

DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales · Charity number 1180096

Details

Status Registered

Legal form CIO

Registered 2018-09-27

Register [View on the Charity Commission register](#)

Contact

Address 161 Rotterdam Road
Lowestoft
Suffolk
NR32 2EZ

Phone 01502511333

Email info@danesonline.co.uk

Website www.disabilityadvicenes.co.uk

Activities

Objects: TO RELIEVE PEOPLE WITH DISABILITIES LIVING IN LOWESTOFT, WAVENEY, NORTH SUFFOLK AND THE SURROUNDING AREA SO THAT THEY MAY LEAD ACTIVE AND FULFILLING LIVES INTEGRATED IN SOCIETY

Activities: A free, impartial and confidential service giving information and advice to people of all ages and with all disabilities or health problems, in the area of North East Suffolk. The main office is in Lowestoft, but qualified advisers also undertake outreach in rural areas and home visits when necessary.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** Disability
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£294,502	£230,120	-	-
2024-03-31	£209,211	£197,508	-	-
2023-03-31	£148,871	£155,277	-	-
2022-03-31	£155,808	£159,422	-	-
2021-03-31	£174,647	£160,268	-	-

Trustees

Name	Role	Appointed
GWENDOLINE JOYCE PARSONS	Chair	2018-10-24
Andrew David Pearce		2024-03-19
Heidi Sampson		2024-03-19
Jane Louise Anne Bullen		2026-06-04
John Robert Brierley		2020-10-23
Margaret Ann Oldham		2018-10-24
Samantha Tiffen		2022-01-27
Steven Warner		2024-03-19
Theresa Gandy		2026-03-26
Thirugnana Sambandan Vijayan		2026-06-04
Tracey LI		2026-06-04

DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales - Charity number 1180096

Accounts

REGISTERED COMPANY NUMBER: CE015233 (England and Wales)
REGISTERED CHARITY NUMBER: 1180096

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2025
for
Disability Advice North East Suffolk

CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Disability Advice North East Suffolk

Contents of the Financial Statements
for the Year Ended 31 March 2025

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Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2025

The Trustees present their annual report and unaudited financial statements for the year ended 31st March 2025.

Disability Advice North East Suffolk is a Disabled Persons Organisation whose mission is to be the 'go to' charity for people & organisations in North East Suffolk seeking to enable, inform & effect change for those who are living with disabilities.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charitable objective is to relieve people with disabilities living in Lowestoft, Waveney, North Suffolk and the surrounding area so that they may lead active and fulfilling lives integrated in society. Over 80% of current trustees have lived experience of disability, many from birth, so understand what life for someone with a disability can be when faced with societal barriers. All of them are part of the local community, have had successful careers and use their knowledge and skills to good effect in steering the direction of the Charity.

Our aims are:

- To enable people to overcome the day-to-day challenges & problems presented by their disabilities so that they can live full lives as equal members of the community.
- To listen to the disabled community to identify local needs & demands & then to provide timely, high-quality, personalised information, advice & support to improve their economic & social well-being.
- To work in partnership with other local charities & statutory organisations to exchange information & advice, to break down barriers that lead to discrimination & to influence & effect change for the better.

Public benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Disability Advice North East Suffolk

Report of the Trustees
for the Year Ended 31 March 2025

ACHIEVEMENT AND PERFORMANCE

Charitable activities

What follows highlights our achievements in fulfilling that mission in 24/25 and demonstrates some of the wide range of services we offer.

The majority of our clients need advice and assistance with benefit claims such as Personal Independence Payment (PIP), Disability Living Allowance (DLA) or Attendance Allowance (AA) which account for around 35% of all referrals. Clients are extremely concerned about the proposed changes to eligibility for PIP from 2026 and the reduction and freezing of the health element of Universal Credit.

Key Data	2024/2025	2023/2024	Change from 2023/24
Clients accessing service	1,865	1,636	+229
New clients	1,077	942	+135
Contacts	8,925	7,046	+1,879
Referrals	2,708	1,747	+961
Completed referrals by 31st March	1,752	1,506	+246
Financial outcomes in a year	£3,170,287	£2,566,006	+\$614,281
Average outcome per referral	£1,810	£1,704	+\$106

Overall, the demand for our service continued to increase in 2024/25 by 18% as did the number of new clients. Every different identified need is called a referral and each phone call or face to face appointment is called a contact. A client may have more than one referral and multiple contacts depending on the complexity of the case.

We were able to increase our staffing level to meet demand as a result of a successful bid to National Lotteries Reaching Communities Fund with funding continuing for 5 years. This extra resource meant that staff could deal with more client needs. They completed 1,752 referrals which resulted in total financial awards of £3,170,287 for individuals which is up by 24%. It works out at an average of £1,810 per completed referral which is an increase of £106/referral.

Our clients face multiple demands and challenges because of disability/ill-health as well as poverty. According to Census data 2021, 37% of the residents we serve live in one of the top 20% most deprived wards in England, mainly in Lowestoft, Beccles and Kessingland. They have been particularly affected by the cost-of-living crisis because many have a fixed income of disability benefits and/or state pensions. The area also has a higher-than-average proportion of older people compared to England and that is reflected in our client profile. Of the 1,865 clients in 24/25, 600 (almost 30%) were aged 65+. We were concerned that means testing Winter Fuel Allowance would exacerbate their situations so actively promoted help to complete Pension Credit applications. We also distributed £13,878 in grants from Martineau Care, L D Rope, Household Support and Surviving Winter funds to clients in need.

We are supported financially by East Suffolk Council with an annual grant of £22,500 (which includes providing the secretariat for Waveney Disability Forum) and by Suffolk County Council with £30,000 from Suffolk Public Health. Our income in 2024/25 was around £290,000 of which 18% was from these public sector grants and the remaining 82% was raised through project bids, fundraising activities and donations. That means that for every £1 invested in us by Public Sector grants we levered in £4.52 in additional funding.

We acquired the lease for the whole of 161 Rotterdam Road in November 2023, were well supported by town, district and county councils to refurbish the space to enable us to offer something much more holistic to the local community of people with disabilities. In June 2024 we secured funding over 5 years from the National Lottery Reaching Communities Fund to enable us to pay the additional property costs and for increased staffing. In December 2024 we secured unrestricted funding and business support over three years from Lloyds Foundation which will help us to make the charity financially sustainable.

