



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 31<sup>st</sup> 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 6<sup>th</sup> 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%)<sup>1</sup> and inactivity seems to increase with the level of disability<sup>2</sup>. 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.<sup>3 4</sup>

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.<sup>5</sup>

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.

<sup>1</sup> Sport England, Active Lives Adult Survey 2019/20, published April 2021

<sup>2</sup> Sport England, Active Lives Survey, Coronavirus Report 2019/20, published October 2020

<sup>3</sup> Activity Alliance Annual Disability and Activity Survey, 2020-21, published February 2021

<sup>4</sup> Sport England, Active Lives Children & Young People Survey 2019/20, published January 2021

<sup>5</sup> 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

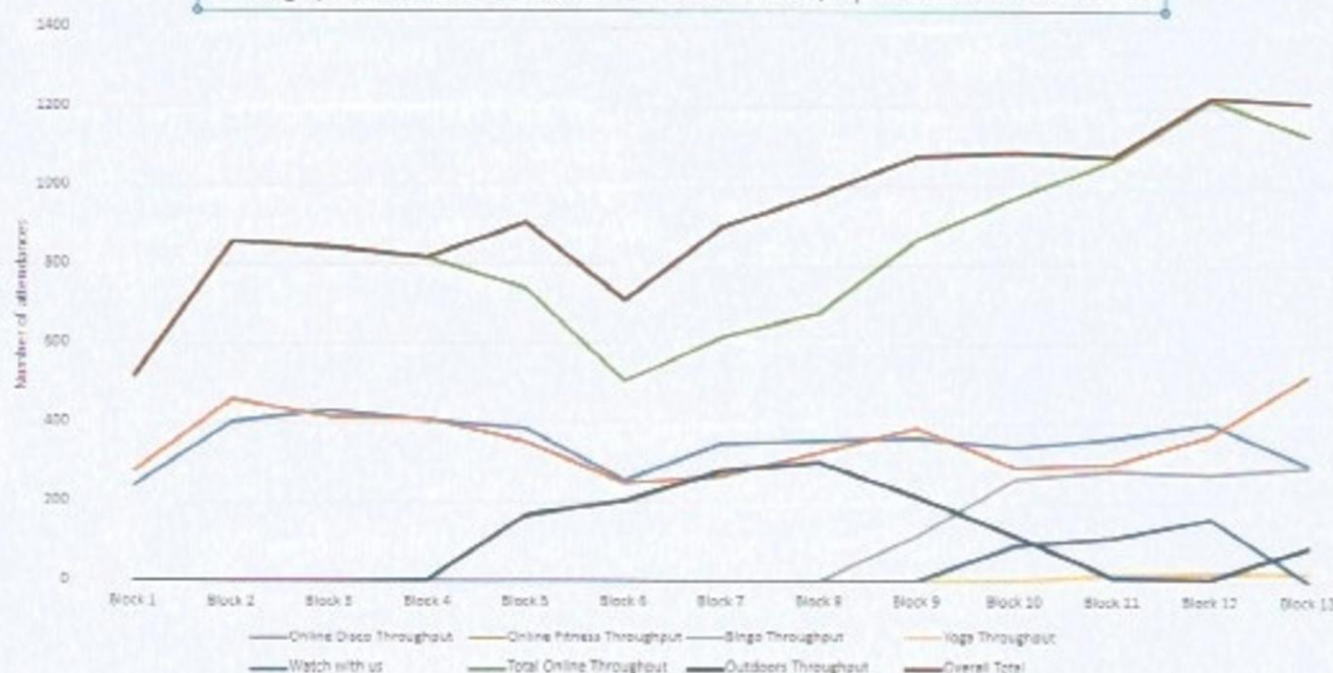


## Achievements and Performance

## 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 18<sup>th</sup> 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 24<sup>th</sup> 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.<sup>6</sup>

