

# THE DISABILITY ADVICE PROJECT

England & Wales · Charity number 1156176

## Details

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Other names	DAP
Status	Registered
Legal form	Charitable company
Company number	<a href="#">08785632</a>
Registered	2014-03-14
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	Disability Advice Projects Ltd Powys House South Walk Cwmbran Gwent NP44 1PB
Phone	01633485865
Email	<a href="mailto:tcrowhurst@dapwales.org.uk">tcrowhurst@dapwales.org.uk</a>
Website	<a href="http://www.dapwales.org.uk">www.dapwales.org.uk</a>

## Activities

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**Objects:** THE PROMOTION OF SOCIAL INCLUSION AMONG INDIVIDUALS WITH DISABILITIES INCLUDING THOSE WITH CHRONIC DISEASE OR LIFE LIMITING ILLNESS AND THEIR CARERS WHO ARE SOCIALLY EXCLUDED FROM SOCIETY, OR PARTS OF SOCIETY, AS A RESULT, IN PARTICULAR BUT NOT EXCLUSIVELY BY PROVIDING HIGH QUALITY INDEPENDENT SPECIALIST ADVICE, ADVOCACY, INFORMATION AND SUPPORT SERVICES.

**Activities:** The charity provides high quality, independent, specialist advice, advocacy and information for disabled people, their families and carers enabling greater choice and improvement in their quality of life. This is achieved by, amongst others, undertaking benefit checks, representation at tribunals, disability awareness training, access auditing, life coaching and opportunities for further learning.

## Classification

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- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, Disability, The Prevention Or Relief Of Poverty
- **Who:** People With Disabilities

## Geography

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- Blaenau Gwent
- Caerphilly
- Monmouthshire
- Newport City
- Torfaen

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£183,717	£155,713	-	-
2024-03-31	£156,685	£156,635	-	-
2023-03-31	£134,846	£169,639	-	-
2022-03-31	£167,438	£154,726	-	-
2021-03-31	£225,831	£129,135	-	-

## Trustees

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Name	Role	Appointed
Anna Deverill-Smith		2020-10-26
BEVERLEY MARY FORD		2013-12-19
Pauline Jones		2025-08-28
Steven Earry Harniman		2025-08-28

**THE DISABILITY ADVICE PROJECT**

England & Wales - Charity number 1156176

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# Accounts

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COMPANY REGISTRATION NUMBER: 08785632  
CHARITY REGISTRATION NUMBER: 1156176

**The Disability Advice Project Ltd**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2025**

**WALTER HUNTER & CO LIMITED**

Chartered accountants  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2025**

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# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Year ended 31 March 2025**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

#### **Foreword**

The Disability Advice Project has been helping disabled people, their families and their carer for over 29 years. This has been another challenging year for disabled people where the cost of living exacerbated by long-term poverty and inequality crises has placed an increasing demand on our services.

As many third sector organisations are experiencing, every year is challenging due to funding cuts, continuing challenges and new challenges. We are, therefore, having to constantly evolve. During this financial year, we received funding from the National Lottery Community Fund, the Postcode Community Fund, TCBC Shared Prosperity Fund Multiply Programme. Whilst we are very grateful for this funding it is short term and so we are unable to plan ahead. We have a committed team of staff and volunteers, and we are always looking for volunteers to increase our capacity to help all those who approach us for help. This year we have supported 165 people to gain over £916,960 in benefits. We have supported people to set up Lasting Power of Attorney, challenge decisions in Social Care, School transport and in matters of equality and inclusion. Our position in Cwmbran Town Centre is very convenient for people to access our services.

We have continued to keep up to date with the changes in legislation and policy that impacts our clients by regularly monitoring updates from the government, regulatory bodies and trusted networks. We attended training sessions, webinars and professional forums to ensure the advice we give remains accurate.

We are members of the following organisations:

- Child Action Poverty Group (CPAG)
- Advice UK
- National Association of Welfare Rights Advisors
- Welfare Rights Advisors Cymru
- WCVA
- Disability Wales

We thank the organisations that have funded us during this year.

We are a small team with a big commitment to our values. We thank everyone who contributes to our work.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Reference and administrative details**

**Registered charity name**                    The Disability Advice Project Ltd

**Charity registration number**            1156176

**Company registration number**        08785632

**Principal office**                            Powys House  
South Walk  
Cwmbran  
Torfaen  
NP44 1PB

**Registered office**                         24 Bridge Street  
Newport  
NP20 4SF

**The trustees**                                Mrs B Ford  
Mrs A Deverill-Smith

**Independent examiner**                 Jonathan Rhodes BSc BFP FCA  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

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

###### **Nature of governing document and constitution of the charity**

Disability Advice Project Limited, is a Company Limited By Guarantee, company registration number 8785632. Registered charity number 1156176. The company was incorporated on 21 November 2013 under the Companies Act 2006 and its governing document is its Articles of Association.

###### **The methods adopted for the recruitment and appointment of new trustees**

Recruitment of Trustees has been difficult post pandemic. However, we have used our existing contact base to try to grow our numbers beginning in the current year.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Structure, governance and management *(continued)***

###### **Induction and training of new trustees**

The charity provides all new trustees with a copy of the Charity Governance Code. In addition, we provide a copy of the most recent financial statements together with the most recent quarterly report. Induction procedures for trustees include familiarisation with the charity's policy and procedures, provision of minutes of meetings and introduction to staff and volunteers. Training explaining the roles and responsibilities of trustees is also undertaken.

###### **Training of staff generally**

We ensure that all staff are trained to provide the best current guidance to our clients. Regular meeting and peer support is available. Mentoring of caseworkers is provided by the senior caseworker and more experienced staff. We have staff tasked with ensuring the quality and consistency of our advice.

The caseworkers have undertaken training in a variety of ways and covered the following areas:

- Universal Credit - an introduction
- Universal Credit for disabled people
- Mental capacity
- Financial Safeguarding and Court of Protection
- Best Practice in completing PIP questionnaires
- Disclosure and Barring Service (DBS) training
- Social Media and Community Engagement
- Complaints handling

We will continue to encourage staff to bring to our attention training courses that will enable them to be aware of the implications of new legislation and to review our practices in other areas of our work.

###### **Organisational structure**

The charity consists of a Board of Trustees with a Chair/Treasurer. This role is essentially of a strategic nature. The day-to-day management of the charity and operational decisions are the responsibility of the Management Team, consisting of the 2 Project Directors, the Senior Welfare Rights Officer and the Finance Officer. The management team reports to the Board of Trustees.

The charity had 7 members of salaried staff during the financial year.

It is important to the values of the organisation that it is citizen led. The effect of the pandemic has continued to impact the way DAP convened meetings with volunteers and members of staff. It was hoped that the regular meetings, which were open to everyone at DAP, would be reconvened. However, many of DAP's volunteers have struggled to re-engage on a face to face basis in the office. Alternate ways of keeping connected continued to be utilised. Regular team meetings are held alongside fundraising and social activities outside of the office.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Structure, governance and management *(continued)***

###### **Relationships with other parties**

The charity has no formal links with any other organisation. However, as part of its essential way of working DAP will join on a needs basis with any other organisation in the delivery of services that would be to the benefit of our core target group of disabled people, their families and their carers. We reach out to other groups in the spirit of partnership as DAP recognises that working in partnership with organisations strengthens the service, brings in new ideas and provides expertise that DAP does not have.

In recent years, the charity has worked in partnership with the following:

- Alzheimer's Societies in Torfaen, Monmouthshire, Caerphilly, Blaenau Gwent and Newport
- Age Connect Torfaen
- Age UK
- Blaenau Gwent County Borough Council
- Bron Afon
- Building Resilient Communities TCBC
- CAIR, The Monmouthshire Disablement Association
- Care and Repair
- Torfaen, Newport and Monmouth Citizens Advice Bureaus
- Cyfannol (Women's Aid)
- Cymorth Cymru
- Department of Work and Pensions
- Dewis Centre for Independent Living
- Disability Wales
- Equalities and Human Rights Commission
- Gwent Association of Voluntary Organisations
- Her Majesty's Courts and Tribunals Service
- JobCentrePlus in Cwmbran, Newport, Monmouth and RCT
- Law Works Cymru
- Hedyn Homes
- Mind
- Monmouthshire County Council
- Monmouthshire Housing Association
- MS Society
- National Association of Welfare Rights Advisors
- National Lottery
- Newport County Council
- Platform
- Pain Clinics
- Pensions Service
- ProBono Committee Wales
- Pobl
- Stori
- Primary Health Care Providers in Torfaen, Monmouth, Newport and Blaenau Gwent
- Scope Cwmpas Cymru
- Stroke Association
- Tai Pawb
- Torfaen County Borough Council
- Torfaen Voluntary Association
- WCVA
- Welfare Rights Advisors Cymru

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Structure, governance and management *(continued)***

##### **Membership of local groups**

DAP has continued its membership of the following :

- Torfaen Welfare Reform Project
- Govtech Catalyst Inception Advisory Group
- Tech for Justice panel
- Community Conversation Network
- Tribunal User Group
- Gwent Third Sector Volunteer Management Network

We have excellent links with LawWorks Cymru and the Public Law Project and have received access to their free training including litigation and judicial reviews. We have also negotiated pro bono support from Eversheds Southernland, a global law firm based in Cardiff.

We were part of a consortium group applying to the National Lottery called 'Greener Gwent'. Membership included: Coleg Gwent, Gwent Wildlife, Caerphilly People First, Newport People first, Ready Steady Go club, Bridges Centre, RCT People First, and Able Wales

We contributed to the crucial stage of the development of the refresh of Welsh Government's Code of practice for Funding the Third Sector.

At the Tribunal User Group meeting we were able to discuss the issues raised by our clients with regard, to the tribunal process with two district judges and court staff.

We have continued to ensure the voices of the disabled are heard in influencing policies both nationally and at a local level. We achieve this through representation on the following:

- Pro Bono Committee for Wales
- DBT Expert Roundtable on Supporting unpaid carers in work
- The Welsh government's disabled people's employment research project.
- Carer's Allowance Overpayments Independent Review - Welsh Stakeholders Roundtable

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Objectives and activities**

**Summary of the purposes of the charity as set out in its governing document** The charity's main objects as set out in the governing document are to provide accurate, appropriate and up-to-date information and advice on all disability issues to disabled people, their families and carers.

The charity's mission statement is:

'To provide high quality, independent, specialist advice, advocacy and information for disabled people their families and carers enabling greater choice, and improvement in their quality of life'.

##### **Summary of main activities of the charity in relation to those purposes for the public benefit**

The Charity's main activities in relation to our purposes for the public benefit are:

- Form filling to obtain welfare benefits
- Carrying out benefit checks
- Providing current information relating to benefits / Welfare reform
- Advising disabled people and their carers prior to tribunals
- Representation at Tribunals
- Aspects of the Social Inclusion agenda
- Advice and support regarding Community Assessments and Continuing Healthcare Assessments
- Helping with housing applications
- Helping disabled people with a range of access issues
- Lasting Power of Attorney
- Managing Budgets

These services are provided in a supportive, knowledgeable, professional and independent environment at no cost. However, we are always grateful for financial donations.

In addition to these traditional activities, DAP has continued to be concerned with the way that the distribution of welfare benefits is being administered nationally. These have mainly revolved around a poor understanding of disabled people's circumstances and capabilities when considering a claim for personal independence payments by those tasked by the government to assess appropriate payments. Working with other agencies to make representation on the issues surrounding Welfare Reform proposals.

##### **Donations and Fund-raising**

We received donations through fund-raising of £3,374 including Gift Aid during the year.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Objectives and activities *(continued)***

##### **Statement confirming whether the trustees have had regard to the Charity Commission guidance on public benefit**

We, as Trustees, have had regard to the Charity Commission's public benefit guidance. In particular, we make decisions

- To ensure that our Charity's purpose provides public benefit
- To manage any risks of detriment or harm to our beneficiaries and to the public in general which might result from the work we do
- About who benefits in ways that are consistent with our purposes and mission statement
- To make sure that any personal benefits are no more than incidental

Additionally, our targets for public benefit include

- Raising awareness about living with a disability
- Reducing poverty and improving the quality of life for disabled people, their families and their carers
- Enabling disabled people and their carers to gain skills, increase their self-esteem and re-engage with learning to prepare them for a future role in the workplace

##### **Policy on social investment**

The charity is not tied to any political party or local authority. This independence enables us to act for our clients whenever issues arise with councils and housing associations.

We have a policy whereby that interest must be declared should an issue arise. We have 1 member active with local Housing Associations. We have 1 member who has sat on Monmouthshire County Council's Adult Select Scrutiny Committee as a member of the public for several years.

Through these and many other ways, the charity illustrates that we are a valuable, independent source of information for disabled people and their families and their carers in this part of Wales.

As part of our contribution to issues concerning the improvement in the quality of life of disabled people in the future, we also offer comments and criticisms of proposals from local planning authorities, local health boards and Welsh Government.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2025

##### Achievements and performance

During the Financial year 2024-2025 we supported 165 clients to gain almost £1million in Welfare Benefits. There continues to be long delays in processing reviews and appeals. This means that there are prolonged delays in seeing the results of the work we have done.

Our telephone and on-line secure Case Management system enables staff flexibility in service delivery. The use of Teams has enabled us to meet clients and other staff members virtually. Our database facility has enabled better targeting of our services.

We have continued to work closely with local organisations. These include The Alzheimer's Society, Pobl's and Local Authority financial inclusion teams. We work with this type of organisation in order to achieve outcomes rather than as a source for signposting or referral. We have continued to provide a fully accessible workplace environment for disabled team members. These are all ways in which we have tried to improve the quality of life of disabled people by considering wider aspects of their lives.

**Welfare rights** - Many organisations refer people to information or calculators on web sites, but we provide one-to-one 'hand-holding' support from assessing their eligibility, completing benefit claim forms, better off calculations and representation at tribunals which gives individuals access to entitlements and helps them navigate challenges more effectively. Last year we brought almost £1m of unclaimed benefits.

**Financial resilience** - The support we offer helps prevent and reduce poverty by supporting individuals to improve their financial situation. By coming to us we know that they have taken the first step towards a fresh start with their finances. The first step is to establish if they have debts they haven't dealt with for several years or if they owe money to unscrupulous lenders? If so, we refer them to National Debt Line for specialist advice. When there is no immediate threat, we provide an in- depth one-to-one service and use a three-step process to increase understanding of their situation.

**Equality, diversity and inclusion** - We raise awareness of the issues to aid understanding of the differences, individuals may have and why everyone must be treated equally. We help improve the accessibility of environments for disabled people by providing access audits and disability awareness training. We promote the social model of disability and equip people with knowledge and information about disabled people's rights and how they can use them to promote equality and eliminate discrimination and harassment in their communities.

**Support for independence** - Remaining independent can be challenging for disabled people and it doesn't mean living alone, it means having the choice, confidence and support to live life on their own terms. We offer advice on assistive technology, adaptations, equipment and advice to access financial support for adaptations eg. grants, trusts and local funders (Mason's, Roundtable, Soroptimists).

**Planning for the future** - Independence also means security. Planning with personal budgets, care plans and legal arrangements ensures wishes are respected and gives peace of mind. We are registered with the Office of the Public Guardian to support people to complete Lasting Power of Attorney's for both Property and Finance and Health and Wellbeing. If an LPA is not in place and the person loses mental capacity, their loved ones will face significant difficulties regarding important decisions about their health, welfare and finances.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Achievements and performance *(continued)***

We have continued to talk to the community about the services we offer and have responded to their comments by expanding our knowledge to meet their needs. The people that we have helped have gone on to tell other people. The people we wouldn't reach who have then contacted us to ask us to contact them. Word of mouth continues to be the most effective tool in reaching the hardest to reach of this cohort.

##### **The differences we're making (both big and small)**

We have supported 165 new clients as well as many repeat clients, clients through the project some light touch but most have required more intense support for an extended period of time.

We completed 169 Lasting Power of Attorneys.

We helped clients to gain £916,968.85 a figure which due to the delays in DWP and other agencies processes is likely to go up considerably in the coming year.

The soft outcomes are listed in the table below.

We are told that home visits are a lifeline for many especially where there is a dementia/alzheimers diagnosis even when they have had an early diagnosis. They leave the doctor often shell-shocked about the diagnosis. They are referred to specialist dementia support services but there are increasingly long waiting lists. They are given leaflets but don't know where to start. We were able to visit and guide them through decisions they should think about and make. We could hand-hold to contact other organisations who are able to help them. We were able to talk to them about preparing their homes for future needs and tell them who to contact and how to prioritise the things that need to be done.

We have continued to identify future planning needs for those who are currently relatively healthy to enable them to be prepared for change as they age. We have also helped carers to get help and support for which they were originally turned down eg. respite, domiciliary care.

We have helped a family to navigate a new terminal diagnosis, liaising with a variety of agencies to get the support and help they needed by the organisations best able to meet their needs.