We have been known mainly for the information and advice we offer about benefit entitlements or assistance with the appeals process if an application for benefits has been turned down. But we can now go much further than this because we treat every client as an individual and look for ways to enable them to lead the best life they can by offering these social activities in the Hub. Out of those users who have completed questionnaires, everyone has said they feel less isolated. They enjoy the company, it's something to look forward to each week, they like meeting new people, it's a safe environment. There is a section on our feedback form for our clients to have an input into to what groups and activities we provide moving forward.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2025

We have offered a variety of activities in this Community Hub which include:

- Catch up and colour social sessions to improve mental wellbeing
- Weekly Otago classes for prevention of falls
- Weekly Seated exercise classes to improve core strength and flexibility for those with limited mobility
- Crafty Creations social sessions to improve mental wellbeing
- Weekly Coffee mornings to combat loneliness
- Louise Hamilton Centre (LHC) staff providing monthly outreach sessions
- Suffolk Sight staff providing monthly outreach sessions
- Slow cooking events to provide budget friendly ways of preparing healthy food
- A Warm Space open 4 days a week, following on from Warm Room initiative, for refreshments, activities and chat
- Cook, chop and chat sessions for Veterans preparing and eating a meal together
- Support group for parents of children with autism/ADHD

Part of the Manager's job is pro-active partnership working within the community to promote our service and to listen to what is needed. She is involved in the Waveney Health & Well-being Partnership, Carers Community Network, Waveney Domestic Abuse Forum, and is on the steering group for Nucleus at East Coast College, ensuring those with a disability get work opportunities. She was also part of the steering group for Suffolk County Council's Digital Inclusion project. She makes a wide range of presentations about our work; attends events such as meetings of Parish Town and District Councils, School Parents' evenings for children with disabilities, Louise Hamilton Centre at the local hospital, Carers' events, over 60s clubs; Involve Active and St Luke's Ladies' Guild; East Coast College SLDD leavers' event; Wellbeing Days at JobCentres and libraries. The range of partners with whom we engage for the benefit of clients has increased markedly which has resulted in a wider range of referrals from Mental Health professionals, physio and occupational therapists, GPs, Social Services, Social Prescribing Service, Access Community Trust, Jobcentres, East Suffolk Council, Citizens Advice and the Pear Tree Centre all of whom made at least 10 referrals.

We offer regular outreach services in Beccles and Lowestoft Job Centres (61 clients); Beccles and Bungay libraries and Bungay Medical Centre (35 clients); the Pear Tree Centre in Halesworth (139 clients); Louise Hamilton Centre at James Paget Hospital (56 clients); and Marram Green, Kessingland (14 clients). The frequency of the service depends on the funding we receive which was from Kessingland Parish Council, the Pear Tree Centre, National Lottery Awards for All and is part of the Service Level Agreement with East Suffolk Council. On average the annual cost of a monthly outreach service for half a day is £1,500 and £11,000 for a weekly full-day service. We also provided 243 home visits. We do this if a client is unable to leave the house because of their condition. This service is funded by the David and Jill Simpson Fund through Suffolk Community Foundation.

Many clients approach us for immediate help but here are some examples of additional long programmes we offered in 2024/25 :

Physical Activities for people with disabilities (funded by Sport England)

We provided different classes in the Hub for people with limited mobility to help to maintain and improve their strength, balance and general flexibility. The activities were specially adapted to meet the needs of the participants. There is the opportunity to socialise and to raise awareness of what else is on offer.

Workability in Waveney (funded by Bailey Thomas Charitable Fund)

This funding enabled 10 individuals with Learning Difficulties who were long-term unemployed or who had never been employed to join the programme. The aim of which is to assess their current capabilities and aspirations and move them towards paid employment, volunteering or further training. 20% are now in paid employment, 30% are doing voluntary work, 30% enrolled on further training courses, 10% completed the programme and gained a lot of independence but did not want to take this any further, 10% relocated out of the area. Since then a further 9 have joined the individualised programme which we are funding by some unrestricted funding from the People's Postcode Lottery.

Tackling Poverty (funded by Suffolk County Council's Income Maximisation Fund and East Suffolk Council's Tackling Poverty Fund)

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2025

We worked with 28 clients on the Income Maximisation Fund project giving them advice on budgeting, ways to reduce their energy consumption, shop more wisely, minimise energy consumption when cooking and still get a nutritional hot meal each day. We provided food parcels, assisted with applying for the Surviving Winter Fund and were able to credit utilities' accounts from the Household Support Fund where eligible. We also made them aware of social groups to alleviate their loneliness. Part of the evaluation was to check for improvements in their mental wellbeing across 7 headings using the Warwick-Edinburgh model where clients self-assess their feelings at the start and the end of the programme. There was improvement in all 7 areas with the biggest change in 'feeling optimistic about the future' followed by 'feeling useful'. The least change was in 'thinking clearly' and 'able to make up my own mind'. We work with those most vulnerable people, who struggle to make ends meet. We ensured that they were in receipt of everything they were entitled to with 16 able to gain additional income ranging from £8/month to £525/month.

Our Community of Interest is people with disabilities and long-term health conditions. We are aware that we are currently supported by East Suffolk Council financially with a Service Level Agreement and with our accommodation at a very reasonable rent. We believe that the value we add to individuals and the economy through the service we provide represents great Value for Money. For every £1 invested by East Suffolk Council and Suffolk County Council we help clients to gain £60.39 in additional income to spend in the local economy. That is only the direct financial gain. We believe that we reduce demand for other services by helping people feel less anxious about money, their domestic circumstances and their general health. We are proud to be an asset to this part of Suffolk and, as a Disabled Persons' Organisation, have a real understanding of the needs of people with disabilities. East Suffolk Council's Community Strategy talks about how 'it is important that people look after their own mental and physical health and wellbeing. This includes managing what are known as 'long term conditions' such as diabetes, dementia, depression, heart disease and arthritis. We want to help people to make good choices, ensure that they do not put themselves or others at risk and encourage them to look out for and after each other'. We wholeheartedly agree with this sentiment. We consider ourselves to be one of the asset-based solutions using the facilities of the whole of 161 Rotterdam Road to help to deliver the Strategy. The Hub was officially opened by the MP for Lowestoft, Jess Asato, in October 2024.

