £120,244 in the previous year. This was primarily due to increased staffing and equipment costs linked to the delivery of restricted funds projects. Two of the largest awards came from the National Lottery Covid 19 Response Fund and HCF and allowed HDSF to employ the specialist staff we needed for online delivery (whilst some staff we use for face to face delivery were furloughed) and purchase equipment including over 60 iPads for our users. The final balance of a People's Postcode Lottery Grant of £18,590 received in 2018/19 was spent in 2020/21.

Total funds brought forward at March 2020 were £58,970 and these increased to £105,001 by March 2021. Unrestricted reserves increased from £46,974 to £66,938 leaving HDSF cash position well above the minimum reserves level of 3 months operating costs and able to maintain this situation for almost 5 months into the new financial year.

HDSF has a policy document relating to Risk as well as Financial Controls, Financial Reserves and Safeguarding policies for Adults and for Children. The safeguarding policies were updated to reflect procedures for online delivery and these remain in force at the time of writing this report.

Reserves

The Trustees reviewed and updated the Financial Reserves Policy in the year since the last report and agreed a base level of 3 months operating costs plus a lump sum of £7,500, or £20,000, whichever is the greater. At the time of writing this report, a reserves figure of £37,700 has been agreed by the Trustees. The reserves level is monitored on a regular basis (in accordance with the Financial Controls Policy) and is included in all financial forecasting. The Trustees will continue to review the reserves policy on an annual basis.

In the period from March 2020, the Trustees have taken full account of the Charity Commission advice on the use of reserves. Cash flow projections indicate that HDSF will end the financial year (2021/22) with unrestricted funds above the minimum reserves level.

Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks.

At the beginning of March 2020 the Trustees approved an HDSF contingency plan which was developed to deal with risks and issues relevant to the early stages of the Covid-19 situation – using the feedback from our service users and advice available. This specifically addressed;

- health risks to service users and employees,
- protocols to avoid infection in the work place, particularly as HDSF operates in a number of venues not under our direct control,
- protocols for self-isolation and testing of employees, including preservation of salary/benefits,
- risks to the profile/reputation of HDSF through social media, with roles and responsibilities clearly defined and Covid-19 risk assessments to be completed for individual staff and on each venue in use.

As the situation has developed over the following months Trustees received regular updates and responded to these changes. A risk register was put in place early in the 2021/22 year to build upon this planning in respect of operational and project-based risk.

The switch to working from home changed the potential risks to the physical and mental wellbeing of all employees. HDSF has sought to mitigate and manage these risks through regular contact with staff, updates on current activities, assessment of new 'workplaces' and actively seeking out and implementing recommended actions from Public Health England and the Government, with advice from NCVO, Small Charities Commission and ACAS.

When online physical activity sessions began, a strict set of protocols were immediately put in place to ensure the safety of participating children and adults. The Trustees ratified these protocols and the HDSF policies on Safeguarding for Children and Adults were both updated to include these new procedures. We are pleased to report that in late 2020 we began operating outside face to face sessions in periods where our staff and service users felt comfortable to do so, and were also able to deliver small-scale school roadshows at the end of the summer term 2021. We retain at time of writing sessions online. This means our safety measures continue to include the measures for Covid safety and for online users.

Future Plans

The Trustees are aware that many charities face financial uncertainty following the reliance on grant funding during a difficult year in 2020/21 and into the current financial year. HDSF is fortunate that the creativity and resourcefulness of HDSF staff enabled us to switch to online delivery whilst maintaining safeguarding standards and meeting the needs of our service users – both physically and mentally. Through an intense

programme of grant applications to support our online sessions (delivery and technical support) we secured sufficient funds to ensure delivery online until the end of 2020/21 and have begun charging a nominal amount for sessions since the beginning of the current financial year. Cash flow estimates indicate HDSF will maintain the minimum reserves level throughout 2021/22 (currently £37,700), whilst meeting all financial commitments. The Trustees are aware of the need to balance staff wellbeing with programme delivery, and the potential impact of staff ill health – the Charity Operations Manager is addressing these issues on a regular basis.

At the time of writing, all restrictions had been lifted in England since July 19th 2021. Trustees continue to monitor the situation and implications for HDSF through regular (online) meetings and remain committed to planning the long term future of HDSF.