We were able to put people's minds at rest by listening to their concerns and breaking down actions into bitesize chunks. The people we have supported feel that they are able to come back to us to ask new things.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Achievements and performance *(continued)***

###### **What we've learned**

We have learned that we are never going to be able to meet the demand. There is always going to be a question that we don't immediately know the answer to. We are always finding out new information which we can share with clients and colleagues to improve our service. We thought that we could use technology to deliver more than we have been able to as the older end of the cohort are less likely to be able to have or use technology to access services, aid and support. We have learned that we should not underestimate the positive effect of even the smallest action to help someone.

###### **How we're changing what you do**

We are using the evaluations of our service in this project to inform what we do in the future. We are looking for funding to continue the home visits, because they reach the most isolated older people. We are going to continue attending community groups to widen the dissemination of information and empower those who are able, to help each other.

Clients were recommended to us or referred by:

- Alheimers
- Mind
- CAB
- Talygarn Psychiatric Hospital
- Universal Credit advisor
- Job Centre
- Social Services
- Melin Homes
- Torfaen Borough Council
- Age Concern
- Parents for Change
- Support Worker
- NYAS
- Bron Afon Housing Association
- Open Days DAP Attended
- Relatives, Friends

People we have helped have commented:

"Everyone was extremely friendly and helpful. Any questions were answered with clarity which was very helpful. During these difficult times it was still easy to make contact and obtain help. Time was a factor but I was put at ease and told how to obtain extensions which made me feel more relaxed. The outcome was positive and I cannot thank everyone enough for their help."

"Due to DAB helping me I was able to receive what I was entitled to which helped with my mental health as before the help I was constantly ignored when asking for support or help via Universal Credit."

"They went above and beyond to fight for me."

"This amount of benefit, will ease the financial predicament we are all facing, Thank you, it is life changing amount of benefit for me."

"Vital in applying for PIP ...supplying the best advice for a successful outcome."

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Achievements and performance *(continued)***

"Exceptional service and help from yourselves. Tremendous support and a lovely supporting team."

"Excellent took the stress out of situation felt I had someone to talk to that understood."

"Very professional service provided and empathy."

"Absolutely first class service Everything was explained thoroughly Also gave advice about other services I was entitled too."

"Very helpful I think I would have just given up."

"Service was brilliant and thorough from start to finish. Made to feel welcome and will definitely be using the service again I have recommended to so many people."

"Your advisors made me feel I was listened too and of some value as with my mental health issues I feel worthless and shouldn't exist."

"Lovely lady came to house really pleased with service and way chatted with us."

"Excellent all around took a weight off my shoulders and sensitive to situation very professional."

"I have used your service for more than 10 years when needed. The advisers have all been without question helpful very thorough in their efforts to help and reassuring."

Satisfaction with the DAP service is gathered via our standard questionnaire. We were awarded a one year lottery grant targeting older people in the counties of Torfaen, which ended at the beginning of December 2024.

We continue to use social media and our website to promote our service, to inform and educate. We were also able to further advertise our presence by participating in annual events held throughout Torfaen and other local authority areas. These events ensure we met with many people who were not aware of our activities previously.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Financial review**

###### **Transactions and Financial position**

The financial statements are set out on pages 17 to 25. These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The Statement of Financial Activities shown on page 17 to the accounts discloses net income for the year of £28,004 (2024: net income £50).

The total reserves at the year end stand at £132,034 (2024: £104,030).

During the year ended 31 March 2025, there have always been sufficient sums held in reserve to meet office cost commitments.

No funds of the charity, restricted or unrestricted, have been or are in deficit as at 31 March 2025.

###### **Explanation of any uncertainties about the charity continuing as a going concern**

The main uncertainties that we have expressed in recent years has related to our ability to obtain more grant funding. This will always be an issue for charities such as ours and represents the primary risk to our existence in our current form. We have also obtained funding from Torfaen County Borough Council 'Levelling Up Multiply,' with a bid for further funding having been submitted. A small grant from The Postcode Lottery has been received for core cost expenditure.

###### **A description of the principal risks facing the charity**

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AMs and MPs, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is, the local Citizens Advice Bureau, The Alzheimer's Society, JobCentrePlus and 2 local Housing Associations.

We have to continually build resilience to welfare reforms as the organisation is heavily affected by these reforms and so we must acknowledge this external dependency while keeping control over what we can influence.

We need to secure sustainability and continuity of services to safeguard the future of the organisation by securing multi-year funding for core services by diversifying income streams and expanding our volunteer base.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and f issues with Universal Credit (UC)

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2025**

##### **Financial review *(continued)***

###### **A description of the principal risks facing the charity**

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau, The Alzheimer's Society and 2 local Housing Associations.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and the introduction of Universal Credit (UC). Torfaen was the first County in South Wales to have UC introduced.

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

###### **Our principal sources of funding**

The charity's principal sources of funding for the year ended 31 March 2025 are disclosed in note 6 to the financial statements

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

###### **DAP going forward**

We will continue to respond to the need of our clients to improve their quality of life. We will deliver our services based on a hybrid model. This will mean making the most of our learning experiences using virtual platforms such as Zoom and Teams to continue to offer a remote service to those who need it. To ensure the office continues to be a place where face-to-face meetings take place. We will make home visits where the circumstances of the client preclude any other types of meetings.

We will continue to help local councils, housing associations etc understand how they can best serve the needs of disabled people.

We will continue to honour our commitment to expand our area of activity into all the counties of the former county of Gwent / Aneurin Bevan University health Board. We have already shown that we are actively helping not only disabled people but also the families and carers of disabled people. This will continue.

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2025**

## **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 26<sup>th</sup> January 2026 and signed on behalf of the board of trustees by:



Mrs A Deverill-Smith  
Trustee

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd**

#### **Year ended 31 March 2025**

I report to the trustees on my examination of the financial statements of The Disability Advice Project Ltd ('the charity') for the year ended 31 March 2025.

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

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

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

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

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

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

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

*J Rhodes*

Jonathan Rhodes BSc BFP FCA  
Independent Examiner

24 Bridge Street  
Newport  
South Wales  
NP20 4SF

26<sup>th</sup> January 2026

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2025

		Unrestricted funds £	2025 Restricted funds £	Total funds £	2024 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	3,374	–	3,374	4,613
Charitable activities	6	25,000	153,638	178,638	151,026
Investment income	7	1,705	–	1,705	1,046
<b>Total income</b>		<u>30,079</u>	<u>153,638</u>	<u>183,717</u>	<u>156,685</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	27,017	128,696	155,713	156,635
<b>Total expenditure</b>		<u>27,017</u>	<u>128,696</u>	<u>155,713</u>	<u>156,635</u>
<b>Net income and net movement in funds</b>		<u>3,062</u>	<u>24,942</u>	<u>28,004</u>	<u>50</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		54,572	49,458	104,030	103,980
<b>Total funds carried forward</b>		<u>57,634</u>	<u>74,400</u>	<u>132,034</u>	<u>104,030</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 18 to 25 form part of these financial statements.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2025

	Note	2025 £	£	2024 £
<b>Current assets</b>				
Debtors	14	2,791		3,312
Cash at bank and in hand		131,985		105,463
		<u>134,776</u>		<u>108,775</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>2,742</u>		<u>4,745</u>
<b>Net current assets</b>			<b>132,034</b>	104,030
<b>Total assets less current liabilities</b>			<b>132,034</b>	104,030
<b>Net assets</b>			<b>132,034</b>	104,030
<b>Funds of the charity</b>				
Restricted funds			<b>74,400</b>	49,458
Unrestricted funds			<b>57,634</b>	54,572
<b>Total charity funds</b>	17		<b>132,034</b>	104,030

For the year ending 31 March 2025 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 26<sup>th</sup> January 2026, and are signed on behalf of the board by:



Mrs A Deverill-Smith  
Trustee

The notes on pages 18 to 25 form part of these financial statements.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

#### **Year ended 31 March 2025**

##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 24 Bridge Street, Newport, NP20 4SF.

##### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid. However, at the time of signing these accounts there are no material uncertainties about the charity's ability to continue.

###### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

###### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

#### 3. Accounting policies *(continued)*

##### Incoming resources *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

#### 4. Limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up.

Number of members of the charity as at 31 March 2025 was 2 (2024: 4).

#### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2025 £</b>	Unrestricted Funds £	Total Funds 2024 £
<b>Donations</b>				
Donations	3,374	<b>3,374</b>	4,613	4,613

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2025 £</b>
GAVO	–	–	–
National Lottery Community Fund	–	49,979	<b>49,979</b>
Postcode lottery	25,000	–	<b>25,000</b>
The Waterloo Foundation	–	10,000	<b>10,000</b>
Torfaen County Borough Council	–	93,659	<b>93,659</b>
	<u>25,000</u>	<u>153,638</u>	<u><b>178,638</b></u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
GAVO	10,000	–	10,000
National Lottery Community Fund	–	59,979	59,979
Postcode lottery	25,000	–	25,000
The Waterloo Foundation	–	–	–
Torfaen County Borough Council	–	56,047	56,047
	<u>35,000</u>	<u>116,026</u>	<u>151,026</u>

#### 7. Investment income

	Unrestricted Funds £	<b>Total Funds 2025 £</b>	Unrestricted Funds £	Total Funds 2024 £
Bank interest receivable	1,705	<b>1,705</b>	1,046	1,046

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £
Core activities	–	–	–
National Lottery Community Fund	–	34,528	<b>34,528</b>
Postcode Lottery	17,907	–	<b>17,907</b>
The Waterloo Foundation	–	3,255	<b>3,255</b>
Torfaen County Borough Council	–	55,692	<b>55,692</b>
Support costs	9,110	35,221	<b>44,331</b>
	<u>27,017</u>	<u>128,696</u>	<u><b>155,713</b></u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Core activities	1,061	–	1,061
National Lottery Community Fund	–	101,014	101,014
Postcode Lottery	–	–	–
The Waterloo Foundation	–	–	–
Torfaen County Borough Council	–	36,307	36,307
Support costs	1,045	17,208	18,253
	<u>2,106</u>	<u>154,529</u>	<u>156,635</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2025 £	Total fund 2024 £
Core activities	–	–	–	2,106
National Lottery Community Fund	34,528	13,000	<b>47,528</b>	110,432
Postcode Lottery	17,907	6,710	<b>24,617</b>	–
The Waterloo Foundation	3,255	1,258	<b>4,513</b>	–
Torfaen County Borough Council	55,692	20,963	<b>76,655</b>	44,097
Governance costs	–	2,400	<b>2,400</b>	–
	<u>111,382</u>	<u>44,331</u>	<u><b>155,713</b></u>	<u>156,635</u>

## The Disability Advice Project Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

### 10. Analysis of support costs

	Core activities £	National Lottery Community Fund £	Postcode Lottery £	The Waterloo Foundation £	Torfaen County Borough Council £	Total 2025 £	Total 2024 £
Premises	-	7,344	3,791	711	11,845	<b>23,691</b>	4,113
General office	-	3,583	1,849	347	5,775	<b>11,554</b>	11,045
Finance costs	-	35	18	3	57	<b>113</b>	343
Legal, accounting & professional fees	2,400	1,548	799	150	2,496	<b>7,393</b>	2,752
Insurance	-	490	253	47	790	<b>1,580</b>	-
	<u>2,400</u>	<u>13,000</u>	<u>6,710</u>	<u>1,258</u>	<u>20,963</u>	<u><b>44,331</b></u>	<u>18,253</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

##### 11. Independent examination fees

	2025	2024
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,400</u>	<u>2,331</u>

##### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2025	2024
	£	£
Wages and salaries	106,671	113,504
Social security costs	1,623	349
Employer contributions to pension plans	1,874	4,002
	<u>110,168</u>	<u>117,855</u>

The average head count of employees during the year was 7 (2024: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2025	2024
	No.	No.
Number of staff involved in charitable activities	<u>5</u>	<u>8</u>

No employee received employee benefits of more than £60,000 during the year (2024: Nil).

##### Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £14,543 (2024: £12,253).

##### 13. Trustee remuneration and expenses

Neither the trustees or any persons connected with them have received any remuneration either in the current year or in the prior year.

Neither the trustees or any persons connected with them were reimbursed any expenses either in the current year or in the prior year.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The indemnity insurance is included as part of the overall charity insurance premium and therefore is an unidentifiable cost.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

##### 14. Debtors

	2025	2024
	£	£
Prepayments and accrued income	2,791	2,605
Other debtors	–	707
	<u>2,791</u>	<u>3,312</u>

##### 15. Creditors: amounts falling due within one year

	2025	2024
	£	£
Accruals and deferred income	2,400	4,745
Pension	342	–
	<u>2,742</u>	<u>4,745</u>

##### 16. Pensions and other post retirement benefits

###### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £1,874 (2024: £4,002).

##### 17. Analysis of charitable funds

###### Unrestricted funds

	At 1 April 2024	Income	Expenditure	At 31 March 2025
	£	£	£	£
General funds	48,135	30,079	(27,017)	51,197
Designated Fund - office costs	6,437	–	–	6,437
	<u>54,572</u>	<u>30,079</u>	<u>(27,017)</u>	<u>57,634</u>

  

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
General funds	9,582	40,659	(2,106)	48,135
Designated Fund - office costs	6,437	–	–	6,437
	<u>16,019</u>	<u>40,659</u>	<u>(2,106)</u>	<u>54,572</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2025

#### 17. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2024	Income	Expenditure	At 31 March 2025
	£	£	£	£
People's Health Trust	–	93,659	(76,655)	<b>17,004</b>
Torfaen County Borough Council	186	–	–	<b>186</b>
National Lottery Community Fund	49,272	49,979	(47,528)	<b>51,723</b>
Postcode Lottery	–	10,000	(4,513)	<b>5,487</b>
	<u>49,458</u>	<u>153,638</u>	<u>(128,696)</u>	<u><b>74,400</b></u>

	At 1 April 2023	Income	Expenditure	At 31 March 2024
	£	£	£	£
People's Health Trust	–	–	–	–
Torfaen County Borough Council	186	56,047	(44,097)	12,136
National Lottery Community Fund	87,775	59,979	(110,432)	37,322
Postcode Lottery	–	–	–	–
	<u>87,961</u>	<u>116,026</u>	<u>(154,529)</u>	<u>49,458</u>

#### 18. Analysis of net assets between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2025
	£	£	£
Current assets	60,376	74,400	<b>134,776</b>
Creditors less than 1 year	(2,742)	–	<b>(2,742)</b>
<b>Net assets</b>	<u>57,634</u>	<u>74,400</u>	<u><b>132,034</b></u>

	Unrestricted Funds	Restricted Funds	Total Funds 2024
	£	£	£
Current assets	18,480	90,295	108,775
Creditors less than 1 year	(1,756)	(2,989)	(4,745)
<b>Net assets</b>	<u>16,724</u>	<u>87,306</u>	<u>104,030</u>

**THE DISABILITY ADVICE PROJECT**

England & Wales - Charity number 1156176

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# Accounts

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COMPANY REGISTRATION NUMBER: 08785632  
CHARITY REGISTRATION NUMBER: 1156176

**The Disability Advice Project Ltd**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2024**

**WALTER HUNTER & CO LIMITED**

Chartered accountants  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2024**

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# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Year ended 31 March 2024**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2024.

#### **Foreword**

The Disability Advice Project has been helping disabled people, their families, and their carers for over 26 years.

Every year is challenging. Due to continuing and new challenges, we are constantly evolving.

During this financial year, we received funding from the National Lottery Community Fund, the Postcode Community Fund, TCBC and the Regional Intervention Fund.

We have a committed staff and volunteers, and we are always looking for volunteers to increase our capacity to help all those who approach us for help. This year we have supported 820 people to gain over £2,334,037.20 in welfare benefits. We have supported people to set up Lasting Power of Attorney.

We have moved into new premises in Cwmbran Town Centre, which means that we are accessible by public transport. Cwmbran Shopping Management have been very accommodating to us as a small charity and made it as affordable as possible.

We once again thank the organisations that have funded us during this year.

We along with the whole country are still adapting to life beyond the pandemic and it has had lasting effects on our clients and the ways we still adapt to meet their needs. We are a small team with a big commitment to our values. We thank everyone who contributes to our work.

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2024**

## **Reference and administrative details**

**Registered charity name**            The Disability Advice Project Ltd

**Charity registration number**    1156176

**Company registration number** 08785632

**Principal office and registered office** 24 Bridge Street  
Newport  
NP20 4SF

## **The trustees**

Mrs B Ford

Mrs A Deverill-Smith

Ms C M Farthing

(Retired 28 October 2023)

Mr A C Crowhurst

(Retired 8 August 2023)

**Independent examiner**            Jonathan Rhodes BSc BFP FCA  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

## **Structure, governance and management**

### **Nature of governing document and constitution of the charity**

Disability Advice Project Limited, is a Company Limited By Guarantee, company registration number 8785632. Registered charity number 1156176. The company was incorporated on 21 November 2013 under the Companies Act 2006 and its governing document is its Articles of Association.

### **The methods adopted for the recruitment and appointment of new trustees**

Recruitment of Trustees has been difficult post pandemic. However, we have used our existing contact base to try to grow our numbers.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Structure, governance and management *(continued)***

###### **Induction and training of new trustees**

The charity provides all new trustees with a copy of the Charity Governance Code. In addition, we provide a copy of the most recent financial statements together with the most recent quarterly report. Induction procedures for trustees include familiarisation with the charity's policy and procedures, provision of minutes of meetings and introduction to staff and volunteers. Training explaining the roles and responsibilities of trustees is also undertaken.