FINANCIAL REVIEW

Financial position

Summary

- Total incoming resources £294,502 (2024: £209,211)
- Total resources expended £230,120 (2024: £197,508)
- Net incoming funds in the year £64,382 (2024: £11,703)

As at the year end, the charity had total reserves of £255,735 (2024: £191,353). This total is comprised of unrestricted funds totalling £198,673 (2024: £144,105) and restricted funds of £57,062 (2024: £47,248).

Investment policy and objectives

The Trustees have the power to invest in such assets as they see fit.

The Trustees review the cash and bank balances regularly and transfer the maximum funds into the COIF account, keeping the minimal operational balance in the current account.

Reserves policy

Disability Advice North East Suffolk aims to have designated reserves (contingency) to cover the costs of closure which are reviewed annually. In addition, the Charity aims to top this up with general (free) reserves which together are sufficient to cover six months running costs. The level of free reserves has been high because more than 50% of annual income had to be raised through bidding for grants. There are no other organisations who provide this specialist service locally and trustees have determined to keep the service going until alternative provision can be found. They also wish to be able to fund the Charity's priorities in the event that additional income cannot be found.

Risk management

The Trustees operate a Risk Register of key risks to which the charity is exposed and an action plan to manage those risks. These documents are formally reviewed by the Board at least once a year.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2025

FINANCIAL REVIEW

Fundraising

A large proportion of the charity's income is derived from grants and donations. This comes from core funders Suffolk County Council and East Suffolk Council. Core funding is augmented by applications to various charitable and other organisations and donations from individuals and members of the public who have supported the work of the charity. In order to diversify income streams, the charity became the primary beneficiary of Anglian Lotteries which raises money through ticket sales in local public houses.

FUTURE PLANS

The charity continues the work originally carried on under the former charitable trust DIAL Lowestoft and Waveney. The plan is to further develop an holistic service including activities to reduce isolation and improve health and wellbeing.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Advice North East Suffolk is a registered charity (no. 1180096), incorporated on 27th September 2018 and it is governed by its Charitable Incorporated Organisation Foundation document.

The objects laid down in the governing document are implemented by the trustees whose appointment is agreed by other trustees at a properly convened meeting of the charity trustees. The trustees met at least every two months to transact the affairs of the charity.

Recruitment and appointment of new trustees

The trustees form a Board whose members are the only voting members of the charity. The minimum number of trustees is four and the maximum number is fourteen. New trustees may be appointed by the Board at any properly convened meeting of the charity trustees. Other than the first trustees, new trustees are appointed for a three year term. The trustees may, from time to time, appoint officer roles from amongst their number. These currently comprise a Chair and Treasurer.

East Suffolk Council appoints a Councillor as a representative of the Council to attend meetings of the Board. The Councillor is not a trustee or voting member of the Board.

Induction and training of new trustees

Newly appointed trustees are given written information about the charity's aims, objectives and policies. Training for trustees is arranged as and when required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE015233 (England and Wales)

Registered Charity number

1180096

Registered office

161 Rotterdam Road
Lowestoft
Suffolk
NR32 2EZ

Trustees

Mrs M Oldham M.B.E (Chair)
Mrs G Parsons (Treasurer)
Mr J Brierley
Mrs S Tiffen
Mr A Pearce
Mrs H Sampson
Mr S Warner

Disability Advice North East Suffolk

Report of the Trustees
for the Year Ended 31 March 2025

REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

Rachel Garnham FCCA
CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

East Suffolk Council Observer

Councillor Edward Thompson

Bankers

Barclays Bank PLC
London Road North
Lowestoft
NR32 1LT

and,

CCLA Investment Management Ltd
85 Queen Victoria Street
London
EC4V 4ET

Approved by order of the board of trustees on 24th July.....2025 and signed on its behalf by:

M. A. Oldham

Mrs M Oldham M.B.E - Trustee

Independent Examiner's Report to the Trustees of
Disability Advice North East Suffolk

Independent examiner's report to the trustees of Disability Advice North East Suffolk ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2025.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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.

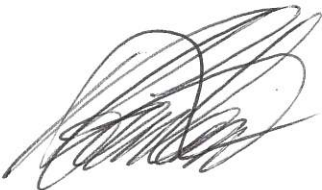
Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

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

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.



Rachel Garnham FCCA

CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Date:1/8/.....2025

Disability Advice North East Suffolk

Statement of Financial Activities
for the Year Ended 31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
INCOME FROM					
Donations and grants	2	131,518	148,089	279,607	185,927
Other fundraising activities	3	5,999	-	5,999	15,645
Investment income	4	8,896	-	8,896	7,639
Total		<u>146,413</u>	<u>148,089</u>	<u>294,502</u>	<u>209,211</u>
EXPENDITURE ON					
Raising funds	5	106	-	106	267
Charitable activities	6				
Charitable Activities					
		<u>91,739</u>	<u>138,275</u>	<u>230,014</u>	<u>197,241</u>
Total		<u>91,845</u>	<u>138,275</u>	<u>230,120</u>	<u>197,508</u>
NET INCOME		54,568	9,814	64,382	11,703
RECONCILIATION OF FUNDS					
Total funds brought forward		144,105	47,248	191,353	179,650
TOTAL FUNDS CARRIED FORWARD		<u>198,673</u>	<u>57,062</u>	<u>255,735</u>	<u>191,353</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Disability Advice North East Suffolk

Balance Sheet
31 March 2025

	Notes	Unrestricted funds £	Restricted funds £	31.3.25 Total funds £	31.3.24 Total funds £
FIXED ASSETS					
Tangible assets	12	-	5,086	5,086	4,196
CURRENT ASSETS					
Debtors	13	7,011	438	7,449	8,569
Cash at bank and in hand		198,116	51,539	249,655	188,998
		<u>205,127</u>	<u>51,977</u>	<u>257,104</u>	<u>197,567</u>
CREDITORS					
Amounts falling due within one year	14	(6,455)	-	(6,455)	(10,410)
		<u>198,672</u>	<u>51,977</u>	<u>250,649</u>	<u>187,157</u>
NET CURRENT ASSETS					
		<u>198,672</u>	<u>57,063</u>	<u>255,735</u>	<u>191,353</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>198,672</u>	<u>57,063</u>	<u>255,735</u>	<u>191,353</u>
NET ASSETS					
		<u>198,672</u>	<u>57,063</u>	<u>255,735</u>	<u>191,353</u>
FUNDS					
Unrestricted funds	15			198,672	144,105
Restricted funds				57,063	47,248
				<u>255,735</u>	<u>191,353</u>
TOTAL FUNDS					
				<u>255,735</u>	<u>191,353</u>