Structure, Governance and Management

HDSF is governed by a Constitution, originally adopted 25th October 2013 under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3 year terms except the Chair and Treasurer, who may serve for 3 terms. Four of the Trustees reached the end of their first term on 18th October 2020 and will all serve for a second term.

The trustees normally meet 4 times a year with an additional strategic meeting at the beginning of each calendar year. However, since the beginning of April 2021 the Trustees have met approximately every 4-6 weeks to ensure that they remain current with the changing advice and legislation around Covid-19, the impact on HDSF activities and the financial and strategic implications. All Trustee meetings since 28th February 2020 have used Zoom – ensuring meetings meet constitutional and legal requirements.

Recruitment

No new Trustees were appointed in the year. A new Charity Secretary was appointed in October 2020.

Governance

Over the 12 months of this report, the Trustees carried out regular reviews of our standard policies for Financial Reserves and Trustee Code of Conduct. The Trustees also approved an HDSF policy for Placing Staff on Furlough, updated the Annual Leave policy to reflect new legislation and to allow pay in lieu for the year ended 30th September 2021 and updated the Safeguarding Policies to reflect the new protocols for online delivery of sessions, all required by the Covid situation. The Trustees approved the opening of a bank account with CAF (Charities Aid Foundation) to hold reserves and cash in excess of the Financial Services Compensation Scheme (FSCS) protected amount (currently £85,000). They also approved appointment of The Co-Operative Bank as our new bankers, but the account was not opened at 31st March 2021. Finally, the Trustees approved expenditure on a new website for HDSF, that was launched in September 2021.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face to face fundraising. No complaints regarding fundraising were received for the period of this report.

The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

Statement of Trustee's Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe the principles in the Charities SORP 2019;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reference and Administration – 1 April 2020 to 31 March 2021

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair -	Nigel Kippax (Appointed 18 th October 2017)	Maria Anastase (Appointed 18 th October 2017)
Treasurer -	David Gray (Appointed 6 th June 2019)	Jay Livermore (Appointed 18 th October 2017)
	Sarah Baldwin (Appointed 18 th October 2017)	Nicky Turnbull (Appointed 21 st March 2019)

Charity Bank Accounts - Barclays Bank, 1 Churchill Place, London E14 5HP
CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ
Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6WT

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB
(Appointed 7th November 2019)

Charity Registered Address - c/o Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 600193

Website – <https://hdsf.co.uk/>

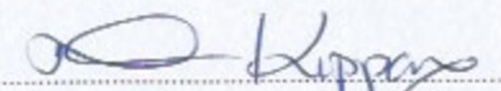
Finally, HDSF Trustees would like to thank the following for their support over the last year:

HDSF Staff	The FA	Herts Sport Partnership
Letchworth Garden City Heritage Fund	Players of People's Postcode Lottery	Herts County Council Cycle Training Team
Barbara Bradley	Herts Community Foundation	Hitchin Town FC
Groundwork UK	Knebworth Golf Club	National Lottery
AGM Auto Solutions	Knights Templar School	NHSSP
Paul's Bikes	RAFT Trust	Sport England
948 Foundation	University of Hertfordshire	Our Trustees

and our wonderful HDSF volunteers!

The Trustees declare that they have approved the trustees' report on pages 6 to 15.

Signed on behalf of the charity's trustees.


(Signature of Authorised Person)

Nigel Kippax
(Name of Authorised Person)

14.17.21
(Date)

Chair of Trustee Board
(Position held by Authorised Person)

Independent Examiner's Report

to the Trustees of Herts Disability Sports Foundation

Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the year ended 31st March 2021.

Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

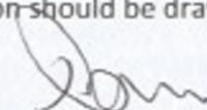
Independent Examiner's Statement

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

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records.

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

Signed:



Date:

31st December 2021.