###### **Training of staff generally**

We ensure that all staff are trained to provide the best current guidance to our clients. Regular meeting and peer support is available, and we keep up to date on national legislation, policy and trends through our membership of National Association of Welfare Rights Association (NAWRA) and in Wales through Welfare Rights Association Cymru (WRAC). Mentoring of caseworkers is provided by the senior caseworker and more experienced staff. We have staff tasked with ensuring the quality and consistency of our advice.

The caseworkers have undertaken training in a variety of ways and covered the following areas:

- Universal Credit - an introduction
- Universal Credit for disabled people
- Mental capacity
- Financial Safeguarding and Court of Protection
- Best Practice in completing PIP questionnaires
- Disclosure and Barring Service (DBS) training
- Social Media and Community Engagement
- Complaints handling

We will continue to encourage staff to bring to our attention training courses that will enable them to be aware of the implications of new legislation and to review our practices in other areas of our work.

###### **Organisational structure**

The charity consists of a Board of Trustees with a Chair/Treasurer. This role is of a strategic nature. The day-to-day management of the charity and operational decisions are the responsibility of the Management Team, consisting of the 2 Project Directors, the Senior Welfare Rights Officer, and the Finance Officer. The management team reports to the Board of Trustees.

The charity had 9 members of salaried staff during this financial year.

It is important to the values of the organisation that it is citizen led. As we return to ways of working that mean we can get together physically for meetings we have followed a hybrid model where people can attend in person and also on Teams. Regular team meetings are held alongside fundraising and social activities outside of the office.

###### **Relationships with other parties**

The charity has no formal links with any other organisation. However, as part of its essential way of working DAP will join on an ad hoc basis with any other organisation in the delivery of services that would be to the benefit of our core target group of disabled people, their families and their carers. We reach out to other groups in the spirit of partnership.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Structure, governance and management *(continued)***

In recent years, the charity has worked in partnership with the following:

- Alzheimer's Societies in Torfaen, Monmouthshire, Caerphilly, Blaenau Gwent and Newport
- Age Connect Torfaen
- Adferiad
- Age UK
- Blaenau Gwent County Borough Council
- Bron Afon
- Building Resilient Communities TCBC
- CAIR, The Monmouthshire Disablement Association
- Care and Repair
- Care Council for Wales
- Carers Centres in Torfaen, Monmouth, Newport
- Contact a Family
- Family First
- Torfaen, Newport, and Monmouth Citizens Advice Bureaus
- Cyffunol (Women's Aid)
- Cymorth Cymru
- Department of Work and Pensions
- Dewis Centre for Independent Living
- Disability Wales
- Equalities and Human Rights Commission
- Gwent Association of Voluntary Organisations
- Healthcare Inspectorate Wales
- Her Majesty's Courts and Tribunals Service
- JobCentrePlus in Cwmbran, Newport, Monmouth and RCT
- Law Works Cymru
- Melin Homes
- Mind
- Monmouthshire County Council
- Monmouthshire Housing Association
- MS Society
- National Association of Welfare Rights Advisors
- National Lottery
- Newport County Council
- Platform
- Pain Clinics
- Pensions Service
- ProBono Committee Wales
- Pobl
- Primary Health Care Providers in Torfaen, Monmouth, Newport and Blaenau Gwent
- Scope Cwmpas Cymru
- Stroke Association
- The Wallich
- Tai Pawb
- Torfaen County Borough Council

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Structure, governance and management *(continued)***

- Torfaen Voluntary Association
- WCVA
- Welfare Rights Advisors Cymru

##### **Membership of local groups**

DAP has continued its membership of the following :

- Torfaen Welfare Reform Project
- Monmouthshire Integrated Services Group
- Govtech Catalyst Inception Advisory Group
- Tech for Justice panel
- Community Conversation Network
- Tribunal User Group
- Gwent Third Sector Volunteer Management Network
- Tai Pawb

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2024**

#### **Objectives and activities**

**Summary of the purposes of the charity as set out in its governing document** The charity's main objects as set out in the governing document are to provide accurate, appropriate and up-to-date information and advice on all disability issues to disabled people, their families and carers.

The charity's mission statement is:

'To provide high quality, independent, specialist advice, advocacy and information for disabled people, their families and carers enabling greater choice and improvement in their quality of life'.

#### **Summary of main activities of the charity in relation to those purposes for the public benefit**

The Charity's main activities in relation to our purposes for the public benefit are:

- Form filling to obtain welfare benefits
- Carrying out benefit checks
- Providing current information relating to benefits / Welfare reform
- Advising disabled people and their carers prior to tribunals
- Aspects of the Social Inclusion agenda
- Providing access to accredited training
- Advice and support regarding Community Assessments and Continuing Healthcare Assessments
- Helping with housing applications
- Helping disabled people with a range of access issues
- Lasting Power of Attorney

These services are provided in a supportive, knowledgeable, professional and independent environment at no cost. However, we are always grateful for financial donations.

In addition to these traditional activities, DAP has continued to be concerned with the way that the distribution of welfare benefits is being administered nationally. These have mainly revolved around a poor understanding of disabled people's circumstances and capabilities when considering a claim for personal independence payments by those tasked by the government to assess appropriate payments.

#### **Donations and Fund-raising**

We received donations through fund-raising of £4,613 including Gift Aid during the year.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Objectives and activities *(continued)***

##### **Statement confirming whether the trustees have had regard to the Charity Commission guidance on public benefit**

We, as Trustees, have had regard to the Charity Commission's public benefit guidance. In particular, we make decisions

- To ensure that our Charity's purpose provides public benefit
- To manage any risks of detriment or harm to our beneficiaries and to the public in general which might result from the work we do
- About who benefits in ways that are consistent with our purposes and mission statement
- To make sure that any personal benefits are no more than incidental

Additionally our targets for public benefit include

- Raising awareness about living with a disability
- Reducing poverty and improving the quality of life for disabled people, their families and their carers
- Enabling disabled people and their carers to gain skills, increase their self-esteem and re-engage with learning to prepare them for a future role in the workplace

##### **Policy on social investment**

The charity is not tied to any political party or local authority. This independence enables us to act for our clients whenever issues arise with councils and housing associations.

We have a policy whereby that interest must be declared should an issue arise

Through these and many other ways, the charity illustrates that we are a valuable, independent source of information for disabled people and their families and their carers in this part of Wales.

As part of our contribution to issues concerning the improvement in the quality of life of disabled people in the future, we also offer comments and criticisms of proposals from local planning authorities, local health boards and Welsh Government.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Achievements and performance**

During the Financial year 2023-2024 we supported 820 clients to gain over £2,334,037.20 in Welfare Benefits. There continues to be long delays in processing reviews and appeals. This means that there are prolonged delays in seeing the results of the work we have done.

The new ways of working we adopted helped us to re-think our service provision model for the future. Our telephone system has enabled staff flexibility in where telephone services are delivered from. The use of Zoom and Teams has enabled us to meet clients and other staff members virtually. Our database facility has enabled better targeting of our services. We are extremely grateful to the National Lottery for helping us to instigate these new services.

We have continued to work closely with local organisations. These include The Alzheimer's Society, Pobl's and Local Authority financial inclusion teams. We try to work with these sorts of organisations in order to achieve outcomes rather than as a source for signposting or referral. We have continued to deliver training on the processes underlying various welfare benefits to external organisations.

But our work has not been solely in welfare benefits.

- We set up Powers of Attorney documents.
- We have continued to challenge Care Plans to ensure that individual disabled people receive the correct level of care provision
- We shared cost-of-living advice and helped with budgeting.
- We have liaised with care providers in addressing the needs of children in the education setting.
- We support people to meet with their peers and socialise.
- We help people learn new skills

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2024

##### Achievements and performance *(continued)*

These are all ways in which we have tried to improve the quality of life of disabled people by considering wider aspects of their lives.

People we have helped have commented:

*"I just had the letter omg its unbelievable they gave me enhanced back on both thank you so much for all the work you have done for my appeal."*

*"My appeal was successful I was awarded the basic daily living component.....want to thank you so much for your help without which we never would"*

*"This amount of benefit, will ease the financial predicament we are all facing, Thank you, it is life changing amount of benefit for me."*

*"Excellent took the stress out of the situation felt I had someone to talk to that understood"  
Very professional and helpful. as a mother of children with disabilities. I was unsure who to turn to, the services I received provided a lifeline for us, I could not have got the help my daughter needed without the services you provided."*

Satisfaction with the DAP service is gathered via our standard questionnaire. We ask for suggestions how we can improve our service. Some of the comments are:

*"I personally don't think you need to improve your services; you're already doing an excellent service"*

*"I cannot think of anything you could do to improve your service"*

*"Only criticism is I wasn't aware they existed until after I made an online application, personally it should be mandatory that consumers are directed to these companies/projects before attempting to fill out online benefit forms."*

*"More branches across Wales"*

The large lottery grant ended in August 2023 and we were awarded a one year lottery grant targeting older people in the counties of Torfaen, which commenced on 3<sup>rd</sup> December 2023

We continue to use social media and our website to promote our service, to inform and educate. The funding ended for our communications officer, but we now have a volunteer who contributes to that area of work. We were also able to further advertise our presence by participating in annual events held throughout Torfaen and other local authority areas. These events ensure we met with many people who were not aware of our activities previously.

We moved offices in November 2023 to offices in Cwmbran town centre making us more accessible by public transport

We have tried to ensure that volunteers know they are an important part of DAP. We have continued to keep in touch with volunteers and were able to organise some get togethers.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2024**

#### **Achievements and performance *(continued)***

We supported organisations to become more inclusive and disability friendly, with training designed and delivered by people with disabilities.

#### **DAP going forward**

We will continue to respond to the need of our clients to improve their quality of life. We will deliver our services based on a hybrid model. This will mean making the most of our learning experiences using virtual platforms such as Zoom and Teams to continue to offer a remote service to those who need it. To ensure the office continues to be a place where face-to-face meetings take place. We will make home visits where the circumstances of the client preclude any other types of meetings.

We will continue to help local councils, housing associations etc understand how they can best serve the needs of disabled people.

We will continue to honour our commitment to expand our area of activity into all the counties of the former county of Gwent / Aneurin Bevan University health Board. We have already shown that we are actively helping not only disabled people but also the families and carers of disabled people. This will continue.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2024

#### Financial review

##### Transactions and Financial position

The financial statements are set out on pages 15 to 24. These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The Statement of Financial Activities shown on page 15 to the accounts discloses net income for the year of £50 (2023: net expenditure £34,793).

The total reserves at the year end stand at £104,030 (2023: £103,980).

##### Statement explaining the policy for holding reserves stating why they are held

All reserves are held in accordance with our reserves policy and are primarily to cover the costs of any potential redundancies.

During the year ended 31 March 2024, there have always been sufficient sums held in reserve to meet these commitments. We have regularly required a clear statement from our Finance Officer with respect to our commitments and the working of our reserves policy. There has never been a period when we have felt it appropriate to hold nil reserves.

No funds of the charity, restricted or unrestricted, have been or are in deficit as at 31 March 2024.

##### Explanation of any uncertainties about the charity continuing as a going concern

The main uncertainties that we have expressed in recent years has related to our ability to obtain more grant funding. This will always be an issue for charities such as ours and represents the primary risk to our existence in our current form. The obtaining of the 'National Lottery Older People' grant secures our existence for a further 12 months and enables us to enhance our service provision. We have also obtained funding from Torfaen County Borough Council 'Levelling Up Multiply,' with a bid for further funding having been submitted. A small grant from The Postcode Lottery has been received for core cost expenditure.

##### A description of the principal risks facing the charity

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau, The Alzheimer's Society, JobCentrePlus and 2 local Housing Associations.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and the introduction of Universal Credit (UC). Torfaen was the first County in South Wales to have UC introduced.

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2024**

##### **Financial review *(continued)***

##### **Our principal sources of funding**

The charity's principal sources of funding for the year ended 31 March 2024 are disclosed in note 6 to the financial statements.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 23 January 2025 and signed on behalf of the board of trustees by:

*A. Deverill-Smith*

Mrs A Deverill-Smith  
Trustee

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd**

#### **Year ended 31 March 2024**

I report to the trustees on my examination of the financial statements of The Disability Advice Project Ltd ('the charity') for the year ended 31 March 2024.

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

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd** *(continued)*

**Year ended 31 March 2024**

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

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jonathan Rhodes BSc BFP FCA  
Independent Examiner

24 Bridge Street  
Newport  
South Wales  
NP20 4SF

23 January 2025

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2024

			<b>2024</b>		2023
	<b>Note</b>	Unrestricted funds £	Restricted funds £	<b>Total funds £</b>	Total funds £
<b>Income and endowments</b>					
Donations and legacies	<b>5</b>	4,613	–	<b>4,613</b>	4,070
Charitable activities	<b>6</b>	35,000	116,026	<b>151,026</b>	130,776
Investment income	<b>7</b>	1,046	–	<b>1,046</b>	–
<b>Total income</b>		<u>40,659</u>	<u>116,026</u>	<u><b>156,685</b></u>	<u>134,846</u>
<b>Expenditure</b>					
Expenditure on charitable activities	<b>8,9</b>	2,106	154,529	<b>156,635</b>	169,639
<b>Total expenditure</b>		<u>2,106</u>	<u>154,529</u>	<u><b>156,635</b></u>	<u>169,639</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>38,553</u>	<u>(38,503)</u>	<u><b>50</b></u>	<u>(34,793)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		16,019	87,961	<b>103,980</b>	138,773
<b>Total funds carried forward</b>		<u>54,572</u>	<u>49,458</u>	<u><b>104,030</b></u>	<u>103,980</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 17 to 23 form part of these financial statements.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2024

	Note	2024 £	£	2023 £
<b>Current assets</b>				
Debtors	14	3,312		4,814
Cash at bank and in hand		<u>105,463</u>		<u>103,602</u>
		<b>108,775</b>		<b>108,416</b>
<b>Creditors: amounts falling due within one year</b>	15	<u>4,745</u>		<u>4,436</u>
<b>Net current assets</b>			<b>104,030</b>	<b>103,980</b>
<b>Total assets less current liabilities</b>			<b>104,030</b>	<b>103,980</b>
<b>Net assets</b>			<b>104,030</b>	<b>103,980</b>
<b>Funds of the charity</b>				
Restricted funds			<b>49,458</b>	87,961
Unrestricted funds			<b>54,572</b>	16,019
<b>Total charity funds</b>	17		<b>104,030</b>	<b>103,980</b>

For the year ending 31 March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on 23 January 2025 and are signed on behalf of the board by:

*A. Deverill-Smith*

Mrs A Deverill-Smith  
Trustee

The notes on pages 17 to 23 form part of these financial statements.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

#### **Year ended 31 March 2024**

##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 24 Bridge Street, Newport, NP20 4SF.

##### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid. However, at the time of signing these accounts there are no material uncertainties about the charity's ability to continue.

###### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

###### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

#### 3. Accounting policies *(continued)*

##### Incoming resources *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

#### 4. Limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up.

Number of members of the charity as at 31 March 2021 was 4 (2020: 4).

#### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
<b>Donations</b>				
Donations	4,613	<b>4,613</b>	4,070	4,070

#### 6. Charitable activities

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2024 £</b>
GAVO	10,000	–	<b>10,000</b>
National Lottery Community Fund	–	59,979	<b>59,979</b>
Postcode lottery	25,000	–	<b>25,000</b>
Torfaen County Borough Council	–	56,047	<b>56,047</b>
	<u>35,000</u>	<u>116,026</u>	<u><b>151,026</b></u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
GAVO	–	–	–
National Lottery Community Fund	–	130,776	130,776
Postcode lottery	–	–	–
Torfaen County Borough Council	–	–	–
	<u>–</u>	<u>130,776</u>	<u>130,776</u>

#### 7. Investment income

	Unrestricted Funds £	<b>Total Funds 2024 £</b>	Unrestricted Funds £	Total Funds 2023 £
Bank interest receivable	1,046	<b>1,046</b>	–	–

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Core activities	1,061	–	<b>1,061</b>
National Lottery 'Building a Better Future'	–	101,014	<b>101,014</b>
Torfaen CBC Core Grant	–	36,307	<b>36,307</b>
Support costs	1,045	17,208	<b>18,253</b>
	<u>2,106</u>	<u>154,529</u>	<u><b>156,635</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Core activities	4,749	–	4,749
National Lottery 'Building a Better Future'	–	117,908	117,908
Torfaen CBC Core Grant	–	229	229
Support costs	11,616	35,137	46,753
	<u>16,365</u>	<u>153,274</u>	<u>169,639</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2024 £	Total fund 2023 £
Core activities	1,061	1,045	<b>2,106</b>	16,365
National Lottery 'Building a Better Future'	101,014	9,418	<b>110,432</b>	153,045
Torfaen CBC Core Grant	36,307	7,790	<b>36,307</b>	229
	<u>138,382</u>	<u>18,253</u>	<u><b>156,635</b></u>	<u>169,639</u>

#### 10. Analysis of support costs

	Core activities £	National Lottery 'Building a Better Future' £	TCBC Core Grant £	Total 2024 £	Total 2023 £
Premises	101	440	3,572	<b>4,113</b>	25,772
General office	821	7,490	2,734	<b>11,045</b>	12,686
Finance costs	44	214	85	<b>343</b>	112
Legal, accounting & professional fees	79	1,274	1,399	<b>2,752</b>	8,183
	<u>1,045</u>	<u>9,418</u>	<u>7,790</u>	<u><b>18,253</b></u>	<u>46,753</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

##### 11. Independent examination fees

	<b>2024</b>	2023
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<b>2,331</b>	2,200

##### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	<b>2024</b>	2023
	£	£
Wages and salaries	<b>113,504</b>	114,508
Social security costs	<b>349</b>	–
Employer contributions to pension plans	<b>4,002</b>	3,589
	<b>117,855</b>	118,097

The average head count of employees during the year was 11 (2023: 11). The average number of full-time equivalent employees during the year is analysed as follows:

	<b>2024</b>	2023
	No.	No.
Number of staff involved in charitable activities	<b>9</b>	7

No employee received employee benefits of more than £60,000 during the year (2023: Nil).