The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2025.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2025 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 24th July 2025 and were signed on its behalf by:


.....
Mrs G Parsons - Trustee

The notes form part of these financial statements

Disability Advice North East Suffolk

Notes to the Financial Statements for the Year Ended 31 March 2025

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office equipment - 25% on cost

Small items of capital expenditure under below £250 are written off in the Statement of Financial Activities in the year in which expenditure is incurred.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

2. DONATIONS AND GRANTS

	31.3.25	31.3.24
	£	£
Grants and donations	279,607	185,927

Grants received, included in the above, are as follows:

	31.3.25	31.3.24
	£	£
MS Society	-	2,000
Mrs L D Rope Third Charitable Settlement	28,499	13,500
Awards for All	20,000	-
Kessingland Parish Council - Outreach Kessingland	-	1,397
Pear Tree Fund	5,751	12,451
East Suffolk Council	22,500	22,679
Suffolk County Council	30,000	30,000
Pye Foundation	2,500	2,500
Kirkley Poorlands Estate	10,000	10,000
Donated goods and services	6,000	6,000
Other donations	8,906	4,769
The Blakemore Foundation	-	250
Ganzoni U/R Funding	-	1,500
Moncrief Charity	-	750
Sir Jules Thorn	-	2,000
Geoffrey Watling	-	2,000
David & Jill Simpson	4,894	2,000
Localgiving Magic Little Grants	-	500
Trusthouse Charitable Foundation	-	10,000
Baily Thomas Charitable Fund	-	9,462
SCC Income Maximisation Fund	-	10,000
Morrisons	-	6,893
Cllor Jamie Starling	-	2,093
ESC Cllor led by Keith Patience	-	7,093
Cllor Michael Ladd	-	500
Norton Peskett	-	246
Greenhall Foundation	-	3,000
Lowestoft Town Council	-	7,000
East Suffolk Council - Kitchen Contribution	-	487
Jill Brough (Legacy)	-	10,000
SCC Public Health Suffolk	-	4,857
Suffolk Coalition - Winding Up	8,613	-
People's Postcode Lottery	20,000	-
Lloyds Banking Foundation	25,000	-
SCF - Digital Inclusion Easy IT	15,499	-
Mencap - Craft Group	938	-
Sport England	6,863	-
Reaching Communities	57,200	-
ESC - Fire Alarm	463	-
SCF - Funding for CL	2,568	-
ESC - Cooking Workshop	821	-
ESC - Warm Space	1,750	-
ESC - Emergency Lighting Funding	842	-
	279,607	185,927

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

3.	OTHER FUNDRAISING ACTIVITIES			
		31.3.25	31.3.24	
		£	£	
	Anglian lottery	4,919	15,585	
	Other sundry income	1,080	60	
		<u>5,999</u>	<u>15,645</u>	
4.	INVESTMENT INCOME			
		31.3.25	31.3.24	
		£	£	
	COIF interest received	8,896	7,639	
		<u>8,896</u>	<u>7,639</u>	
5.	RAISING FUNDS			
	RAISING DONATIONS AND LEGACIES			
		31.3.25	31.3.24	
		£	£	
	Fundraising costs	106	247	
	Lottery licence	-	20	
		<u>106</u>	<u>267</u>	
6.	CHARITABLE ACTIVITIES COSTS			
		Direct Costs £	Support costs (see note 7) £	Totals £
	Charitable Activities			
		<u>185,260</u>	<u>44,754</u>	<u>230,014</u>
7.	SUPPORT COSTS			
		Office and administration £	Governance costs £	Totals £
	Charitable Activities			
		<u>43,200</u>	<u>1,554</u>	<u>44,754</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.25	31.3.24
	£	£
Independent examiner	990	882
Depreciation - owned assets	1,950	1,574
	1,950	1,574

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2025 nor for the year ended 31 March 2024.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2025 nor for the year ended 31 March 2024.

10. STAFF COSTS

	31.3.25	31.3.24
	£	£
Wages and salaries	165,421	133,259
Social security costs	7,434	4,482
Other pension costs	3,218	2,338
	176,073	140,079

The average monthly number of employees during the year was as follows:

	31.3.25	31.3.24
Charitable activities	9	7
	9	7

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME FROM			
Donations and grants	77,998	107,929	185,927
Other fundraising activities	15,645	-	15,645
Investment income	7,639	-	7,639
Total	101,282	107,929	209,211
EXPENDITURE ON			
Raising funds	267	-	267
Charitable activities			
Charitable Activities	113,095	84,146	197,241

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
Total	113,362	84,146	197,508
NET INCOME/(EXPENDITURE)	(12,080)	23,783	11,703
RECONCILIATION OF FUNDS			
Total funds brought forward	156,185	23,465	179,650
TOTAL FUNDS CARRIED FORWARD	144,105	47,248	191,353
12. TANGIBLE FIXED ASSETS			
COST			Office equipment £
At 1 April 2024			8,836
Additions			2,840
At 31 March 2025			11,676
DEPRECIATION			
At 1 April 2024			4,640
Charge for year			1,950
At 31 March 2025			6,590
NET BOOK VALUE			
At 31 March 2025			5,086
At 31 March 2024			4,196
13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	31.3.25		31.3.24
	£		£
Trade and other debtors	2,127		3,653
Prepayments	5,322		4,916
	7,449		8,569

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.25	31.3.24
	£	£
Other creditors	566	4,435
Martineau Care Hardship Fund	577	650
SCF Household Support Fund	-	4,383
Surviving Winter Fund	4,325	-
Accrued expenses	987	942
	6,455	10,410
	6,455	10,410

MARTINEAU CARE HARDSHIP FUND

	31.3.25	31.3.24
	£	£
Funds b/fwd	650	961
Funds advanced	-	-
Grants made	(73)	(311)
	577	650
	577	650

Funding is released by the Martineau Care Fund for the purpose of distributing small grants to those in need. Disability Advice North East Suffolk administers the fund and pays the grants to successful applicants on behalf of Martineau Care Fund.