<sup>6</sup> 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 19<sup>th</sup> 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 25<sup>th</sup> October 2013 under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6<sup>th</sup> March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7<sup>th</sup> 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 18<sup>th</sup> 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 28<sup>th</sup> 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 30<sup>th</sup> 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 31<sup>st</sup> 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 <sup>th</sup> October 2017)	Maria Anastase (Appointed 18 <sup>th</sup> October 2017)
Treasurer -	David Gray (Appointed 6 <sup>th</sup> June 2019)	Jay Livermore (Appointed 18 <sup>th</sup> October 2017)
	Sarah Baldwin (Appointed 18 <sup>th</sup> October 2017)	Nicky Turnbull (Appointed 21 <sup>st</sup> 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 7<sup>th</sup> 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/>

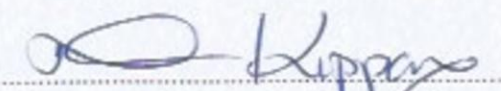
Finally, HDSF Trustees would like to thank the following for their support over the last year:

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 31<sup>st</sup> 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.

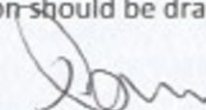
### **Independent Examiner's Statement**

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:

31<sup>st</sup> 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
<b>Receipts</b>						
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
<b>Total Receipts</b>	<b>47,374</b>	<b>167,383</b>	<b>214,757</b>	<b>81,811</b>	<b>21,254</b>	<b>103,065</b>
<b>Payments</b>						
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
<b>Total Payments</b>	<b>27,410</b>	<b>141,316</b>	<b>168,726</b>	<b>90,896</b>	<b>29,348</b>	<b>120,244</b>
<b>Net balance of receipts/(payment)</b>	<b>19,964</b>	<b>26,067</b>	<b>46,031</b>	<b>(9,085)</b>	<b>(8,094)</b>	<b>(17,179)</b>
<b>Cash Funds last year end</b>	<b>46,974</b>	<b>11,996</b>	<b>58,970</b>	<b>56,059</b>	<b>20,090</b>	<b>76,149</b>
<b>Cash funds this year end</b>	<b>66,938</b>	<b>38,063</b>	<b>105,001</b>	<b>46,974</b>	<b>11,996</b>	<b>58,970</b>





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
<b>Fixed Assets</b>		
Tangible Assets	0	0
Depreciation	0	0
	<hr/>	<hr/>
<b>Current Assets</b>		
Debtors	0	0
Cash at Bank	105,001	58,970
	<hr/>	<hr/>
	105,001	58,970
<b>Less current liabilities</b>		
Creditors		0
	<hr/>	<hr/>
<b>Net current assets</b>	105,001	58,970
	<hr/>	<hr/>
<b>Total assets less current liabilities</b>	105,001	58,970
	<hr/>	<hr/>
<b>Funds (note 5)</b>		
General Funds	66,938	46,974
Restricted Funds	38,063	11,996
	<hr/>	<hr/>
<b>Total Funds</b>	105,001	58,970
	<hr/>	<hr/>

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
<b>Total grants</b>	<b>£6,166</b>	<b>£125,664</b>	<b>£131,830</b>	<b>£21,911</b>
<b>Donations</b>	<b>£2,588</b>	<b>£9,028</b>	<b>£11,616</b>	<b>£5,940</b>
<b>Grand total grants &amp; donations</b>	<b>£8,754</b>	<b>£134,692</b>	<b>£143,446</b>	<b>£27,851</b>

\*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
<b>Fundraising</b>	<b>£2,455</b>	<b>£17,124</b>	<b>£19,579</b>	<b>£1,004</b>

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
<b>Total</b>	<b>£43,256</b>	<b>£74,210</b>

\*£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
<b>Total</b>	<b>£38,063</b>



#### 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
<b>Total</b>	<b>£113,169</b>	<b>£91,780</b>

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
<b>Payments made</b>	<b>£6,354</b>	<b>£5,070</b>

##### 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
<b>2020/21</b>	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><b>£ 66,938</b></u>	<u><b>£38,063</b></u>	<u><b>£105,001</b></u>
<b>2019/20</b>	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><b>£46,974</b></u>	<u><b>£11,996</b></u>	<u><b>£58,970</b></u>



## Herts Disability Sports Foundation

Charity Number 1156034



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



01462 600193



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