##### 13. Trustee remuneration and expenses

Neither the trustees or any persons connected with them have received any remuneration either in the current year or in the prior year.

Neither the trustees or any persons connected with them were reimbursed any expenses either in the current year or in the prior year.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The indemnity insurance is included as part of the overall charity insurance premium and therefore is an unidentifiable cost.

##### 14. Debtors

	<b>2024</b>	2023
	£	£
Prepayments and accrued income	<b>2,605</b>	3,828
Other debtors	<b>707</b>	986
	<b>3,312</b>	4,814

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

##### 15. Creditors: amounts falling due within one year

	<b>2024</b>	2023
	£	£
Accruals and deferred income	<b><u>4,745</u></b>	<u>4,436</u>

##### 16. Pensions and other post retirement benefits

###### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,002 (2023: £3,589).

##### 17. Analysis of charitable funds

###### Unrestricted funds

	At 1 April 2023	Income £	Expenditure £	At 31 March 2024
General funds	9,582	40,659	(2,106)	<b>48,135</b>
Designated Fund - Redundancy costs	6,437	–	–	<b>6,437</b>
	<u>16,019</u>	<u>40,659</u>	<u>(2,106)</u>	<u><b>54,572</b></u>

  

	At 1 April 2022	Income £	Expenditure £	At 31 March 2023
General funds	12,401	4,070	(6,889)	9,582
Designated Fund – Redundancy costs	15,913	–	(9,476)	6,437
	–	–	–	–
	<u>28,314</u>	<u>4,070</u>	<u>(16,365)</u>	<u>16,019</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2024

#### 17. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
Torfaen CBC Core Grant	186	56,047	(44,097)	<b>12,136</b>
National Lottery Community Fund	87,775	59,979	(110,432)	<b>37,322</b>
	<u>87,961</u>	<u>116,026</u>	<u>(154,529)</u>	<u><b>49,458</b></u>

  

	At 1 April 2022 £	Income £	Expenditure £	At 31 March 2023 £
Torfaen CBC Core Grant	415	–	(229)	186
National Lottery Community Fund	110,044	130,776	(153,045)	87,775
	<u>110,459</u>	<u>130,776</u>	<u>(153,274)</u>	<u>87,961</u>

#### 18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Current assets	18,480	90,295	<b>108,775</b>
Creditors less than 1 year	(1,756)	(2,989)	<b>(4,745)</b>
<b>Net assets</b>	<u>16,724</u>	<u>87,306</u>	<u><b>104,030</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Current assets	18,793	89,623	108,416
Creditors less than 1 year	(1,633)	(2,803)	(4,436)
<b>Net assets</b>	<u>17,160</u>	<u>86,820</u>	<u>103,980</u>

**THE DISABILITY ADVICE PROJECT**

England & Wales - Charity number 1156176

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# Accounts

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COMPANY REGISTRATION NUMBER: 08785632  
CHARITY REGISTRATION NUMBER: 1156176

**The Disability Advice Project Ltd**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2023**

**WALTER HUNTER & CO LIMITED**

Chartered accountants  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2023**

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# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 March 2023**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2023.

## **Foreword**

**The Disability Advice Project has been helping disabled people, their families and their carer for over 25 years.**

**The last few years have not been without their challenges.**

**Throughout this period DAP was in receipt of Lottery funding. Due to the disruption of Covid the project was extended into 2023.**

**We have increased our staff numbers and are always looking for volunteers to help support the growing numbers of clients needing our expertise and guidance.**

**The National Lottery Fund have been incredibly supportive of DAP. Without their continued support, we would not have survived. We would like to extend our thanks to the National Lottery for their ongoing and considerable support.**

**From the start of the Lottery Project DAP has helped 1269 people gain over £4million in benefits.**

**The last few years has shown that it is possible to adapt to a very different environment. DAP had to change its way of engaging with people . Change is not easy and for many of the people we support it has had a profound affect. The team ensured people in need had the help and support they need. We would like to thank them all for their hard work and commitment in continuing to help disabled people throughout some of the most trying of times.**



# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2023**

##### **Structure, governance and management *(continued)***

###### **Induction and training of new trustees**

The charity provides all new trustees with a copy of the Charity Governance Code. In addition, we provide a copy of the most recent financial statements together with the most recent quarterly report. Induction procedures for trustees include familiarisation with the charity's policy and procedures, provision of minutes of meetings and introduction to staff and volunteers. Training explaining the roles and responsibilities of trustees is also undertaken.

###### **Training of staff generally**

We ensure that all staff are trained to provide the best current guidance to our clients. Regular meeting and peer support is available. Mentoring of caseworkers is provided by the senior caseworker and more experienced staff. We have staff tasked with ensuring the quality and consistency of our advice.

The caseworkers have undertaken training in a variety of ways and covered the following areas:

- Universal Credit - an introduction
- Universal Credit for disabled people
- Mental capacity
- Financial Safeguarding and Court of Protection
- Best Practice in completing PIP questionnaires
- Disclosure and Barring Service (DBS) training
- Social Media and Community Engagement
- Complaints handling

We will continue to encourage staff to bring to our attention training courses that will enable them to be aware of the implications of new legislation and to review our practices in other areas of our work.

###### **Organisational structure**

The charity consists of a Board of Trustees with a Chair/Treasurer. This role is essentially of a strategic nature. The day-to-day management of the charity and operational decisions are the responsibility of the Management Team, consisting of the 2 Project Directors, the Senior Welfare Rights Officer and the Finance Officer. The management team reports to the Board of Trustees.

The charity had 9 members of salaried staff during the financial year.

It is important to the values of the organisation that it is citizen led. The effect of the pandemic has continued to impact the way DAP convened meetings with volunteers and members of staff. It was hoped that the regular meetings, which were open to everyone at DAP, would be reconvened. However, many of DAP's volunteers have struggled to re-engage on a face to face basis in the office. Alternate ways of keeping connected continued to be utilised. Regular team meetings are held alongside fundraising and social activities outside of the office.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2023

#### Structure, governance and management *(continued)*

##### Relationships with other parties

The charity has no formal links with any other organisation. However, as part of its essential way of working DAP will join on an ad hoc basis with any other organisation in the delivery of services that would be to the benefit of our core target group of disabled people, their families and their carers. We reach out to other groups in the spirit of partnership.

In recent years, the charity has worked in partnership with the following:

- Alzheimer's Societies in Torfaen, Monmouthshire, Caerphilly, Blaenau Gwent and Newport
- Age Connect Torfaen
- Age UK
- Blaenau Gwent County Borough Council
- Bron Afon
- Building Resilient Communities TCBC
- CAIR, The Monmouthshire Disablement Association
- Care and Repair
- Care Council for Wales
- Carers Centres in Torfaen, Monmouth, Newport
- Carers Wales
- Carers Trust South East Wales
- Coleg Gwent
- Contact a Family
- Cwmbran Community Youth Project
- Cwmbran, Newport and Monmouth Citizens Advice Bureaus
- Cyffunol (Women's Aid)
- Cymorth Cymru
- Department of Work and Pensions
- Dewis Centre for Independent Living
- Disability Wales
- Equalities and Human Rights Commission
- Gwent Association of Voluntary Organisations
- Healthcare Inspectorate Wales
- Her Majesty's Courts and Tribunals Service
- JobCentrePlus in Cwmbran, Newport, Monmouth and RCT
- Law Works Cymru
- Melin Homes
- Mind
- Monmouthshire County Council
- Monmouthshire Housing Association
- MS Society
- National Association of Welfare Rights Advisors
- National Lottery
- Newport County Council
- Pensions Service
- Pobl
- Primary Health Care Providers in Torfaen, Monmouth, Newport and Blaenau Gwent
- Scope Cwmpas Cymru
- Stroke Association
- The Wallich
- Tai Pawb
- Torfaen Community Economic Development
- Torfaen County Borough Council

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2023**

**Structure, governance and management *(continued)***

- Torfaen Voluntary Association
- WCVA
- Welfare Rights Advisors Cymru

**Membership of local groups**

DAP has continued its membership of the following :

- Torfaen Welfare Reform Project
- Monmouthshire Integrated Services Group
- Govtech Catalyst Inception Advisory Group
- Tech for Justice panel
- Community Conversation Network
- Tribunal User Group
- Gwent Third Sector Volunteer Management Network
- Tai Pawb

The work of some of these groups had to be put on hold. We will be active with these groups when circumstances permit.

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2023**

## **Objectives and activities**

**Summary of the purposes of the charity as set out in its governing document** The charity's main objects as set out in the governing document are to provide accurate, appropriate and up-to-date information and advice on all disability issues to disabled people, their families and carers.

The charity's mission statement is:

'To provide high quality, independent, specialist advice, advocacy and information for disabled people their families and carers enabling greater choice, and improvement in their quality of life'.

## **Summary of main activities of the charity in relation to those purposes for the public benefit**

The Charity's main activities in relation to our purposes for the public benefit are:

- Form filling to obtain welfare benefits
- Carrying out benefit checks
- Providing current information relating to benefits / Welfare reform
- Advising disabled people and their carers prior to tribunals
- Aspects of the Social Inclusion agenda
- Providing access to accredited training
- Advice and support regarding Community Assessments and Continuing Healthcare Assessments
- Helping with housing applications
- Helping disabled people with a range of access issues

These services are provided in a supportive, knowledgeable, professional and independent environment at no cost. However, we are always grateful for financial donations.

In addition to these traditional activities, DAP is becoming increasingly concerned with the way that the distribution of welfare benefits is being administered nationally. Several instances of unjust treatment of disabled people have come to light in recent years amongst the people that have come to us for advice and assistance. These have mainly revolved around a poor understanding of disabled people's circumstances and capabilities when considering a claim for personal independence payments by those tasked by the government to assess appropriate payments.

## **Donations and Fund-raising**

We received donations through fund-raising of £2,093 including Gift Aid during the year. To this can be added the sum of £1977 which we received from various organisations for training and the like.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2023**

##### **Objectives and activities *(continued)***

##### **Statement confirming whether the trustees have had regard to the Charity Commission guidance on public benefit**

We, as Trustees, have had regard to the Charity Commission's public benefit guidance. In particular, we make decisions

- To ensure that our Charity's purpose provides public benefit
- To manage any risks of detriment or harm to our beneficiaries and to the public in general which might result from the work we do
- About who benefits in ways that are consistent with our purposes and mission statement
- To make sure that any personal benefits are no more than incidental

Additionally our targets for public benefit include

- Raising awareness about living with a disability
- Reducing poverty and improving the quality of life for disabled people, their families and their carers
- Enabling disabled people and their carers to gain skills, increase their self-esteem and re-engage with learning to prepare them for a future role in the workplace

##### **Policy on social investment**

The charity is not tied to any political party or local authority. This independence enables us to act for our clients whenever issues arise with councils and housing associations.

We have a policy whereby that interest must be declared should an issue arise. We have 1 member active with local Housing Associations. We have 1 member who has sat on Monmouthshire County Council's Adult Select Scrutiny Committee as a member of the public for several years.

Through these and many other ways, the charity illustrates that we are a valuable, independent source of information for disabled people and their families and their carers in this part of Wales.

As part of our contribution to issues concerning the improvement in the quality of life of disabled people in the future, we also offer comments and criticisms of proposals from local planning authorities, local health boards and Welsh Government.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2023

#### Achievements and performance

##### DAP during the last 3 years

It is appropriate to reflect on the outstanding performance of the staff team and volunteers during the last 3 years. It was an unprecedented period that changed people and society, but DAP survived and delivered a service to be proud of. This was also appreciated by Investors in People by the awarding of their Gold Award and by the award of the "Healthy Workplace Bronze Award.

The assessor of the Investors in People stated in her report

*"The speed of change was exceptional and resulted in home working, greater agility and use of technology. It is also abundantly clear from the interviews carried out across the organisation that it has also brought people together and wellbeing is high on everyone's agenda. Throughout interviews there have been so many examples of how people have united to support each other at work but also within the community."*

Our availability during the first year of the pandemic was restricted by the requirement to keep contact to a minimum. However due to the commitment of the staff and volunteers and by introducing new ways of working, we continued to provide the same high level of service throughout these times. Over the last 3 year we have helped 1269 clients to gain over £4,000,000 in Welfare Benefits.

The new ways of working we adopted helped us to re-think our service provision model for the future. Our telephone system has enabled staff flexibility in where telephone services are delivered from. The use of Zoom and Teams has enabled us to meet clients and other staff members virtually. Our database facility has enabled better targeting of our services. We are extremely grateful to the National Lottery for helping us to instigate these new services.

We have continued to work closely with local organisations. These include The Alzheimer's Society, Pobl's Supporting Vulnerable Adults Project and Local Authority financial inclusion teams. We try to work with these sorts of organisations in order to achieve outcomes rather than as a source for sign-posting or referral. We have delivered training on the processes underlying various welfare benefits to external organisations.

But our work has not been solely in the area of welfare benefits.

- We set up Powers of Attorney documents.
- We have continued to challenge Care Plans in order to ensure that individual disabled people receive the correct level of care provision.
- We have continued to raise issues surrounding people with rare diseases.
- We have raised issues around housing provision with the Welsh Government and local Councils.
- We have arranged occupational therapist appointments.
- We shared cost-of-living advice and helped with budgeting.
- We are working with Capita to provide the perspective of disabled people on improvements to public transport infrastructure.
- We have started to forward examples of Case Studies to senior staff at the local Health Board in order to help them make improvements in the ways that disabled people are treated at their Hospitals
- We have liaised with care providers in addressing the needs of children in the education setting.
- We support people to meet with their peers, and socialise.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2023**

##### **Achievements and performance *(continued)***

- We have helped change home school transport provision for a disabled child.
- We are helping Torfaen's Highways Department to carry out analyses of the dropped kerb provision throughout Torfaen.
- We help people learn new skills

These are all ways in which we have tried to improve the quality of life of disabled people by considering wider aspects of their lives.

The effects of DAP help are summarised below. They are obtained from our evaluation questionnaire.

- Clients appreciate not having to cope on their own when trying to Complete forms.
- DAP has the ability to increase Client's understanding of their situations.
- DAP has helped to give Clients a plan of action or just reassurance and, in this way, removes pressure and ease distress.
- Clients are made to feel worthwhile and assured about the value of their individual opinions
- Clients found it easier to work with and trust their carers.
- Through DAPs assistance in obtaining a welfare benefit, Clients have experienced less emotional and financial stress.
- Some Clients have chosen to attend a meeting with DAP staff rather than attend meetings with other organisations.
- DAP has helped carers to understand the need for independence by a family member.
- DAP staff have helped Clients gain the correct diagnosis for their condition.
- DAP have helped Clients in the workplace by giving support at a Disciplinary Hearing.
- DAP has helped employers to understand how workplace adaptations can benefit individual Clients in the workplace.

The Lottery extended the project as the pandemic had severely restricted the way we could deliver the services. This has enabled DAP to continue to deliver its valuable services to those people in greatest need of our support.

Our profile continued to be raised throughout the year by our social media thanks to our Communications Officer. She has made our work and our value to disabled people more evident through active use of our webpage and regular information provision using Facebook, Twitter and Instagram. We were also able to further advertise our presence by participating in annual events held throughout Torfaen and other local authority areas. These events ensure we met with many people who were not aware of our activities previously.

During the last year, we resumed work from our office in Avondale Way. We also continued to offer home visits. We recruited more staff, this ensured we could respond to the increased numbers of clients that sought DAP's services.

We have tried to ensure that volunteers know they are an important part of DAP. We have continued to keep in touch with volunteers and were able to organise some live get togethers.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2023**

##### **Achievements and performance *(continued)***

We supported organisations to become more inclusive and disability friendly, with training designed and delivered by people with disabilities. We worked with various clients, including staff at Ceredigion Council and Occupational Therapy and Physiotherapy students at the University of South Wales. The training was delivered by individuals with disabilities this helped students better understand the needs of the people they will be working with during their working lives.