SCF HOUSEHOLD SUPPORT FUND

	31.3.25	31.3.24
	£	£
Funds b/fwd	4,383	9,500
Funds advanced	5,000	-
Grants made	(9,383)	(5,117)
	-	4,383
	-	4,383

Funding is from central government and administered by Disability Advice North East Suffolk in the form of direct payments to energy companies to the accounts of individuals with low income who meet the criteria.

SCF SURVIVING WINTER FUND

	31.3.25	31.3.24
	£	£
Funds b/fwd	-	-
Funds advanced	5,000	-
Grants made	(675)	-
	4,325	-
	4,325	-

Funding provided by Suffolk Community Foundation for individuals who are over 66 but are not on Pension Credit to help with additional costs.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS**

	At 1.4.24 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	44,105	54,567	30,000	128,672
Contingency Fund	100,000	-	(30,000)	70,000
	<u>144,105</u>	<u>54,567</u>	<u>-</u>	<u>198,672</u>
Restricted funds				
Mrs L D Rope Third Charitable Settlement	5,000	12,022	-	17,022
Pear Tree Centre	6,373	(5,854)	-	519
East Suffolk Laptops	840	(480)	-	360
Awards for all	-	17,593	-	17,593
Clothmakers Foundation	939	(467)	-	472
Adnams Community Trust	283	(131)	-	152
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	993	(993)	-	-
Lowestoft Town Council - Defibrillator funding	312	(142)	-	170
Baily Thomas Charitable Fund	7,989	(7,989)	-	-
East Suffolk Council	1,000	(1,000)	-	-
Greenhall Trust	2,509	(940)	-	1,569
ES Community Partnership	10,000	(10,000)	-	-
Cllor Jamie Starling	217	(217)	-	-
SCC Income Maximisation Fund	10,000	(10,000)	-	-
SCC Public Health Suffolk	500	(500)	-	-
ESC Cllor led by Keith Patience	209	(209)	-	-
Lowestoft Town Council	84	(84)	-	-
SCF Digital Inclusion Easy IT	-	2,540	-	2,540
Mencap - Craft Group	-	315	-	315
Sport England/Lottery	-	1,619	-	1,619
Reaching Communities National Lottery	-	14,232	-	14,232
ESC - Cooking Workshop	-	50	-	50
ESC - Warm Space	-	450	-	450
	<u>47,248</u>	<u>9,815</u>	<u>-</u>	<u>57,063</u>
TOTAL FUNDS	<u>191,353</u>	<u>64,382</u>	<u>-</u>	<u>255,735</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	146,413	(91,846)	54,567
Restricted funds			
Mrs L D Rope Third Charitable Settlement	28,500	(16,478)	12,022
Pear Tree Centre	5,751	(11,605)	(5,854)
East Suffolk Laptops	-	(480)	(480)
Awards for all	19,999	(2,406)	17,593
Clothmakers Foundation	-	(467)	(467)
Adnams Community Trust	-	(131)	(131)
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	(993)	(993)
Lowestoft Town Council - Defibrillator funding	-	(142)	(142)
Baily Thomas Charitable Fund	-	(7,989)	(7,989)
East Suffolk Council	-	(1,000)	(1,000)
Greenhall Trust	-	(940)	(940)
ES Community Partnership	-	(10,000)	(10,000)
Cllor Jamie Starling	-	(217)	(217)
SCC Income Maximisation Fund	-	(10,000)	(10,000)
SCC Public Health Suffolk	-	(500)	(500)
ESC Cllor led by Keith Patience	-	(209)	(209)
Lowestoft Town Council	-	(84)	(84)
SCF Digital Inclusion Easy IT	15,499	(12,959)	2,540
Mencap - Craft Group	938	(623)	315
ESC - lease	2,000	(2,000)	-
Sport England/Lottery	6,863	(5,244)	1,619
SCF Simon Gibson	4,894	(4,894)	-
Reaching Communities National Lottery	57,200	(42,968)	14,232
ESC - Fire Alarm	463	(463)	-
SCF - Money for CL	2,568	(2,568)	-
ESC - Cooking Workshop	821	(771)	50
ESC - Warm Space	1,751	(1,301)	450
ESC - Emergency Lighting	842	(842)	-
	<u>148,089</u>	<u>(138,274)</u>	<u>9,815</u>
TOTAL FUNDS	<u>294,502</u>	<u>(230,120)</u>	<u>64,382</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

