

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.

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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

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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.

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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.

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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.

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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,

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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 31st 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

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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

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Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2022

			2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Income and endowments					
Donations and legacies	5	3,245	—	3,245	6,769
Charitable activities	6	—	164,173	164,173	219,059
Investment income	7	20	—	20	3
Total income		<u>3,265</u>	<u>164,173</u>	<u>167,438</u>	<u>225,831</u>
Expenditure					
Expenditure on charitable activities	8,9	<u>11,155</u>	<u>143,571</u>	<u>154,726</u>	<u>129,135</u>
Total expenditure		<u>11,155</u>	<u>143,571</u>	<u>154,726</u>	<u>129,135</u>
Net income		<u>(7,890)</u>	<u>20,602</u>	<u>12,712</u>	<u>96,696</u>
Transfers between funds		15,913	(15,913)	—	—
Net movement in funds		<u>8,023</u>	<u>4,689</u>	<u>12,712</u>	<u>96,696</u>
Reconciliation of funds					
Total funds brought forward		<u>20,291</u>	<u>105,770</u>	<u>126,061</u>	<u>29,365</u>
Total funds carried forward		<u><u>28,314</u></u>	<u><u>110,459</u></u>	<u><u>138,773</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 £
Current assets				
Debtors	15	7,145		3,684
Cash at bank and in hand		<u>136,198</u>		<u>129,186</u>
		143,343		132,870
Creditors: amounts falling due within one year	16	<u>4,570</u>		<u>6,809</u>
Net current assets			138,773	126,061
Total assets less current liabilities			138,773	126,061
Net assets			<u>138,773</u>	<u>126,061</u>
Funds of the charity				
Restricted funds			110,459	105,770
Unrestricted funds			28,314	20,291
Total charity funds	18		<u>138,773</u>	<u>126,061</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.

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 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 £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Donations				
Donations	3,245	3,245	6,400	6,400
Gift Aid	—	—	369	369
	<u>3,245</u>	<u>3,245</u>	<u>6,769</u>	<u>6,769</u>

6. Charitable activities

	Restricted Funds £	Total Funds 2022 £	Restricted Funds £	Total Funds 2021 £
National Lottery Community Fund	164,173	164,173	217,309	217,309
Torfaen County Borough Council	—	—	1,750	1,750
	<u>164,173</u>	<u>164,173</u>	<u>219,059</u>	<u>219,059</u>

7. Investment income

	Unrestricted Funds £	Total Funds 2022 £	Unrestricted Funds £	Total Funds 2021 £
Bank interest receivable	20	20	3	3
	<u>20</u>	<u>20</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	—	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>

	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	11,158	9,674
National Lottery 'Building a Better Future'	96,792	36,382	133,174	98,433
National Lottery 'Covid-19 Support'	5,103	4,831	9,934	20,153
Torfaen CBC Core Grant	460	—	460	875
	<u>106,819</u>	<u>47,907</u>	<u>154,726</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	25,028	10,386
Communications and IT	35	5,150	5,185	6,308
General office	750	6,570	7,320	4,758
Finance costs	59	40	99	72
Legal, accounting & professional fees	1,329	8,946	10,275	6,235
Subscriptions & memberships	—	—	—	371
	<u>6,694</u>	<u>41,213</u>	<u>47,907</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>2,100</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	96,728	75,220
Employer contributions to pension plans	<u>3,232</u>	<u>2,646</u>
	<u>99,960</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>6</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	<u>4,570</u>	<u>6,809</u>

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	143,343
Creditors less than 1 year	<u>(1,573)</u>	<u>(2,997)</u>	<u>(4,570)</u>
Net assets	<u>28,314</u>	<u>110,459</u>	<u>138,773</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Current assets	21,672	111,198	132,870
Creditors less than 1 year	<u>(1,381)</u>	<u>(5,428)</u>	<u>(6,809)</u>
Net assets	<u>20,291</u>	<u>105,770</u>	<u>126,061</u>