*"The lecture from DAP's team was the most memorable of all. It made me really think about the importance of making time for the person to tell their story."  
Occupational Therapy student, University of South Wales.*

##### **DAP going forward**

We will continue to respond to the need of our clients in order to improve their quality of life. We are able to delivery of our services based on a hybrid model. This will mean making the most of our learning experiences using virtual platforms such as Zoom and Teams to continue to offer a remote service to those who need it. To ensure the office continues to be a place where face-to-face meetings take place. We will make home visits where the particular circumstances of the client preclude any other types of meetings.

We will continue to help local councils, housing associations etc understand how they can best serve the needs of disabled people.

With the inevitable end of the Lottery Project funding in sight DAP needs to secure new funding. Funding to see DAP continue into 2024 has been secured from a variety of sources. Including the National Lottery and Torfaen CBC.

We will continue to honour our commitment to expand our area of activity into all the counties of the former county of Gwent / Aneurin Bevan University health Board. We have already shown that we are actively helping not only disabled people but also the families and carers of disabled people. This will continue.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2023**

##### **Financial review**

###### **Transactions and Financial position**

The financial statements are set out on pages 15 to 24. These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The Statement of Financial Activities shown on page 15 to the accounts discloses net expenditure for the year of £34,793 (2022: net income £12,712).

The total reserves at the year end stand at £103,980 (2022: £138,773).

###### **Statement explaining the policy for holding reserves stating why they are held**

Our reserves policy is dominated by the need to be able to meet the outstanding debt on our office lease. However, the Trustees required not only these costs (which include outstanding rental costs, service charges, property insurance, water, gas and electricity) to be covered but also the amounts for third party and other insurances, internet/phones etc charges and certain staff related office expenses.

During the year ended 31 March 2023, there have always been sufficient sums held in reserve to meet these commitments. We have regularly required a clear statement from our Finance Officer with respect to our commitments and the working of our reserves policy. There has never been a period when we have felt it appropriate to hold nil reserves.

No funds of the charity, restricted or unrestricted, have been or are in deficit as at 31 March 2023.

###### **Explanation of any uncertainties about the charity continuing as a going concern**

The main uncertainties that we have expressed in recent years has related to our ability to obtain more grant funding. This will always be an issue for charities such as ours and represents the primary risk to our existence in our current form. The obtaining of the 'National Lottery Older People' grant secures our existence for a further 12 months and enables us to enhance our service provision. We have also obtained funding from Torfaen County Borough Council 'Levelling Up Multiply,' with a bid for further funding having been submitted. A small grant from The Postcode Lottery has been received for core cost expenditure.

###### **A description of the principal risks facing the charity**

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau, The Alzheimer's Society and 2 local Housing Associations.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and the introduction of Universal Credit (UC). Torfaen was the first County in South Wales to have UC introduced.

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2023**

**Financial review *(continued)***

## **A description of the principal risks facing the charity**

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau, The Alzheimer's Society and 2 local Housing Associations.

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Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

## **Our principal sources of funding**

The charity's principal sources of funding for the year ended 31 March 2023 are disclosed in note 6 to the financial statements.

## **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 20 December 2023 and signed on behalf of the board of trustees by:



Mrs A Deverill-Smith  
Trustee

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd**

#### **Year ended 31 March 2023**

I report to the trustees on my examination of the financial statements of The Disability Advice Project Ltd ('the charity') for the year ended 31 March 2023.

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

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd *(continued)***

#### **Year ended 31 March 2023**

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

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jonathan Rhodes BSc BFP FCA  
Independent Examiner

24 Bridge Street  
Newport  
South Wales  
NP20 4SF

20 December 2023

# The Disability Advice Project Ltd

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

		Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	4,070	–	4,070	3,245
Charitable activities	6	–	130,776	130,776	164,173
Investment income	7	–	–	–	20
<b>Total income</b>		<u>4,070</u>	<u>130,776</u>	<u>134,846</u>	<u>167,438</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	16,365	153,274	169,639	154,726
<b>Total expenditure</b>		<u>16,365</u>	<u>153,274</u>	<u>169,639</u>	<u>154,726</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(12,295)</u>	<u>(22,498)</u>	<u>(34,793)</u>	<u>12,712</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		28,314	110,459	138,773	126,061
<b>Total funds carried forward</b>		<u>16,019</u>	<u>87,961</u>	<u>103,980</u>	<u>138,773</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 18 to 24 form part of these financial statements.

# The Disability Advice Project Ltd

Company Limited by Guarantee

## Statement of Financial Position

31 March 2023

	Note	2023 £	£	2022 £
<b>Current assets</b>				
Debtors	14	4,814		7,145
Cash at bank and in hand		103,602		136,198
		<u>108,416</u>		<u>143,343</u>
<b>Creditors: amounts falling due within one year</b>	15	<u>4,436</u>		<u>4,570</u>
<b>Net current assets</b>			<u>103,980</u>	<u>138,773</u>
<b>Total assets less current liabilities</b>			<u>103,980</u>	<u>138,773</u>
<b>Net assets</b>			<u>103,980</u>	<u>138,773</u>
<b>Funds of the charity</b>				
Restricted funds			87,961	110,459
Unrestricted funds			<u>16,019</u>	<u>28,314</u>
<b>Total charity funds</b>	17		<u>103,980</u>	<u>138,773</u>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position  
continues on the following page.

The notes on pages 18 to 24 form part of these financial statements.

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Statement of Financial Position** *(continued)*

**31 March 2023**

These financial statements were approved by the board of trustees and authorised for issue on 20 December 2023, and are signed on behalf of the board by:



Mrs A Deverill-Smith  
Trustee

The notes on pages 18 to 24 form part of these financial statements.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

#### **Year ended 31 March 2023**

##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 24 Bridge Street, Newport, NP20 4SF.

##### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid. However, at the time of signing these accounts there are no material uncertainties about the charity's ability to continue.

###### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

###### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

#### 3. Accounting policies *(continued)*

##### Incoming resources *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

#### 4. Limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up.

Number of members of the charity as at 31 March 2021 was 4 (2020: 4).

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations	<u>4,070</u>	<u>4,070</u>	<u>3,245</u>	<u>3,245</u>

#### 6. Charitable activities

	Restricted Funds £	Total Funds 2023 £	Restricted Funds £	Total Funds 2022 £
National Lottery Community Fund	<u>130,776</u>	<u>130,776</u>	<u>164,173</u>	<u>164,173</u>

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Bank interest receivable	<u>—</u>	<u>—</u>	<u>20</u>	<u>20</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Core activities	4,749	–	4,749
National Lottery 'Building a Better Future'	–	117,908	117,908
National Lottery 'Covid-19 Support'	–	–	–
Torfaen CBC Core Grant	–	229	229
Support costs	11,616	35,137	46,753
	<u>16,365</u>	<u>153,274</u>	<u>169,639</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Core activities	4,464	–	4,464
National Lottery 'Building a Better Future'	(3)	96,795	96,792
National Lottery 'Covid-19 Support'	–	5,103	5,103
Torfaen CBC Core Grant	–	460	460
Support costs	6,694	41,213	47,907
	<u>11,155</u>	<u>143,571</u>	<u>154,726</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2023 £	Total fund 2022 £
Core activities	4,749	11,616	16,365	11,158
National Lottery 'Building a Better Future'	117,908	35,137	153,045	133,174
National Lottery 'Covid-19 Support'	–	–	–	9,934
Torfaen CBC Core Grant	229	–	229	460
	<u>122,886</u>	<u>46,753</u>	<u>169,639</u>	<u>154,726</u>

#### 10. Analysis of support costs

	Core activities £	National Lottery 'Building a Better Future' £	Total 2023 £	Total 2022 £
Premises	4,831	20,941	25,772	25,028
Communications and IT	–	–	–	5,185
General office	5,311	7,375	12,686	7,320
Finance costs	67	45	112	99
Legal, accounting & professional fees	1,407	6,776	8,183	10,275
	<u>11,616</u>	<u>35,137</u>	<u>46,753</u>	<u>47,907</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

##### 11. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>2,200</u>	<u>2,100</u>

##### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2023	2022
	£	£
Wages and salaries	114,508	96,728
Employer contributions to pension plans	<u>3,589</u>	<u>3,232</u>
	<u>118,097</u>	<u>99,960</u>

The average head count of employees during the year was 11 (2022: 10). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of staff involved in charitable activities	<u>7</u>	<u>6</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

##### 13. Trustee remuneration and expenses

Neither the trustees or any persons connected with them have received any remuneration either in the current year or in the prior year.

Neither the trustees or any persons connected with them were reimbursed any expenses either in the current year or in the prior year.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The indemnity insurance is included as part of the overall charity insurance premium and therefore is an unidentifiable cost.

##### 14. Debtors

	2023	2022
	£	£
Prepayments and accrued income	3,828	6,159
Other debtors	<u>986</u>	<u>986</u>
	<u>4,814</u>	<u>7,145</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

#### 15. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	<u>4,436</u>	<u>4,570</u>

#### 16. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,589 (2022: £3,232).

#### 17. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2022	Income £	Expenditure £	Transfers £	At 31 March 2023
General funds	12,401	4,070	(6,889)	–	9,582
Designated Fund - office costs	<u>15,913</u>	–	<u>(9,476)</u>	–	<u>6,437</u>
	<u>28,314</u>	<u>4,070</u>	<u>(16,365)</u>	–	<u>16,019</u>

	At 1 April 2021	Income £	Expenditure £	Transfers £	At 31 March 2022
General funds	20,291	3,265	(11,155)	–	12,401
Designated Fund - office costs	–	–	–	15,913	15,913
	<u>20,291</u>	<u>3,265</u>	<u>(11,155)</u>	<u>15,913</u>	<u>28,314</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2023

#### 17. Analysis of charitable funds *(continued)*

##### Restricted funds

	At 1 April 2022 £	Income £	Expenditure £	Transfers £	At 31 March 2023 £
Torfaen CBC Core Grant	415	–	(229)	–	186
National Lottery Community Fund	110,044	130,776	(153,045)	–	87,775
National Lottery Covid Support	–	–	–	–	–
	<u>110,459</u>	<u>130,776</u>	<u>(153,274)</u>	<u>–</u>	<u>87,961</u>

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Torfaen CBC Core Grant	875	–	(460)	–	415
National Lottery Community Fund	79,048	164,173	(133,177)	–	110,044
National Lottery Covid Support	25,847	–	(9,934)	(15,913)	–
	<u>105,770</u>	<u>164,173</u>	<u>(143,571)</u>	<u>(15,913)</u>	<u>110,459</u>

#### 18. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Current assets	18,793	89,623	108,416
Creditors less than 1 year	(1,633)	(2,803)	(4,436)
<b>Net assets</b>	<u>17,160</u>	<u>86,820</u>	<u>103,980</u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Current assets	29,887	113,456	143,343
Creditors less than 1 year	(1,573)	(2,997)	(4,570)
<b>Net assets</b>	<u>28,314</u>	<u>110,459</u>	<u>138,773</u>

**THE DISABILITY ADVICE PROJECT**

England & Wales - Charity number 1156176

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# Accounts

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COMPANY REGISTRATION NUMBER: 08785632

CHARITY REGISTRATION NUMBER: 1156176

**The Disability Advice Project Ltd  
Company Limited by Guarantee  
Unaudited Financial Statements  
31 March 2022**

**WALTER HUNTER & CO LIMITED**

Chartered accountants  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2022**

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# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 March 2022**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2022.

## **Foreword**

**It's hard work for a small 3rd sector organisation helping disabled people in Wales.**

**But survive the Disability Advice Project has for 25 years.**

**We are still helping disabled people, their families and their carers from our base in Cwmbran. As life begins to settle down after all the issues posed by Covid, we are now looking to increase both our staff numbers and our volunteer base to support the growing numbers of clients needing our support and guidance.**

**For the last 3 years the National Lottery Fund have been incredibly supportive. Without their support, DAP would not exist in its current form. We would like to place on record here our thanks to the National Lottery for their ongoing and considerable support.**

**Over the last 2 years, our staff have risen to the challenges imposed by covid-19 wonderfully. We would like to place on record here our thanks to them for keeping our show on the road and continuing to help disabled people throughout the most trying of times.**

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2022

#### Reference and administrative details

**Registered charity name** The Disability Advice Project Ltd

**Charity registration number** 1156176

**Company registration number** 08785632

**Principal office and registered office** 24 Bridge Street  
Newport  
NP20 4SF

#### The trustees

Mrs B Ford  
Ms T Blockwell (Retired 21 May 2021)  
Mrs A Deverill-Smith  
Ms C M Farthing (Appointed 24 November 2021)  
Mr A C Crowhurst

**Independent examiner** Jonathan Rhodes BSc BFP FCA  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

#### Structure, governance and management

##### **Nature of governing document and constitution of the charity**

Disability Advice Project Limited, is a Company Limited By Guarantee, company registration number 8785632. Registered charity number 1156176. The company was incorporated on 21 November 2013 under the Companies Act 2006 and its governing document is its Articles of Association.

##### **The methods adopted for the recruitment and appointment of new trustees**

During the period of the pandemic, recruitment of staff has been difficult. We have had to cease recruiting volunteers. However, we have used our existing contact base to try to grow our numbers.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

#### Structure, governance and management *(continued)*

##### **Induction and training of new trustees**

The charity provides all new trustees with a copy of the Charity Governance Code. In addition, we provide a copy of the most recent financial statements together with the most recent quarterly report. Induction procedures for trustees include familiarisation with the charity's policy and procedures, provision of minutes of meetings and introduction to staff and volunteers. Training explaining the roles and responsibilities of trustees is also undertaken.

##### **Training of staff generally**

As illustrated in our commentary of the way that DAP has functioned during the Covid-19 pandemic, we ensure that all staff are trained to provide the best current guidance to our clients. We have staff tasked with ensuring the quality and consistency of our advice.

In detail, caseworkers have attended (virtually) training in the following areas:

- Universal Credit - an introduction
- Universal Credit for disabled people
- Mental capacity
- Financial Safeguarding and Court of Protection
- Best Practice in completing PIP questionnaires
- Disclosure and Barring Service (DBS) training
- Social Media and Community Engagement
- Complaints handling

We will continue to encourage staff to bring to our attention training courses that will enable them to be aware of the implications of new legislation and to review our practices in other areas of our work.

##### **Organisational structure**

The charity consists of a Board of Trustees with a Chair and Treasurer. Their role is essentially of a strategic nature. The day-to-day management of the charity and operational decisions are the responsibility of the Management Team, consisting of the 2 Project Directors, the Senior Welfare Rights Officer and the Finance Officer. The management team reports to the Board of Trustees.

The charity had 4-5 members of salaried staff during the financial year.

It is important to the values of the organisation that it is citizen led. Prior to the pandemic, DAP convened meetings of a group that consisted of key volunteers and members of staff. It held regular meetings, which were open to everyone at DAP, to enable scrutiny and debate of many operational decisions in an open forum. During the pandemic, DAP convened virtual meetings using Zoom. The slight relaxation in national rules during last summer meant that we could hold a socially-distanced meeting outdoors at Cwmbran boating lake to begin to re-engage with volunteers we hadn't seen for a considerable period of time. We hope that in the coming months, we will be enabled to hold meetings in the way that we did prior to the pandemic. There will be no pressure on people attending the office as we will continue to offer the alternative of virtual meetings.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

#### Structure, governance and management *(continued)*

##### Relationships with other parties

The charity has no formal links with any other organisation. However, as part of its essential way of working DAP will join on an ad hoc basis with any other organisation in the delivery of services that would be to the benefit of our core target group of disabled people, their families and their carers. We reach out to other groups in the spirit of partnership.

In recent years, the charity has worked in partnership with the following:

- Blaenau Gwent County Borough Council
- CAIR, The Monmouthshire Disablement ASsociation
- Cardiff City Council
- Cardiff Third Sector Council
- Care Council for Wales
- Careers Wales
- Carers Centres in Torfaen, Monmouth, Newport, Vale of Glamorgan and Neath Port Talbot
- Carers Wales
- Carers Trust South East Wales
- Coleg Gwent
- Contact a Family
- CSING Cardiff
- Cwmbran Community Youth Project
- Cwmbran, Newport and Monmouth Citizens Advice Bureaus
- Cymorth Cymru
- Department of Work and Pensions
- Dewis Centre for Independent Living
- Disability Wales
- Diverse Cymru
- Equalities and Human Rights Commission
- Fry Law
- Gwent Association of Voluntary Organisations
- Gwent Police
- Healthcare Inspectorate Wales
- Her Majesty's Courts and Tribunals Service
- JobCentrePlus in Cwmbran, Newport, Monmouth and RCT
- LawWorks Cymru
- Monmouthshire County Council
- MS Society
- National Association of Welfare Rights Advisors
- National Lottery
- Newport County Council
- Pensions Service
- Primary Health Care Providers in Torfaen, Monmouth, Newport and Blaenau Gwent
- QWEST
- Scope Cwmpas Cymru
- Tai Pawb
- Torfaen Community Economic Development
- Torfaen County Borough Council
- Torfaen Voluntary Association
- TSW Training
- Vale of Glamorgan County Council
- WCVA
- Welfare Rights Advisors Cymru
- Young Carers Groups

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2022**

##### **Structure, governance and management *(continued)***

###### **Membership of local groups**

Prior to the pandemic, DAP had been a member of the following groups (and has continued its membership over the pandemic):

- Torfaen Welfare Reform Project
- Monmouthshire Integrated Services Group
- Govtech Catalyst Inception Advisory Group
- Tech for Justice panel
- Community Conversation Network
- Tribunal User Group
- Gwent Third Sector Volunteer Management Network
- Tai Pawb

Due to the Covid-19 pandemic, the work of some of these groups has had to be put on hold for a period of time. We will be active with these groups when circumstances permit.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

#### Objectives and activities

**Summary of the purposes of the charity as set out in its governing document** The charity's main objects as set out in the governing document are to provide accurate, appropriate and up-to-date information and advice on all disability issues to disabled people, their families and carers.