John Robert Eke
Fellow of the Association of Charity Independent Examiners

Soarview,
4 Stable Court,
Malborough,
Devon,
TQ7 3FB



Herts Disability
Sports Foundation
Charity Number 1156094

Herts Disability Sports Foundation

Receipts and Payments Accounts

1 April 2020 to 31 March 2021

	2020/21			2019/20		
	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds	Restricted Funds	Total Funds
Receipts						
Grants and Donations (note 3a)	8,754	134,692	143,446	6,597	21,254	27,851
Fundraising Events (note 3b)	2,455	17,124	19,579	1,004	-	1,004
CJRS (note 3c)	8,476		8,476	-	-	-
Receipts from charitable activities (note 3d)	27,689	15,567	43,256	74,210	-	74,210
Total Receipts	47,374	167,383	214,757	81,811	21,254	103,065
Payments						
Wages/salaries, Pension and National Insurance (note 4a)	9,156	104,013	113,169	71,180	20,600	91,780
Facility Hire	-	-	-	2,236	1,384	3,620
Insurance	1,183	1,182	2,365	2,770	-	2,770
Support costs (note 4b)	14,134	2,572	16,706	3,440	1,051	4,491
Fundraising	180	-	180	2,374	-	2,374
Training & Equipment	2,757	33,549	36,306	8,896	6,313	15,209
Total Payments	27,410	141,316	168,726	90,896	29,348	120,244
Net balance of receipts/(payment)	19,964	26,067	46,031	(9,085)	(8,094)	(17,179)
Cash Funds last year end	46,974	11,996	58,970	56,059	20,090	76,149
Cash funds this year end	66,938	38,063	105,001	46,974	11,996	58,970



Herts Disability
Sports Foundation
Charity Number 1156034

Herts Disability Sports Foundation

Statement of Assets and Liabilities as at 31 March 2021

	2020/21	2019/20
Fixed Assets		
Tangible Assets	0	0
Depreciation	0	0
Current Assets		
Debtors	0	0
Cash at Bank	105,001	58,970
	105,001	58,970
Less current liabilities		
Creditors		0
Net current assets	105,001	58,970
Total assets less current liabilities	105,001	58,970
Funds (note 5)		
General Funds	66,938	46,974
Restricted Funds	38,063	11,996
Total Funds	105,001	58,970

These financial statements were approved by the trustees on 9 Dec 2021 and were signed on its behalf by:

Nigel Kippax
Chair

David Gray
Treasurer

HDSF Notes to Accounts – 1 April 2020 to 31 March 2021

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

1. Basis of Accounting

These accounts have been compiled as Receipts & Payments accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities SORP 2019 (FRS102). The basis of accounting remains the same as in previous years and the presentation and format complies with Charity Commission recommended practise.

2. Accounting Policies

a. Income

Income from grants and donations are recognised when received. Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent, if it is not spent in the year of receipt the cash and reserves at the end of the year include that sum to be spent after the year end date. HDSF receives no income from Legacies, Trusts, Endowments or interest and does not have any investments.

b. Expenditure

All expenditure is accounted for as it is paid for. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure.

c. Assets

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand or donated to HDSF. No value is place on these donations in the accounts and any purchases are treated as an expense in the year they are paid for. These items are valued at £50,000 for insurance purposes and insured for that sum.

d. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes.

The majority of income is zero/outside the scope with regard to vat and any other income falls below the statutory threshold and therefore no vat is levied.

3. Receipts

a. Grants & Donations

Grants of £131,830 were awarded in 2020/21, excluding the Government Coronavirus Job Retention Scheme Grant (CJRS), compared to £21,911 in the previous accounting year, as follows:

Charity/Foundation	2020/21 Unrestricted	2020/21 Restricted	2020/21 total	2019/2020 total
Edward Gosling Foundation (awarded 2019/20)	5,000		5,000	
Groundwork UK/Tesco	1,166		1,166	
Herts Community Foundation		20,000	20,000	10,000
Letchworth Garden City Heritage Fund		3,900	3,900	
Sylvia Waddilove Foundation		2,500	2,500	
Sport England £9,900 c/f to 2021/22		19,900	19,900	9,753*
Covid - 19 Response £6,614 c/f to 2021/22		58,450	58,450	
Neighbourly Charitable Trust (NCT)		750	750	
Charities Trust		1,000	1,000	
Bulldog Trust/RAFT		5,000	5,000	
Herts Valley CC small grant award		8,000	8,000	
948 Foundation		500	500	
Local Giving Grant £5,664 c/f to 2021/22		5664	£5664	
Hedley Foundation				1,000
Robert Kiln				1,000
Oddfellows				158
Total grants	£6,166	£125,664	£131,830	£21,911
Donations	£2,588	£9,028	£11,616	£5,940
Grand total grants & donations	£8,754	£134,692	£143,446	£27,851

*All funds carried forward from grants awarded from earlier years, including £8,948 from 2019/20 and £2,547 from 2018/19 were spent in the 2020/21 year.

£22,178 of grants were carried forward for spending in 2021/22.