Comparatives for movement in funds

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	86,185	(12,080)	(30,000)	44,105
Contingency Fund	70,000	-	30,000	100,000
	<u>156,185</u>	<u>(12,080)</u>	<u>-</u>	<u>144,105</u>
Restricted funds				
Mrs L D Rope Third Charitable Settlement	7,240	(2,240)	-	5,000
Pear Tree Centre	4,500	1,873	-	6,373
East Suffolk Laptops	1,320	(480)	-	840
Awards for all	5,823	(5,823)	-	-
Clothmakers Foundation	1,406	(467)	-	939
Adnams Community Trust	414	(131)	-	283
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,250	(257)	-	993
Lowestoft Town Council - Defibrillator funding	312	-	-	312
Annie Tranmer Charitable Trust	1,200	(1,200)	-	-
Baily Thomas Charitable Fund	-	7,989	-	7,989
East Suffolk Council	-	1,000	-	1,000
Greenhall Trust	-	2,509	-	2,509
ES Community Partnership	-	10,000	-	10,000
Cllor Jamie Starling	-	217	-	217
SCC Income Maximisation Fund	-	10,000	-	10,000
SCC Public Health Suffolk	-	500	-	500
ESC Cllor led by Keith Patience	-	209	-	209
Lowestoft Town Council	-	84	-	84
	<u>23,465</u>	<u>23,783</u>	<u>-</u>	<u>47,248</u>
TOTAL FUNDS	<u>179,650</u>	<u>11,703</u>	<u>-</u>	<u>191,353</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	101,282	(113,362)	(12,080)
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Mrs L D Rope Third Charitable Settlement	13,500	(15,740)	(2,240)
Pear Tree Centre	12,451	(10,578)	1,873
East Suffolk Laptops	-	(480)	(480)
Awards for all	-	(5,823)	(5,823)
MS Society	2,000	(2,000)	-
Clothmakers Foundation	-	(467)	(467)
Adnams Community Trust	-	(131)	(131)
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,396	(1,653)	(257)
Annie Tranmer Charitable Trust	-	(1,200)	(1,200)
Baily Thomas Charitable Fund	9,463	(1,474)	7,989
East Suffolk Council	1,950	(950)	1,000
Greenhall Trust	3,000	(491)	2,509
Localgiving Magic Little grants	500	(500)	-
Morrisons Foundation	6,893	(6,893)	-
Norton Peskett	246	(246)	-
Trusthouse Charitable Foundation	10,000	(10,000)	-
ES Community Partnership	10,000	-	10,000
Cllor Jamie Starling	2,093	(1,876)	217
SCC Income Maximisation Fund	10,000	-	10,000
SCC Public Health Suffolk	4,857	(4,357)	500
Cllor Michael Ladd	500	(500)	-
ESC Cllor led by Keith Patience	7,093	(6,884)	209
David and Jill Simpson	2,000	(2,000)	-
Geoffrey Watling	2,000	(2,000)	-
Lowestoft Town Council	7,000	(6,916)	84
East Suffolk Council - Kitchen Contribution	487	(487)	-
	<u>107,929</u>	<u>(84,146)</u>	<u>23,783</u>
TOTAL FUNDS	<u>209,211</u>	<u>(197,508)</u>	<u>11,703</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.25 £
Unrestricted funds				
General fund	86,185	42,487	-	128,672
Contingency Fund	70,000	-	-	70,000
	<u>156,185</u>	<u>42,487</u>	<u>-</u>	<u>198,672</u>
Restricted funds				
Mrs L D Rope Third Charitable Settlement	7,240	9,782	-	17,022
Pear Tree Centre	4,500	(3,981)	-	519
East Suffolk Laptops	1,320	(960)	-	360
Awards for all	5,823	11,770	-	17,593
Clothmakers Foundation	1,406	(934)	-	472
Adnams Community Trust	414	(262)	-	152
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,250	(1,250)	-	-
Lowestoft Town Council - Defibrillator funding	312	(142)	-	170
Annie Tranmer Charitable Trust	1,200	(1,200)	-	-
Greenhall Trust	-	1,569	-	1,569
SCF Digital Inclusion Easy IT	-	2,540	-	2,540
Mencap - Craft Group	-	315	-	315
Sport England/Lottery	-	1,619	-	1,619
Reaching Communities National Lottery	-	14,232	-	14,232
ESC - Cooking Workshop	-	50	-	50
ESC - Warm Space	-	450	-	450
	<u>23,465</u>	<u>33,598</u>	<u>-</u>	<u>57,063</u>
TOTAL FUNDS	<u><u>179,650</u></u>	<u><u>76,085</u></u>	<u><u>-</u></u>	<u><u>255,735</u></u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	247,695	(205,208)	42,487
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Mrs L D Rope Third Charitable Settlement	42,000	(32,218)	9,782
Pear Tree Centre	18,202	(22,183)	(3,981)
East Suffolk Laptops	-	(960)	(960)
Awards for all	19,999	(8,229)	11,770
MS Society	2,000	(2,000)	-
Clothmakers Foundation	-	(934)	(934)
Adnams Community Trust	-	(262)	(262)
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,396	(2,646)	(1,250)
Lowestoft Town Council - Defibrillator funding	-	(142)	(142)
Annie Tranmer Charitable Trust	-	(1,200)	(1,200)
Baily Thomas Charitable Fund	9,463	(9,463)	-
East Suffolk Council	1,950	(1,950)	-
Greenhall Trust	3,000	(1,431)	1,569
Localgiving Magic Little grants	500	(500)	-
Morrisons Foundation	6,893	(6,893)	-
Norton Peskett	246	(246)	-
Trusthouse Charitable Foundation	10,000	(10,000)	-
ES Community Partnership	10,000	(10,000)	-
Cllor Jamie Starling	2,093	(2,093)	-
SCC Income Maximisation Fund	10,000	(10,000)	-
SCC Public Health Suffolk	4,857	(4,857)	-
Cllor Michael Ladd	500	(500)	-
ESC Cllor led by Keith Patience	7,093	(7,093)	-
David and Jill Simpson	2,000	(2,000)	-
Geoffrey Watling	2,000	(2,000)	-
Lowestoft Town Council	7,000	(7,000)	-
East Suffolk Council - Kitchen Contribution	487	(487)	-
SCF Digital Inclusion Easy IT	15,499	(12,959)	2,540
Mencap - Craft Group	938	(623)	315
ESC - lease	2,000	(2,000)	-
Sport England/Lottery	6,863	(5,244)	1,619
SCF Simon Gibson	4,894	(4,894)	-
Reaching Communities National Lottery	57,200	(42,968)	14,232
ESC - Fire Alarm	463	(463)	-
SCF - Money for CL	2,568	(2,568)	-
ESC - Cooking Workshop	821	(771)	50
ESC - Warm Space	1,751	(1,301)	450
ESC - Emergency Lighting	842	(842)	-
	<hr/>	<hr/>	<hr/>
	256,018	(222,420)	33,598
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	503,713	(427,628)	76,085

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. **MOVEMENT IN FUNDS - continued**

Details of the purpose of the income in respect of each of the restricted funds are outlined below:

Mrs L D Rope Third Charitable Settlement	Staff costs for Appeals work.
Pear Tree Centre	Staff costs Halesworth outreach.
East Suffolk Laptops	Purchase of laptops.
Awards for all	Staff and travel costs.
MS Society	Staff costs.
East Suffolk Council (Secretarial support for Waveney Disability Forum)	Funding clerical work on disability forum.
Clothmakers Foundation	Purchase of equipment.
Adnams Community Trust	Purchase of laptop.
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	Staff and travel costs.
Lowestoft Town Council - Defibrillator funding	Purchase of defibrillator pads.
Annie Tranmer Charitable Trust	Towards telephone costs.
	Towards utilities, refreshments and staff costs.
ESC - Warm Space	Towards staff costs.
David and Jill Simpson	Towards property lease costs.
Geoffrey Watling	Towards Outcomes Star Licence and training costs.
	Towards staff costs.
Localgiving Magic Little Grants	Towards staff costs.
Trusthouse Charitable Foundation	Towards staff costs.
Baily Thomas Charitable Fund	Towards staff costs.
SCC Public Health Suffolk	Towards staff costs.
	Funding towards the refurbishment of new premises.
Cllor Michael Ladd	Towards kitchen costs.
East Suffolk Council - Kitchen Contribution	Towards staff costs.
ES Community Partnership	Funding towards the refurbishment of new premises.
	Towards staff costs.
Cllor Jamie Starling	Fundings towards the refurbishment of new premises.
SCC Income Maximisation Fund	Funding towards the refurbishment of new premises.
	Funding towards the refurbishment of new premises.
Morrisons	Towards lease costs.
	Towards the cost of computer equipment.
Lowestoft Town Council	Towards the cost of computer equipment.
	Funding towards the Craft Group.
ESC Cllor led by Keith Patience	Funding towards additional advisors and premises.
	Funding towards exercise classes.
Norton Peskett	Towards staff costs.
East Suffolk Council - Lease	Funding towards cooking workshop.
Greenhall Foundation	Funding towards the cost of emergency lighting within premises.
SCF Digital Inclusion	Funding towards upgrading Charity Log.
MENCAP	Funding towards new fire alarm system.
Reaching Communities	
Sport England	
SCF/Simon Gibson	
ESC - Cooking Workshop	
ESC - Emergency Lighting	
SCF - Money for CL	
ESC - Share of Fire alarm	

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2025

15. MOVEMENT IN FUNDS - continued

Included within unrestricted funds is a designated contingency fund. This has been designated by the trustees as an amount sufficient to cover unexpected additional costs that may arise from time to time. These may be statutory or other obligations in the event of grants not being forthcoming.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2025.

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25	31.3.24
	£	£
INCOME		
Donations and grants		
Grants and donations	279,607	185,927
Other fundraising activities		
Anglian lottery	4,919	15,585
Other sundry income	1,080	60
	<hr/>	<hr/>
	5,999	15,645
Investment income		
COIF interest received	8,896	7,639
	<hr/>	<hr/>
Total incoming resources	294,502	209,211
 EXPENDITURE		
Raising donations and legacies		
Fundraising costs	106	247
Lottery licence	-	20
	<hr/>	<hr/>
	106	267
 Charitable activities		
Wages	165,421	133,259
Social security	7,434	4,482
Pensions	3,218	2,338
Travel	1,592	1,351
Licences	4,295	1,586
Room hire	-	84
Staff training and recruitment	600	1,199
Seated exercise classes	2,700	-
	<hr/>	<hr/>
	185,260	144,299
 Support costs		
Office and administration		
Insurance	3,330	2,502
Shared utility cost	11,307	9,528
Postage and stationery	1,828	414
Advertising	1,128	1,018
Sundries	274	789
Rent	14,000	8,133
Repairs and renewals	2,736	1,311
Photocopier hire and costs	848	1,299
IT costs	1,383	2,623
Property refurbishment	4,417	22,466
Depreciation charges	1,949	1,574
	<hr/>	<hr/>
	43,200	51,657

This page does not form part of the statutory financial statements

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2025

	31.3.25	31.3.24
	£	£
Office and administration		
Governance costs		
Independent examiner	990	882
Payroll processing fees	422	245
Bank charges	142	158
	<hr/>	<hr/>
	1,554	1,285
	<hr/>	<hr/>
Total resources expended	230,120	197,508
	<hr/>	<hr/>
Net income	64,382	11,703
	<hr/> <hr/>	<hr/> <hr/>

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DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales - Charity number 1180096

Accounts

REGISTERED COMPANY NUMBER: CE015233 (England and Wales)
REGISTERED CHARITY NUMBER: 1180096

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2024
for
Disability Advice North East Suffolk

CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Disability Advice North East Suffolk

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for the Year Ended 31 March 2024**

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Disability Advice North East Suffolk

Report of the Trustees
for the Year Ended 31 March 2024

The Trustees present their annual report and unaudited financial statements for the year ended 31st March 2024.

Disability Advice North East Suffolk is a Disabled Persons Organisation whose mission is to be the 'go to' charity for people & organisations in North East Suffolk seeking to enable, inform & effect change for those who are living with disabilities.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charitable objective is to support and help relieve people with any form of disability, their carers and families and others in related fields, living in Lowestoft, Waveney, North Suffolk and the surrounding area so that they may lead active and fulfilling lives integrated into the community.

Our aims are:

- To enable people to overcome the day-to-day challenges & problems presented by their disabilities so that they can live full lives as equal members of the community.
- To listen to the disabled community to identify local needs & demands & then to provide timely, high-quality, personalised information, advice & support to improve their economic & social well-being.
- To work in partnership with other local charities & statutory organisations to exchange information & advice, to break down barriers that lead to discrimination & to influence & effect change for the better.

Public benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Disability Advice North East Suffolk

Report of the Trustees
for the Year Ended 31 March 2024

ACHIEVEMENT AND PERFORMANCE

Charitable activities

What follows highlights our achievements in fulfilling that mission in 23/24 and demonstrates some of the wide range of services we offer.

The majority of our clients need advice and assistance with benefit claims such as Personal Independence Payment (PIP) or Attendance Allowance (AA) which account for around 55% of all referrals. The table below shows the key data recorded on our client database. Overall, the demand for our service continued to increase in 2023/24 by 18% as did the number of new clients. Every different identified need is called a referral and each phone call or face to face appointment is called a contact. A client may have more than one referral and multiple contacts depending on the complexity of the case.

There were 1,506 referrals completed in 23/24 resulting in financial awards of £2,566,006 to be spent in the local economy i.e. an average of £1,704 per completed referral which is an increase of £425/referral.

Key Data	2023/2024	2022/2023	Change from 2022/23
Clients accessing service	1,636	1,387	+249
New Clients	942	796	+146
Contacts	7,046	7,479	-433
Referrals	1,747	1,796	-49
Completed referrals by 31st March	1,506	1,587	-81
Financial outcomes in a year	£2,566,006	£2,029,399	+£536,607
Average outcome per referral	£1,704	£1,279	+£425
Mandatory Reconsiderations	69	96	-27
Appeals representation	89	82	+7

For those clients whose applications for benefits have been refused by the Department for Work and Pensions (DWP) the next stage is Mandatory Reconsideration (MR) and if this fails again then it could move to full Appeal. MRs decreased in 23/24 from 96 to 69 which could be a sign that the benefit applications are more robust.