The charity's mission statement is:

'To provide high quality, independent, specialist advice, advocacy and information for disabled people their families and carers enabling greater choice, and improvement in their quality of life'.

#### **Summary of main activities of the charity in relation to those purposes for the public benefit**

The Charity's main activities in relation to our purposes for the public benefit are:

- Form filling to obtain welfare benefits
- Carrying out benefit checks
- Providing current information relating to benefits / Welfare reform
- Representing disabled people and their carers at tribunals
- Preparation of CVs, interview techniques, job searches
- Aspects of the Social Inclusion agenda
- Providing access to accredited training
- Advice and support regarding Community Assessments and Continuing Healthcare Assessments
- Helping with housing applications
- Helping disabled people with a range of access issues

These services are provided in a supportive, knowledgeable, professional and independent environment at no cost. However, we are always grateful for financial donations.

In addition to these traditional activities, DAP is becoming increasingly concerned with the way that the distribution of welfare benefits is being administered nationally. Several instances of unjust treatment of disabled people have come to light in recent years amongst the people that have come to us for advice and assistance. These have mainly revolved around a poor understanding of disabled people's circumstances and capabilities when considering a claim for personal independence payments by those tasked by the government to assess appropriate payments.

#### **Donations and Fund-raising**

We received donations through fund-raising of £2,643 including Gift Aid during the year. To this can be added the sum of £550 which we received from various organisations for training and the like.

# The Disability Advice Project Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2022

Objectives and activities *(continued)*

## Statement confirming whether the trustees have had regard to the Charity Commission guidance on public benefit

We, as Trustees, have had regard to the Charity Commission's public benefit guidance. In particular, we make decisions

- To ensure that our Charity's purpose provides public benefit
- To manage any risks of detriment or harm to our beneficiaries and to the public in general which might result from the work we do
- About who benefits in ways that are consistent with our purposes and mission statement
- To make sure that any personal benefits are no more than incidental

Additionally our targets for public benefit include

- Raising awareness about living with a disability
- Reducing poverty and improving the quality of life for disabled people, their families and their carers
- Enabling disabled people and their carers to gain skills, increase their self-esteem and re-engage with learning to prepare them for a future role in the workplace

## Policy on social investment

The charity is not tied to any political party or local authority. This independence enables us to act for our clients whenever issues arise with councils and housing associations.

We have a policy whereby that interest must be declared should an issue arise. We have 1 member active with local Housing Associations. We have 1 member who has sat on Monmouthshire County Council's Adult Select Scrutiny Committee as a member of the public for several years.

Through these and many other ways, the charity illustrates that we are a valuable, independent source of information for disabled people and their families and their carers in this part of Wales.

As part of our contribution to issues concerning the improvement in the quality of life of disabled people in the future, we also offer comments and criticisms of proposals from local planning authorities, local health boards and Welsh Government.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

#### Achievements and performance

##### DAP during the last 2 years

As society begins to resume more traditional ways of working following the shut-downs and unusual working practices caused by the Covid-19 pandemic, it is appropriate to reflect on the **outstanding performance of the staff and welfare rights volunteers during the last 2 years**. This was highlighted earlier this year when our volunteer case workers were awarded the "Heart of the Community" award at the inaugural Torfaen Award ceremony.

This was also appreciated by Investors in People by the awarding of their Gold Award and by the award of the "Healthy Workplace Bronze Award.

The assessor of the Investors in People stated in her report:

*"The speed of change was exceptional and resulted in home working, greater agility and use of technology. It is also abundantly clear from the interviews carried out across the organisation that it has also brought people together and wellbeing is high on everyone's agenda. Throughout interviews there have been so many examples of how people have united to support each other at work but also within the community."*

*"People have a genuine belief that DAP is a great place to work because of the open, approachable and supportive management style combined with the caring approach through a commitment to support the health and wellbeing of its people. Positive evidence during my discussions with people were reinforced through the high ratings in the IIP staff survey."*

Feedback relating to the Healthy Workplace Award included the following comment:

*"For a very small organisation, DAP is clearly a caring, supportive organisation that puts the wellbeing of its staff and volunteers first. I am delighted to say they have achieved a successful bronze Status Check and would advise them to begin working for the silver award as soon as they can. There are already several of the criteria in place. Well done to everyone; you deserve it!"*

Our availability during the first year of the pandemic was restricted by the requirement to keep contact to a minimum. However due to the commitment of the staff and volunteers and by introducing new ways of working, we continued to provide the same high level of service throughout these trying times. In the last year we have helped clients to gain over £955,000 in Welfare Benefits. We have taken on 412 new cases and dealt with in excess of 852 queries and requests for information.

Our new ways of working have helped us to re-think our service provision model for the future. Our new telephone system has enabled staff flexibility in where telephone services are delivered from. Our Zoom subscription has enabled us meet clients and other staff members virtually. Our new database facility has enabled better targeting of our services. We are extremely grateful to the National Lottery for helping us to instigate these new services.

We have continued to work closely with local organisations. These include The Alzheimer's Society, Pobl's Supporting Vulnerable Adults Project and Local Authority financial inclusion teams. We try to work with these sorts of organisations in order to achieve outcomes rather than as a source for sign-posting or referral. We have delivered training on the processes underlying various welfare benefits to external organisations.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

But our work has not been solely in the area of welfare benefits.

- We now help to complete Lasting Powers of Attorneys
- We have continued to challenge Care Plans in order to ensure that individual disabled people receive the correct level of care provision
- We have continued to raise issues surrounding people with rare diseases
- We have raised issues around housing provision with the Welsh Government and local Councils
- We have successfully lobbied for an increase in the numbers of Blue Badge parking places available in the local town centre
- We are working with Capita to provide the perspective of disabled people on improvements to public transport infrastructure
- We have started to forward examples of Case Studies to senior staff at the local Health Board in order to help them make improvements in the ways that disabled people are treated at their hospitals
- We have liaised with care providers in addressing the needs of children in the education setting
- We have helped change home school transport provision for a disabled child
- We are helping Torfaen's Highways Department to carry out analyses of the dropped kerb provision throughout Torfaen

These are all ways in which we have tried to improve the quality of life of disabled people by considering wider aspects of their lives.

The effects of DAP help are summarised below. They are obtained from our evaluation questionnaire.

- Clients appreciate not having to cope on their own when trying to complete form
- DAP has the ability to increase Client's understanding of their situations
- DAP has helped to give Clients a plan of action or just reassurance and, in this way, removes pressure and ease distress
- Clients are made to feel worthwhile and assured about the value of their individual opinions
- Clients found it easier to work with and trust their carers
- Through DAPs assistance in obtaining a welfare benefit, Clients have experienced less emotional and financial stress
- Some Clients have chosen to attend a meeting with DAP staff rather than attend meetings with other organisations
- DAP has helped carers to understand the need for independence by a family member
- DAP staff have helped Clients gain the correct diagnosis for their condition
- DAP have helped Clients in the workplace by giving support at a Disciplinary Hearing
- DAP has helped employers to understand how workplace adaptations can benefit individual Clients in the workplace

Our profile in local communities has been greatly improved by the employment of a Social Media and Communications Officer. She has made our work and our value to disabled people more evident through active use of our webpage and regular information provision using Facebook, Twitter and Instagram. We were also able to further advertise our presence by hosting a sale of donated goods in Cwmbran's town centre at which we met with many shoppers who were not aware of our activities previously.

Although still using Zoom and Teams for virtual meetings, during the last year, we have started to use the office in Avondale Way once more. Initially, this was to allow a restricted number of staff and welfare rights volunteers to meet. We also started to offer a limited number of home visits. However,

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2022**

both the home visits and working in the office had to be curtailed when new versions of the coronavirus began to circulate. However, we have managed to recruit more staff to increase the numbers of clients that we can deal with.

We have tried to ensure that volunteers understand that they are an important part of DAP. There have been virtual meetings, a social facebook page and, of late, some live get togethers.

#### **DAP going forward**

We will continue to respond to the need of our clients in order to improve their quality of life. We are moving towards changing the delivery of our services to a hybrid model. This will mean making the most of our learning experiences using virtual platforms such as Zoom and Teams to continue to offer a remote service. We will aim to re-establish the office as the place where face-to-face meetings take place. We will make home visits where the particular circumstances of the client preclude any other types of meetings.

We will continue to help local councils, housing associations etc understand how they can best serve the needs of disabled people.

We have recently been asked to contribute to the teaching of a new degree in Occupational Therapy at the University of South Wales by helping students better understand the needs of the people they will be working with during their working lives.

Our plans for the re-use of our office are two-fold. Initially, we would hope to manage some sort of phased return to "office life" while always appreciating that some people will want to continue working from home for longer than others.

At some point in the future, we would hope that we could open the office to clients again. However, when/if this can occur will depend on the progress of the vaccination programme and the advice received from Welsh Government.

We will continue to honour our commitment to expand our area of activity into all the counties of the former county of Gwent / Aneurin Bevan University health Board. We have already shown that we are actively helping not only disabled people but also the families and carers of disabled people. This will continue.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2022

#### Financial review

##### Transactions and Financial position

The financial statements are set out on pages 15 to 24. These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The Statement of Financial Activities shown on page 15 to the accounts discloses net incoming resources for the year of £12,712 (2021: net outgoing £96,696).

The total reserves at the year end stand at £138,773 (2021: £126,061).

##### Statement explaining the policy for holding reserves stating why they are held

Our reserves policy is dominated by the need to be able to meet the outstanding debt on our office lease. However, the Trustees required not only these costs (which include outstanding rental costs, service charges, property insurance, water, gas and electricity) to be covered but also the amounts for third party and other insurances, internet/phones etc charges and certain staff related office expenses.

During the year ended 31 March 2022, there have always been sufficient sums held in reserve to meet these commitments. We have regularly required a clear statement from our Finance Officer with respect to our commitments and the working of our reserves policy. There has never been a period when we have felt it appropriate to hold nil reserves.

No funds of the charity, restricted or unrestricted, have been or are in deficit as at 31 March 2022.

##### Explanation of any uncertainties about the charity continuing as a going concern

The main uncertainties that we have expressed in recent years has related to our ability to obtain more grant funding. This will always be an issue for charities such as ours and represents the primary risk to our existence in our current form. The obtaining of the National Lottery 'Building a Better Future' grant secures our existence for a further 2 years and enables us to enhance our service provision.

##### A description of the principal risks facing the charity

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau, The Alzheimer's Society and 2 local Housing Associations.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and the introduction of Universal Credit (UC). Torfaen was the first County in South Wales to have UC introduced.

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

# The Disability Advice Project Ltd

Company Limited by Guarantee

Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

Year ended 31 March 2022

Financial review *(continued)*

## Our principal sources of funding

The charity's principal sources of funding for the year ended 31 March 2022 are disclosed in note 6 to the financial statements.

## Small company provisions

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 31<sup>st</sup> January 2023 and signed on behalf of the board of trustees by:

A handwritten signature in black ink, appearing to read 'A C Crowhurst', with a long horizontal stroke extending to the right.

Mr A C Crowhurst  
Trustee

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd**

#### **Year ended 31 March 2022**

I report to the trustees on my examination of the financial statements of The Disability Advice Project Ltd ('the charity') for the year ended 31 March 2022.

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

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd *(continued)*

**Year ended 31 March 2022**

#### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Jonathan Rhodes BSc BFP FCA  
Independent Examiner

24 Bridge Street  
Newport  
South Wales  
NP20 4SF

31-01-2023

# The Disability Advice Project Ltd

Company Limited by Guarantee

## Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

		2022	2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	3,245	–	<b>3,245</b>	6,769
Charitable activities	6	–	164,173	<b>164,173</b>	219,059
Investment income	7	20	–	<b>20</b>	3
<b>Total income</b>		<u>3,265</u>	<u>164,173</u>	<u><b>167,438</b></u>	<u>225,831</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	<u>11,155</u>	<u>143,571</u>	<u><b>154,726</b></u>	<u>129,135</u>
<b>Total expenditure</b>		<u>11,155</u>	<u>143,571</u>	<u><b>154,726</b></u>	<u>129,135</u>
<b>Net income</b>		<u>(7,890)</u>	<u>20,602</u>	<u><b>12,712</b></u>	<u>96,696</u>
Transfers between funds		15,913	(15,913)	–	–
<b>Net movement in funds</b>		<u>8,023</u>	<u>4,689</u>	<u><b>12,712</b></u>	<u>96,696</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>20,291</u>	<u>105,770</u>	<u><b>126,061</b></u>	<u>29,365</u>
<b>Total funds carried forward</b>		<u><u>28,314</u></u>	<u><u>110,459</u></u>	<u><u><b>138,773</b></u></u>	<u><u>126,061</u></u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 18 to 25 form part of these financial statements.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2022

	Note	2022 £	£	2021 £
<b>Current assets</b>				
Debtors	15	7,145		3,684
Cash at bank and in hand		<u>136,198</u>		<u>129,186</u>
		<b>143,343</b>		<b>132,870</b>
<b>Creditors: amounts falling due within one year</b>	16	<u>4,570</u>		<u>6,809</u>
<b>Net current assets</b>			<b>138,773</b>	<b>126,061</b>
<b>Total assets less current liabilities</b>			<b>138,773</b>	<b>126,061</b>
<b>Net assets</b>			<b>138,773</b>	<b>126,061</b>
<b>Funds of the charity</b>				
Restricted funds			<b>110,459</b>	105,770
Unrestricted funds			<b>28,314</b>	20,291
<b>Total charity funds</b>	18		<b>138,773</b>	<b>126,061</b>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

These financial statements were approved by the board of trustees and authorised for issue on ....., and are signed on behalf of the board by:

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

The statement of financial position  
continues on the following page.

The notes on pages 18 to 25 form part of these financial statements.

# The Disability Advice Project Ltd

Company Limited by Guarantee

Statement of Financial Position *(continued)*

31 March 2022

These financial statements were approved by the board of trustees and authorised for issue on 31<sup>st</sup> January 2023 and are signed on behalf of the board by:



Mr A C Crowhurst  
Trustee

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements

Year ended 31 March 2022

#### 1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 24 Bridge Street, Newport, NP20 4SF.

#### 2. Statement of compliance

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### 3. Accounting policies

##### Basis of preparation

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### Going concern

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid. However, at the time of signing these accounts there are no material uncertainties about the charity's ability to continue.

##### Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### Incoming resources

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 3. Accounting policies *(continued)*

##### Incoming resources *(continued)*

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 4. Limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up.

Number of members of the charity as at 31 March 2021 was 4 (2020: 4).

#### 5. Donations and legacies

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
<b>Donations</b>				
Donations	3,245	<b>3,245</b>	6,400	6,400
Gift Aid	—	—	369	369
	<u>3,245</u>	<u><b>3,245</b></u>	<u>6,769</u>	<u>6,769</u>

#### 6. Charitable activities

	Restricted Funds £	<b>Total Funds 2022 £</b>	Restricted Funds £	Total Funds 2021 £
National Lottery Community Fund	164,173	<b>164,173</b>	217,309	217,309
Torfaen County Borough Council	—	—	1,750	1,750
	<u>164,173</u>	<u><b>164,173</b></u>	<u>219,059</u>	<u>219,059</u>

#### 7. Investment income

	Unrestricted Funds £	<b>Total Funds 2022 £</b>	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	20	<b>20</b>	3	3
	<u>20</u>	<u><b>20</b></u>	<u>3</u>	<u>3</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Core activities	4,464	–	<b>4,464</b>
National Lottery 'Building a Better Future'	(3)	96,795	<b>96,792</b>
National Lottery 'Covid-19 Support'	–	5,103	<b>5,103</b>
Torfaen CBC Core Grant	–	460	<b>460</b>
Support costs	6,694	41,213	<b>47,907</b>
	<u>11,155</u>	<u>143,571</u>	<u><b>154,726</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Core activities	4,689	–	4,689
National Lottery 'Building a Better Future'	–	75,203	75,203
National Lottery 'Covid-19 Support'	–	20,153	20,153
Torfaen CBC Core Grant	–	875	875
Support costs	4,985	23,230	28,215
	<u>9,674</u>	<u>119,461</u>	<u>129,135</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Core activities	4,464	6,694	<b>11,158</b>	9,674
National Lottery 'Building a Better Future'	96,792	36,382	<b>133,174</b>	98,433
National Lottery 'Covid-19 Support'	5,103	4,831	<b>9,934</b>	20,153
Torfaen CBC Core Grant	460	–	<b>460</b>	875
	<u>106,819</u>	<u>47,907</u>	<u><b>154,726</b></u>	<u>129,135</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

#### 10. Analysis of support costs

	Core activities	National Lottery 'Building a Better Future'	Total 2022	Total 2021
	£	£	£	£
Staff costs	–	–	–	85
Premises	4,521	20,507	<b>25,028</b>	10,386
Communications and IT	35	5,150	<b>5,185</b>	6,308
General office	750	6,570	<b>7,320</b>	4,758
Finance costs	59	40	<b>99</b>	72
Legal, accounting & professional fees	1,329	8,946	<b>10,275</b>	6,235
Subscriptions & memberships	–	–	–	371
	<u>6,694</u>	<u>41,213</u>	<u><b>47,907</b></u>	<u>28,215</u>

#### 11. Independent examination fees

	2022	2021
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u><b>2,100</b></u>	<u>1,920</u>

#### 12. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2022	2021
	£	£
Wages and salaries	<b>96,728</b>	75,220
Employer contributions to pension plans	<b>3,232</b>	2,646
	<u><b>99,960</b></u>	<u>77,866</u>

The average head count of employees during the year was 10 (2021: 5). The average number of full-time equivalent employees during the year is analysed as follows:

	2022	2021
	No.	No.
Number of staff involved in charitable activities	<u><b>6</b></u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2021: Nil).