Donations increased in the year 2020/2021 and include receipts from Knebworth Golf Club, Barbara Bradley, The FA, Amazon Smile and £619.20 received in May 2020 from HMRC as Gift Aid for small donations in 2019/20. £501 of donations from Knebworth were brought forward from 2019/20

£9,165 of restricted donations were carried forward for spending in the 2021/22 year for specialist bike equipment.

b. Fundraising

	2020/21 Unrestricted	2020/21 Restricted	2020/21 total	2019/2020 total
Fundraising	£2,455	£17,124	£19,579	£1,004

Knebworth Golf Club significantly supported Fundraising income in 2020/21, raising more than the £14,250 we needed to purchase a specialist Berkel bike.

A total of £1,836 of restricted donations were carried forward from surplus Knebworth funds and the Stanborough bike project for other specialist bike equipment.

c. Coronavirus Job Retention Scheme (CJRS)

Contribution received from HMRC	£8,476	£-	£8,476	£ -
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d. Charitable Activities

Receipts include the main activities undertaken by HDSF to meet our charitable objects.

	2020/21 total	2019/20 total
<u>Sessional Activities</u>		
Community, social, schools, family groups, etc.	27,689	57,554
<u>Service Level Agreements</u>		
Policy development, partnerships, support for grant applications, etc.	15,567*	15,261
Other	-	1,395
Total	£43,256	£74,210

*£4,884 of consultancy fee received was attributable to costs incurred in 2020/21 but not paid out until 2021/22.

The total of restricted funds carried forward from grants & donations, fundraising and charitable activities is £38,063 as shown below:

Restricted income c/f to 2021/22

Grants	22,178
Donations	9,165
Fundraising	1,836
Charitable Activities	4,884
Total	£38,063

4. Payments

a. Salaries

The major cost is the employment of staff which has increased in 2020/21 due the need for staff able to deliver online activities instead of our usual face to face ones. Some flexibly paid staff had to be furloughed for the entire year as their skills were not appropriate for online delivery. Additional staff time cost was incurred to deliver all the online activity. Finally, the Administration Manager/Charity Secretary changed during the year and there was a planned 3-month overlap with the new Manager to ensure a smooth transition.

A breakdown of salary costs is below:

	2020/21	2019/20
Total Gross Salary payments	108,337	87,420
Employers NI contributions	2,109	2,182
Employer's Pension contr.	2,723	2,178
Total	£113,169	£91,780

Note: figures are net of Employment Allowance.

In 2020/21 HDSF employed two full time members of staff for the whole period, the Charity Operations Manager and the Deputy Team Leader. One instructor on a temporary contract worked full time until 1 October and then became a part-time, but permanent employee. Other part-time staff were the Administration Manager/Charity Secretary, 9 Instructors and 3 regular volunteers, equivalent to 4.5 full time employees. No single employee received benefits more than £60,000 during the period.

The HDSF pension provider is NEST. Pension costs are as follows:

	2020/21	2019/20
Employee contributions	3,631	2,904
Employer contributions	2,723	2,166
Payments made	£6,354	£5,070

b. Support Costs

Governance costs are included in support costs and relate to compliance with statutory requirements. No Trustee received a payment or any other form of remuneration from HDSF.

	2020/21 Unrestricted	2020/21 Restricted	2020/21 total	2019/2020 total
Support costs including branded goods, vehicle costs & new website development	14,134	2,572	£16,706	£4,491

c. Independent Examination of Accounts

The 2020/21 accounts have been independently examined by John Eke, FCIE.

5. Movement in Funds

		Unrestricted	Restricted	Total
2020/21	opening balance 1.4.2020	46,974	11,996	58,970
	movement	<u>19,964</u>	<u>26,067</u>	<u>46,031</u>
	closing balance 31.3.2021	<u>£ 66,938</u>	<u>£38,063</u>	<u>£105,001</u>
2019/20	opening balance 1.4.2019	56,059	20,090	76,149
	movement	<u>(9,085)</u>	<u>(8,094)</u>	<u>(17,179)</u>
	closing balance 31.3.2020	<u>£46,974</u>	<u>£11,996</u>	<u>£58,970</u>

Herts Disability Sports Foundation

Charity Number 1156034



c/o Knights Templar School Park Street Baldock, Herts, SG7 6DZ



01462 600193



www.hdsf.co.uk



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