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2022

##### 13. Trustee remuneration and expenses

Neither the trustees or any persons connected with them have received any remuneration either in the current year or in the prior year.

Neither the trustees or any persons connected with them were reimbursed any expenses either in the current year or in the prior year.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The indemnity insurance is included as part of the overall charity insurance premium and therefore is an unidentifiable cost.

##### 14. Transfers between funds

A transfer of £15,913 has been made from restricted to unrestricted reserves. This income has been taken from the National Lottery 'Covid Support' fund. National Lottery approved this transfer with the purpose of replacing fundraising income which would otherwise have been generated by the charity had such activities not been prevented by the Covid-19 pandemic. The charity have designated the amount to cover the costs of the telephone system.

##### 15. Debtors

	2022	2021
	£	£
Prepayments and accrued income	6,159	2,698
Other debtors	986	986
	<u>7,145</u>	<u>3,684</u>

##### 16. Creditors: amounts falling due within one year

	2022	2021
	£	£
Accruals and deferred income	4,570	6,809

##### 17. Pensions and other post retirement benefits

###### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £3,232 (2021: £2,646).

# The Disability Advice Project Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

## 18. Analysis of charitable funds

### Unrestricted funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
General funds	20,291	3,265	(11,155)	–	12,401
Designated Fund - office costs	–	–	–	15,913	15,913
	<u>20,291</u>	<u>3,265</u>	<u>(11,155)</u>	<u>15,913</u>	<u>28,314</u>

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General funds	11,613	6,772	(9,674)	11,580	20,291
Designated Fund - office costs	–	–	–	–	–
	<u>11,613</u>	<u>6,772</u>	<u>(9,674)</u>	<u>11,580</u>	<u>20,291</u>

### Restricted funds

	At 1 April 2021 £	Income £	Expenditure £	Transfers £	At 31 March 2022 £
Torfaen CBC Core Grant	875	–	(460)	–	415
National Lottery Community Fund	79,048	164,173	(133,177)	–	110,044
National Lottery Covid Support	25,847	–	(9,934)	(15,913)	–
	<u>105,770</u>	<u>164,173</u>	<u>(143,571)</u>	<u>(15,913)</u>	<u>110,459</u>

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Torfaen CBC Core Grant	–	1,750	(875)	–	875
National Lottery Community Fund	17,752	171,309	(98,433)	(11,580)	79,048
National Lottery Covid Support	–	46,000	(20,153)	–	25,847
	<u>17,752</u>	<u>219,059</u>	<u>(119,461)</u>	<u>(11,580)</u>	<u>105,770</u>

# The Disability Advice Project Ltd

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2022

## 19. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Current assets	29,887	113,456	<b>143,343</b>
Creditors less than 1 year	(1,573)	(2,997)	<b>(4,570)</b>
<b>Net assets</b>	<u>28,314</u>	<u>110,459</u>	<u><b>138,773</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	21,672	111,198	132,870
Creditors less than 1 year	(1,381)	(5,428)	(6,809)
<b>Net assets</b>	<u>20,291</u>	<u>105,770</u>	<u>126,061</u>

**THE DISABILITY ADVICE PROJECT**

England & Wales - Charity number 1156176

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# Accounts

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COMPANY REGISTRATION NUMBER: 08785632  
CHARITY REGISTRATION NUMBER: 1156176

**The Disability Advice Project Ltd**  
**Company Limited by Guarantee**  
**Unaudited Financial Statements**  
**31 March 2021**

**WALTER HUNTER & CO LIMITED**

Chartered accountants  
24 Bridge Street  
Newport  
South Wales  
NP20 4SF

# **The Disability Advice Project Ltd**

**Company Limited by Guarantee**

**Financial Statements**

**Year ended 31 March 2021**

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# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Year ended 31 March 2021**

The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

#### **IT'S HARD**

**It's hard** being a small 3rd sector organisation helping disabled people in Wales

**It's hard** hearing of the personal circumstances of the most disadvantaged in society

**It's hard** hearing of people being denied their fair level of benefits

**It's hard** when you know a disabled person who has had to move to England to get his proper health care treatment

**It's hard** when you know disabled people who can't afford to move to England to get their proper health care treatment

**It's hard** raising the money we need to maintain a presence in the community

**It's hard** maintaining a working environment for our disabled members of staff, an issue made considerably worse during the last year

**It's hard** when you see private sector house builders designing and marketing houses/estates unsuitable for many older and/or disabled people

**It's hard** when you hear that disabled people when volunteering to help others in society run the risk of losing their welfare benefits

**It's hard** to see support for parents being withdrawn when severely disabled children become adults

**It's hard** seeing the problems faced by disabled children as they become adults

**It's hard** when you hear of people who can't type or hold a pen for long being told they are fit for work

**It's hard** when you have to keep on pointing out that disabled people need longer to do anything

**It's hard** when you hear of neighbours stopping disabled people from adapting their own home

**It's hard** seeing the social isolation of so many disabled people and how this has been increasing this past year due to social restrictions of Covid-19

**It's hard** having to keep reminding people of The Equality Act and its application to disabled people

**It has been hard** continuing to provide our services during the ongoing pandemic

As we say, **it's hard** working for a small 3rd sector organisation helping disabled people in Wales.

But survive the Disability Advice Project has for 24 years.  
We are still helping disabled people from our base in Cwmbran.  
**And will continue to do so, Coronavirus or not.**

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Reference and administrative details**

<b>Registered charity name</b>	The Disability Advice Project Ltd
<b>Charity registration number</b>	1156176
<b>Company registration number</b>	08785632
<b>Principal office and registered office</b>	24 Bridge Street Newport NP20 4SF

##### **The trustees**

Mrs B Ford  
Ms T Blockwell  
Mrs A Deverill-Smith  
Mr A C Crowhurst

<b>Independent examiner</b>	Jonathan Rhodes BSc BFP FCA 24 Bridge Street Newport South Wales NP20 4SF
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##### **Structure, governance and management**

###### **Nature of governing document and constitution of the charity**

Disability Advice Project Limited, is a Company Limited By Guarantee, company registration number 8785632. Registered charity number 1156176. The company was incorporated on 21 November 2013 under the Companies Act 2006 and its governing document is its Articles of Association.

###### **The methods adopted for the recruitment and appointment of new trustees**

During the period of the pandemic, recruitment of staff has been difficult. We have had to cease recruiting volunteers. We have used our existing contact base to try to grow our numbers.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Structure, governance and management *(continued)***

###### **Induction and training of new trustees**

The charity provides all new trustees with a copy of the Charity Governance Code. In addition, we provide a copy of the most recent financial statements together with the most recent quarterly report. Induction procedures for trustees include familiarisation with the charity's policy and procedures, provision of minutes of meetings and introduction to staff and volunteers. Training explaining the roles and responsibilities of trustees is also undertaken.

###### **Training of staff generally**

As illustrated in our commentary of the way that DAP has functioned during the Covid-19 pandemic, we ensure that all staff are trained to provide the best current guidance to our clients. Our Welfare Rights Manager is tasked with ensuring the quality and consistency of our advice.

###### **Organisational structure**

The charity consists of a Board of Trustees with a Chair and Treasurer. Their role is essentially of a strategic nature. The day-to-day management of the charity and operational decisions are the responsibility of the Management Team, consisting of the Project Director and Finance Manager. The management team reports to the Board of Trustees on an approximately bi-monthly basis.

The charity had 4-5 members of salaried staff during the financial year.

It is important to the values of the organisation that it is citizen led. Prior to the pandemic, DAP convened meetings of a group that consisted of key volunteers and members of staff. It held regular meetings, which were open to everyone at DAP, to enable scrutiny and debate of many operational decisions in an open forum. It is intended that, when circumstances permit, this practice will resume.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Structure, governance and management *(continued)***

###### **Relationships with other parties**

The charity has no formal links with any other organisation. However, as part of its essential way of working DAP will join on an ad hoc basis with any other organisation in the delivery of services that would be to the benefit of our core target group of disabled people, their families and their carers. We reach out to other groups in the spirit of partnership.

In recent years, the charity has worked in partnership with the following:

- Blaenau Gwent County Borough Council
- CAIR, The Monmouthshire Disablement Association
- Cardiff City Council
- Cardiff Third Sector Council
- Care Council for Wales
- Careers Wales
- Carers Centres in Torfaen, Monmouth, Newport, Vale of Glamorgan and Neath Port Talbot
- Carers Wales
- Carers Trust South East Wales
- Coleg Gwent
- Contact a Family
- CSING Cardiff
- Cwmbran Community Youth Project
- Cwmbran, Newport and Monmouth Citizens Advice Bureaus
- Cymorth Cymru
- Department of Work and Pensions
- Dewis Centre for Independent Living
- Disability Wales
- Diverse Cymru
- Equalities and Human Rights Commission
- Fry Law
- Gwent Association of Voluntary Organisations
- Gwent Police
- Healthcare Inspectorate Wales
- Her Majesty's Courts and Tribunals Service
- JobCentrePlus in Cwmbran, Newport, Monmouth and RCT
- LawWorks Cymru
- Monmouthshire County Council
- MS Society
- National Association of Welfare Rights Advisors
- National Lottery
- Newport County Council
- Pensions Service
- Primary Health Care Providers in Torfaen, Monmouth, Newport and Blaenau Gwent
- QWEST
- Scope Cwmpas Cymru
- Tai Pawb
- Torfaen Community Economic Development
- Torfaen County Borough Council
- Torfaen Voluntary Association
- TSW Training
- Vale of Glamorgan County Council
- WCVA
- Welfare Rights Advisors Cymru
- Young Carers Groups

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Structure, governance and management *(continued)***

###### **Membership of local groups**

Prior to the pandemic, DAP had been a member of the following groups:

- Torfaen Welfare Reform Project
- Monmouthshire Integrated Services Group
- Govtech Catalyst Inception Advisory Group
- Tech for Justice panel
- Community Conversation Network
- Tribunal User Group
- Gwent Third Sector Volunteer Management Network

Due to the Covid-19 pandemic, the work of some of these groups has had to be put on hold for a period of time. We will be active with these groups when circumstances permit.

###### **Objectives and activities**

###### **Summary of the purposes of the charity as set out in its governing document**

The charity's main objects as set out in the governing document are to provide accurate, appropriate and up-to-date information and advice on all disability issues to disabled people, their families and carers.

The charity's mission statement is:

'To provide high quality, independent, specialist advice, advocacy and information for disabled people their families and carers enabling greater choice, and improvement in their quality of life'.

###### **Summary of main activities of the charity in relation to those purposes for the public benefit**

The Charity's main activities in relation to our purposes for the public benefit are

- Form filling to obtain welfare benefits
- Carrying out benefit checks
- Providing current information relating to benefits / Welfare reform
- Representing disabled people and their carers at tribunals
- Preparation of CVs, interview techniques, job searches
- Aspects of the Social Inclusion agenda
- Life coaching
- Organising basic training in job related issues
- Providing access to accredited training
- Advice and support regarding Community Assessments and Continuing Healthcare Assessments
- Helping disabled people with a range of access issues

All of these are provided in a supportive, knowledgeable, professional and independent environment.

In addition to these traditional activities, DAP is becoming increasingly concerned with the way that the distribution of welfare benefits is being administered nationally. Several instances of unjust treatment of disabled people have come to light in recent years amongst the people that have come to us for advice and assistance. These have mainly revolved around a poor understanding of disabled people's circumstances and capabilities when considering a claim for personal independence payments by those tasked by the government to assess appropriate payments.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Trustees' Annual Report (Incorporating the Director's Report) *(continued)*

#### Year ended 31 March 2021

#### Objectives and activities *(continued)*

##### Donations and Fund-raising

We received donations through fund-raising of £3,475 including Gift Aid during the year. To this can be added the sum of £3,294 provided as a "rent holiday" by our landlord . We also received significant help from the National Lottery to help us to overcome our loss of donations through fundraising and also to help us to reconfigure our offices in line with social distancing and safe ways of working requirements.

##### Statement confirming whether the trustees have had regard to the Charity Commission guidance on public benefit

We, as Trustees, have had regard to the Charity Commission's public benefit guidance. In particular, we make decisions

- To ensure that our Charity's purpose provides public benefit
- To manage any risks of detriment or harm to our beneficiaries and to the public in general which might result from the work we do
- About who benefits in ways that are consistent with our purposes and mission statement
- To make sure that any personal benefits are no more than incidental

Additionally, our targets for public benefit include

- Raising awareness about living with a disability
- Reducing poverty and improving the quality of life for disabled people, their families and their carers
- Enabling disabled people and their carers to gain skills, increase their self-esteem and re-engage with learning to prepare them for a future role in the workplace

##### Policy on social investment

The charity is not tied to any political party or local authority. This independence enables us to act for our clients whenever issues arise with councils and housing associations.

We have a policy whereby that interest must be declared should an issue arise. We have 2 members active with local Housing Associations.

Through these and many other ways, the charity illustrates that we are a valuable, independent source of information for disabled people and their families and their carers in this part of Wales.

As part of our contribution to issues concerning the improvement in the quality of life of disabled people in the future, we also offer comments and criticisms of proposals from local planning authorities, local health boards and Welsh Government.

##### Our clients

Since 2010 we have helped close to 4,000 disabled people the majority of whom have gained their appropriate level of welfare benefits with the help of the people at DAP. The average level of welfare benefit currently being awarded is around £80 per week for a period of 2 years. At today's values, the total amount gained and then re-circulated in the local economy during these 10 years is in the order of £33,000,000.

We are seeing increased numbers of disabled people with mental health and learning difficulties.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Achievements and performance**

###### **DAP and Coronavirus**

It became evident very early on that the Covid-19 virus was going to have a pronounced effect not just on our activities but also on society as a whole. However, the National Lottery have been magnificent in their support of DAP during the last year. DAP as an organisation, and the many people that DAP has managed to support during the last year will be forever grateful for the support given by the National Lottery. We are also grateful to our landlord for giving us a 3 month "rent holiday".

In the week or so prior to the National Lockdown on 23 March 2020, DAP staff emptied the entire working area of our office. We arranged for new floor coverings to be installed and the desks to be repositioned in a way that complied with social distancing requirements. The whole area was then deep cleaned. We had no way of knowing when we would be able to use the office again for client meetings but this work was key preparation for a future when society resumed some form of normal working with coronavirus still a threat to people's lives. We have installed dispensers of antiseptic gel in many points in the office. We have also established a protocol for entrance into the office that involves taking temperatures and scanning the covid QR code.

The pandemic has had many adverse effects on the ways that organisations worked. The one which caused us most pain was telling our volunteers that they could no longer come into the office to carry out any activities for us. We understood that they might feel a sense of isolation due to this. We therefore set up a forum using social media that people could use to keep in touch. When covid cases were temporarily in decline in mid-summer 2020, we organised a social gathering in the local park to reinforce the DAP "family" tradition that has grown up over the years.

We knew that disabled people's need for advice and help was likely to increase during the pandemic.

We therefore let it be known that we would be continuing to provide services from home and that our support would be continuing. The National Lottery funded us in purchasing a new telephone system that would enable home working. They also enabled us to subscribe to a new database that could also be accessed remotely. These 2 technological solutions have enabled DAP to continue to provide its services throughout the whole of the last year.

A key element of this continuing provision has been the commitment of our staff. Client conversations using the telephone have taken longer to complete than was the case with face-to-face meetings. Completion of key forms has proved problematic. But DAP managed to help 325 clients during the year. While most of our clients have been based in Torfaen, Newport, Blaenau Gwent, Monmouthshire and Caerphilly, word of our work evidently came to be known about in wider locations. We have had many new clients who live in Cardiff as well as one or two from Swansea, Neath Port Talbot, Carmarthen, Dyfed, Powys and Gwynedd. We noted that several of these were referred to us from local housing associations.

One major loss of not having an office for people to visit was the slowdown in donations. We have never asked for any contributions for any of DAP's personal client work. However, many people have shown their appreciation over the years. Sometimes this has been with chocolates and the like; in other cases, this has been by the giving of small donations. We have always been grateful for these small tokens of appreciation but covid has put a stop to this practice. The National Lottery has understood this issue and has helped us to fill this gap in DAP's income.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

Our commitment to our staff has been maintained by the organising of (virtual) training courses. These included "Carers Friendly Training" as well as several events aimed at increasing staff proficiency in the new telephone system and database. In addition to this "formal training" were the regular (virtual) staff meetings which were all recorded for reference with regular issue of action lists.

Obtaining new staff during the last year has proved to be difficult. However, the new staff taken on as a result of our National Lottery grant have contributed mightily to our activities. They have enhanced our welfare rights service, provided key overview of our policies and procedures, reinforced our financial management and given us a much-improved social media presence. But despite the key contributions of these new staff, we would have "been lost" without those members of staff who have been with DAP for between 10 and 20 years. The whole team has gelled well (virtually) and as the Chair of Trustees I would like to say a BIG THANK YOU to them all for managing to keep on providing key services to disabled people in the most trying of circumstances.

#### **Other on-going activities**

In order to ensure that public bodies in DAP's operational area have been consistently reminded of DAP's image and message, members of DAP continued to help to set up the Torfaen Accessibility Forum (attended by Councillors of Torfaen County Borough Council and the local Health Board) as well as sitting on the scrutiny committee of the Adult Select Committee of Monmouthshire County Council.

In the course of our work over the last few years, we have met a group of people with Ehlers-Danlos Syndrome (EDS). It became very apparent that Welsh people with this syndrome receive far worse care and treatment than do those living in England. As a result, we have written a detailed report on the quality of life of people with EDS in Wales. We have had meetings with the Chair of the Welsh Rare Diseases Forum and attended a meeting at the Senedd attended by people with rare diseases from all over Wales. At that meeting, we were informed that Welsh Government would have some encouraging news for us shortly. And then coronavirus hit us and any health initiatives not aimed specifically at addressing the needs of people with Covid-19 appeared to have been halted. We hope that at some stage in the near future, initiatives aimed at helping people with rare diseases in Wales will recommence.

For some years, we have felt that the quality of housing being provided by the mass housing providers has not been suitable for many disabled and older people. We have raised this issue with our local Member of the Senedd who has then raised the issue with the Welsh Housing Minister. We have received confirmation that our concerns are well understood in the Senedd but we are yet to know of any Bills coming before elected members which will change the nature of the current housing provision and so we will continue to lobby on this matter.

Where it has been possible due to the limitations imposed by coronavirus, we have continued to pursue our campaigning agenda. Our primary issues throughout the last few years have been to:

- Improve access to facilities wherever disabled people were at a disadvantage
- Raise issues relating to car parking provision for disabled people
- Raise the profile of Welsh disabled people in cases where they were receiving treatment under the Welsh NHS of a lesser quality than they would have in England
- Raise our concerns over the quality of the existing housing provision in Wales

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Achievements and performance *(continued)***

###### **Trends we have identified**

In previous years we have identified trends in what we are being asked to help with and feedback from our clients. These have included:

- a) An increase in the number of Pension Credit claims due to the new rules around mixed age couples claiming.
- b) Those clients we had requested a Mandatory Reconsideration for were being phoned by the DWP and offered lower awards to avoid going to tribunal.
- c) An increase in requests for support with social care assessments due to care packages being reduced as a result of the cuts to local authority budgets.

In the last year, we have had a lot of referrals from the Alzheimer's Society to help with Lasting Powers of Attorney. Following on from these approaches, we have been asked to help complete forms for Attendance Allowance.

###### **New Awards gained**

Despite the limitations imposed by covid, DAP was successful in its application for Investors in People, gaining the Gold Award.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

##### **Financial review**

###### **Transactions and Financial position**

The financial statements are set out on pages 16 to 26. These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

The Statement of Financial Activities shown on page 16 to the accounts discloses net incoming resources for the year of £96,696 (2020: net outgoing £25,395).

The total reserves at the year-end stand at £126,061 (2020: £29,365).

###### **Statement explaining the policy for holding reserves stating why they are held**

Our reserves policy is dominated by the need to be able to meet the outstanding debt on our office lease. However, the Trustees required not only these costs (which include outstanding rental costs, service charges, property insurance and electricity) to be covered but also the amounts for third party and other insurances, internet/phones etc charges and certain staff related office expenses.

During the year ended 31 March 2021, there have always been sufficient sums held in reserve to meet these commitments. We have regularly required a clear statement from our finance officer with respect to our commitments and the working of our reserves policy. There has never been a period when we have felt it appropriate to hold nil reserves.

No funds of the charity, restricted or unrestricted, have been or are in deficit as at 31 March 2021.

###### **Explanation of any uncertainties about the charity continuing as a going concern**

The main uncertainties that we have expressed in recent years has related to our ability to obtain more grant funding. This will always be an issue for charities such as ours and represents the primary risk to our existence in our current form. The obtaining of the National Lottery 'Building a Better Future' grant secures our existence for a further 2 years and enables us to enhance our service provision.

###### **A description of the principal risks facing the charity**

Within DAP, our strengths are seen as being dependent on the excellent reputation that our charity has built up over many years. This reputation extends beyond Torfaen and, increasingly, into the neighbouring counties. We are well respected by the local AM, members of the local council and local housing associations. Our name is passed on by word of mouth by people who we have helped. Amongst those organisations referring clients on to us is the local Citizens Advice Bureau.

Our weaknesses are summarised as revolving around the decrease in grants from traditional sources and our reliance on our volunteer base. The demand on our services is likely to increase in the future. This is due both to the increase in the numbers of people needing to complete applications for Personal Independence Payments and the introduction of Universal Credit (UC). Torfaen was the first County in South Wales to have UC introduced.

Financial threats go to the heart of the viability of our organisation. Our Finance Officer has been instructed to continuously review our expenditure base with a view to restricting expenditure wherever possible, consistent with maintaining our quality and our standards.

###### **Our principal sources of funding**

The charity's principal sources of funding for the year ended 31 March 2021 are disclosed in note 6 to the financial statements.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Year ended 31 March 2021**

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

Our plans for the re-use of our office are two-fold. Initially, we would hope to manage some sort of phased return to "office life" while always appreciating that some people will want to continue working from home for longer than others.

At some point in the future, we would hope that we could open the office to clients again. However, when/if this can occur will depend on the progress of the vaccination programme and the advice received from Welsh Government.

We will continue to honour our commitment to expand our area of activity into all the counties of the former county of Gwent / Aneurin Bevan University health Board. We have already shown that we are actively helping not only disabled people but also the families and carers of disabled people. This will continue.

##### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The trustees' annual report was approved on 22 September 2021 and signed on behalf of the board of trustees by:

Mr A C Crowhurst  
Trustee

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd**

#### **Year ended 31 March 2021**

I report to the trustees on my examination of the financial statements of The Disability Advice Project Ltd ('the charity') for the year ended 31 March 2021.

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

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

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales (ICAEW).

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

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

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Independent Examiner's Report to the Trustees of The Disability Advice Project Ltd** *(continued)*

**Year ended 31 March 2021**

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

In connection with my examination, no matter has come to my attention:(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006, and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jonathan Rhodes BSc BFP FCA  
Independent Examiner

24 Bridge Street  
Newport  
South Wales  
NP20 4SF

22 September 2021

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2021

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
<b>Income and endowments</b>	<b>Note</b>				
Donations and legacies	5	6,769	–	<b>6,769</b>	6,445
Charitable activities	6	–	219,059	<b>219,059</b>	40,359
Other trading activities	7	–	–	–	400
Investment income	8	3	–	<b>3</b>	–
<b>Total income</b>		<u>6,772</u>	<u>219,059</u>	<u><b>225,831</b></u>	<u>47,204</u>
<b>Expenditure</b>					
Expenditure on charitable activities	9,10	9,674	119,461	<b>129,135</b>	72,599
<b>Total expenditure</b>		<u>9,674</u>	<u>119,461</u>	<u><b>129,135</b></u>	<u>72,599</u>
<b>Net income/(expenditure)</b>		<u>(2,902)</u>	<u>99,598</u>	<u><b>96,696</b></u>	<u>(25,395)</u>
Transfers between funds		11,580	(11,580)	–	–
<b>Net movement in funds</b>		<u>8,678</u>	<u>88,018</u>	<u><b>96,696</b></u>	<u>(25,395)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		11,613	17,752	<b>29,365</b>	54,760
<b>Total funds carried forward</b>		<u>20,291</u>	<u>105,770</u>	<u><b>126,061</b></u>	<u>29,365</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

The notes on pages 17 to 24 form part of these financial statements.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Statement of Financial Position

31 March 2021

	Note	2021 £	£	2020 £
<b>Current assets</b>				
Debtors	16	3,684		237
Cash at bank and in hand		<u>129,186</u>		<u>30,892</u>
		<b>132,870</b>		<b>31,129</b>
<b>Creditors: amounts falling due within one year</b>	17	<u>6,809</u>		<u>1,764</u>
<b>Net current assets</b>			<b>126,061</b>	<b>29,365</b>
<b>Total assets less current liabilities</b>			<u><b>126,061</b></u>	<u><b>29,365</b></u>
<b>Net assets</b>			<u><b>126,061</b></u>	<u><b>29,365</b></u>
<b>Funds of the charity</b>				
Restricted funds			<b>105,770</b>	17,752
Unrestricted funds			<u><b>20,291</b></u>	<u>11,613</u>
<b>Total charity funds</b>	19		<u><b>126,061</b></u>	<u><b>29,365</b></u>

For the year ending 31 March 2018 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the charity to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

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

The statement of financial position  
continues on the following page.

The notes on pages 17 to 24 form part of these financial statements.

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Statement of Financial Position** *(continued)*

**31 March 2021**

These financial statements were approved by the board of trustees and authorised for issue on 22 September 2021, and are signed on behalf of the board by:

Mr A C Crowhurst  
Trustee

**The notes on pages 17 to 24 form part of these financial statements.**

# **The Disability Advice Project Ltd**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

#### **Year ended 31 March 2021**

##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is 24 Bridge Street, Newport, NP20 4SF.

##### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

The charity is entirely dependent on continuing grant aid and as a consequence the going concern basis is also dependent on the continuing grant aid. However, at the time of signing these accounts there are no material uncertainties about the charity's ability to continue.

Since the middle of March 2020 the Covid-19 pandemic has seriously affected the UK generally. As a charity we have taken all necessary steps to combat the effects of the virus and to ensure that the charity is able to continue to operate.

###### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

###### **Incoming resources**

All income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### Incoming resources *(continued)*

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.

- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### Financial instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 3. Accounting policies *(continued)*

##### Defined contribution plans *(continued)*

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.

#### 4. Limited by guarantee

The charity is incorporated under the Companies Act 2006 and is limited by guarantee, each member having to contribute such amounts not exceeding £1 as may be required in the event of the company being wound up.

Number of members of the charity as at 31 March 2021 was 4 (2020: 4).

#### 5. Donations and legacies

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
<b>Donations</b>				
Donations	6,400	<b>6,400</b>	6,445	6,445
Gift Aid	369	<b>369</b>	—	—
	<u>6,769</u>	<u><b>6,769</b></u>	<u>6,445</u>	<u>6,445</u>

#### 6. Charitable activities

	Restricted Funds £	Total Funds 2021 £	Restricted Funds £	Total Funds 2020 £
National Lottery Community Fund	217,309	<b>217,309</b>	32,709	32,709
Torfaen County Borough Council	1,750	<b>1,750</b>	7,650	7,650
	<u>219,059</u>	<u><b>219,059</b></u>	<u>40,359</u>	<u>40,359</u>

#### 7. Other trading activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Training & presentation income	—	<b>—</b>	400	400
	<u>—</u>	<u><b>—</b></u>	<u>400</u>	<u>400</u>

#### 8. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Bank interest receivable	3	<b>3</b>	—	—
	<u>3</u>	<u><b>3</b></u>	<u>—</u>	<u>—</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 9. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Core activities	4,689	–	<b>4,689</b>
National Lottery 'Building a Better Future'	–	75,203	<b>75,203</b>
National Lottery 'Covid-19 Support'	–	20,153	<b>20,153</b>
Torfaen CBC Core Grant	–	875	<b>875</b>
Support costs	4,985	23,230	<b>28,215</b>
	<u>9,674</u>	<u>119,461</u>	<u><b>129,135</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Core activities	30,853	–	30,853
National Lottery 'Building a Better Future'	–	5,201	5,201
National Lottery 'Covid-19 Support'	–	–	–
Torfaen CBC Core Grant	–	–	–
Support costs	19,139	17,406	36,545
	<u>49,992</u>	<u>22,607</u>	<u>72,599</u>

#### 10. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2021 £	Total fund 2020 £
Core activities	4,689	4,985	<b>9,674</b>	49,992
National Lottery 'Building a Better Future'	75,203	23,230	<b>98,433</b>	14,957
National Lottery 'Covid-19 Support'	20,153	–	<b>20,153</b>	–
Torfaen CBC Core Grant	875	–	<b>875</b>	7,650
	<u>100,920</u>	<u>28,215</u>	<u><b>129,135</b></u>	<u>72,599</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

##### 11. Analysis of support costs

	Core activities	National Lottery 'Building a Better Future'	Total 2021	Total 2020
	£	£	£	£
Staff costs	–	85	<b>85</b>	103
Premises	2,391	7,995	<b>10,386</b>	25,339
Communications and IT	629	5,679	<b>6,308</b>	2,278
General office	600	4,158	<b>4,758</b>	6,078
Finance costs	43	29	<b>72</b>	72
Legal, accounting & professional fees	1,322	4,913	<b>6,235</b>	2,550
Subscriptions & memberships	–	371	<b>371</b>	125
	<u>4,985</u>	<u>23,230</u>	<u><b>28,215</b></u>	<u>36,545</u>

##### 12. Independent examination fees

	2021	2020
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	<u><b>1,920</b></u>	<u>1,764</u>

##### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021	2020
	£	£
Wages and salaries	<b>75,220</b>	33,860
Employer contributions to pension plans	<b>2,646</b>	1,134
	<u><b>77,866</b></u>	<u>34,994</u>

The average head count of employees during the year was 5 (2020: 3). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of staff involved in charitable activities	<u><b>3</b></u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 14. Trustee remuneration and expenses

Neither the trustees or any persons connected with them have received any remuneration either in the current year or in the prior year.

Neither the trustees or any persons connected with them were reimbursed any expenses either in the current year or in the prior year.

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The indemnity insurance is included as part of the overall charity insurance premium and therefore is an unidentifiable cost.

#### 15. Transfers between funds

A transfer of £11,580 has been made from restricted to unrestricted reserves. This income has been taken from the National Lottery 'Building a Better Future' fund. National Lottery approved this transfer with the purpose of replacing fundraising income which would otherwise have been generated by the charity had such activities not been prevented by the Covid-19 pandemic.

#### 16. Debtors

	2021	2020
	£	£
Prepayments and accrued income	2,698	–
Other debtors	986	237
	<u>3,684</u>	<u>237</u>

#### 17. Creditors: amounts falling due within one year

	2021	2020
	£	£
Accruals and deferred income	6,809	1,764

#### 18. Pensions and other post retirement benefits

##### Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,646 (2020: £1,134).

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 1 April 2020	Income £	Expenditure £	Transfers £	At 31 March 2021
General funds	11,613	6,772	(9,674)	11,580	20,291

	At 1 April 2019	Income £	Expenditure £	Transfers £	At 31 March 2020
General funds	54,760	6,845	(49,992)	–	11,613

##### Restricted funds

	At 1 April 2020	Income £	Expenditure £	Transfers £	At 31 March 2021
Torfaen CBC Core Grant	–	1,750	(875)	–	875
National Lottery Community Fund	17,752	171,309	(98,433)	(11,580)	79,048
Torfaen CBC Welfare Rights	–	46,000	(20,153)	–	25,847
	<u>17,752</u>	<u>219,059</u>	<u>(119,461)</u>	<u>(11,580)</u>	<u>105,770</u>

	At 1 April 2019	Income £	Expenditure £	Transfers £	At 31 March 2020
Torfaen CBC Core Grant	–	7,650	(7,650)	–	–
National Lottery Community Fund	–	32,709	(14,957)	–	17,752
Torfaen CBC Welfare Rights	–	–	–	–	–
	<u>–</u>	<u>40,359</u>	<u>(22,607)</u>	<u>–</u>	<u>17,752</u>

# The Disability Advice Project Ltd

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Year ended 31 March 2021

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	21,672	111,198	<b>132,870</b>
Creditors less than 1 year	(1,381)	(5,428)	<b>(6,809)</b>
<b>Net assets</b>	<u>20,291</u>	<u>105,770</u>	<u><b>126,061</b></u>

  

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Current assets	13,377	17,752	31,129
Creditors less than 1 year	(1,764)	—	(1,764)
<b>Net assets</b>	<u>11,613</u>	<u>17,752</u>	<u>29,365</u>

#### 21. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	—	588