112 clients asked for help with full Appeals against decisions mainly for PIP or Universal Credit. Every one of the 112 cases had to be assessed by our Appeals' advisers and cases prepared if deemed appropriate to progress. 89 were taken forward to preparation of a full case representation c.f. 82 cases the previous year. Several months may elapse between the client first approaching us for help to the point of judgement. By the end of March 2024, 26 of the 89 had withdrawn their Appeals or been made an offer by DWP, 24 had progressed to the court with 12 cases won, 2 lost and 10 awaiting a hearing date. The remaining 39 are still in process. We are very grateful to the Mrs L D Rope III Charitable Trust for their financial support for this service over several years.

We offer regular outreach services in Beccles and Lowestoft Job Centres, Beccles and Bungay libraries, Bungay Medical Centre, the Pear Tree Centre in Halesworth and Marram Green, Kessingland. One client attended Marram Green Drop-in session for a benefit check after seeing our poster. Both the client and her husband are disabled pensioners and, having completed the check, we advised that they could both claim AA. We advised them on the medical evidence they would need and supported them through the application process. Both applications were successful, and their combined income has been boosted by about £200 per week. They wrote a letter of thanks saying:

"We are absolutely delighted with the service and thank DANES very much for the help. We will highly recommend DANES to others."

The number of clients requesting home visits increased to 219. We do this if a client is unable to leave the house because of their condition. One client who lives in Wenhaston needed help to complete a PIP form. She had poor mental health and for the first hour of her appointment she was too distressed to even start the application. Whilst discussing the issues she had with her health it became apparent that she really needed to move closer to amenities and her doctor's practice. We therefore discussed her moving, how to set about this and that we could support her throughout. After a very long day she wanted to hug the adviser but settled for a virtual one by hugging herself.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2024

Coping with increases in cost of living continued to be a problem for many of our clients. Research from the Resolution Foundation (January 2023) found people with disabilities are more vulnerable to rising costs of essentials because energy & food make up a greater share of their budgets, leaving them with about 44% less to spend on average, than for the non-disabled, in part because of additional needs caused by underlying health problems. We were able to assist around 90 people to access specific financial help with bills from the Household Support Fund for utility bills, Martineau Fund, Surviving Winter Fund, Mrs L D Rope III Charitable Trust, and the Local Welfare Assistance Scheme; and by offering Winter Warm packs, food vouchers and emergency food packs. We also provided a warm space from early December.

Waveney has a higher-than-average proportion of older people compared to Suffolk and England as a whole. We are aware that the incidence of disability increases with age and that is reflected in our client profile. Of the 942 new clients, almost 30% were aged 65+ , half were of working age and the remaining 20% were children. We believe that our service should be expanded for people with disabilities & long-term conditions to include some early intervention work which could prevent worsening conditions associated with disability, loneliness & poverty. For example, we have offered advice as part of the Healthy Hearts initiative to reduce the impact of heart disease & diabetes & prevent the number of heart-related illnesses which is particularly high in our community.

In July, trustees took the momentous decision to lease additional accommodation in the vacant part of our existing location at 161 Rotterdam Road. This increased our footprint threefold and meant that we could plan to deliver a more holistic service in line with our Mission. We took over the lease on 23rd November by which time we had secured from Lowestoft Town Councillors and East Suffolk Councillors the funding needed for redecoration and refurbishment of the rooms. We consulted with clients and would-be users as to what they would like it to be used for and have established a lounge for social activities, an IT suite, a meeting room and an accessible kitchen, together with accessible toilets and extra confidential space for client appointments. The lounge is named in honour of Jill Brough, a founder member, who sadly passed away in April a few weeks before her 90th birthday.

Plans are well advanced to maximise the use of these facilities including our first Easy IT programme to introduce those clients who know nothing about the internet to its possibilities for social interaction as well as benefit applications and job search. Among the first users of the lounge are a group from MENCAP undertaking activities, a carers' coffee and chat group, craft activities for mental well-being and an exercise group to improve balance and prevent falls. We look forward to reporting on these developments next year.

You will see from the Accounts that DANES had a good year financially. We had a nett income of just over £200,000 to spend on our service excluding the money for refurbishment of the newly acquired rooms. So, for every £1 invested in DANES we generated £12.72 to be spent in the local economy. This is consistent with the previous year when it was £12.70 and represents good value for money for funders.

The range of partners with whom we engage for the benefit of clients has increased markedly which has resulted in a wider range of referrals from Mental Health professionals, physio and occupational therapists, GPs, Social Services, Social Prescribing Service, Access Community Trust, Jobcentres, East Suffolk Council, Citizens Advice and the Pear Tree Centre all of whom made at least 10 referrals.

We are very excited about the future of the charity and how we can broaden our services so that disabled people throughout North East Suffolk can live full lives as equal members of the community thanks to our team of dedicated professionals for whom nothing is too much trouble.

FINANCIAL REVIEW

Financial position

Summary

- Total incoming resources £209,211 (2023: £148,871)
- Total resources expended £197,508 (2023: £155,277)
- Net incoming funds in the year £11,703 (2023: outgoing funds of £6,406)

As at the year end, the charity had total reserves of £191,353 (2023: £179,650). This total is comprised of unrestricted funds totalling £144,105 (2023: £156,185) and restricted funds of £47,248 (2023: £23,465).

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2024

FINANCIAL REVIEW

Investment policy and objectives

The Trustees have the power to invest in such assets as they see fit.

The Trustees review the cash and bank balances regularly and transfer the maximum funds into the COIF account, keeping the minimal operational balance in the current account.

Reserves policy

Disability Advice North East Suffolk aims to have designated reserves (contingency) to cover the costs of closure which are reviewed annually. In addition the Charity aims to have general (free) reserves which are sufficient to cover six months running costs i.e. 45% to 55% of current expenditure. The level of free reserves is deliberately high because more than 50% of annual income is high risk and has to be raised through bidding for grants. There are no other organisations who provide this specialist service locally and trustees have determined to keep the service going until alternative provision can be found. They also wish to be able to fund the Charity's priorities in the event that additional income cannot be found.

Risk management

The Trustees operate a Risk Register of key risks to which the charity is exposed and an action plan to manage those risks. These documents are formally reviewed by the Board at least once a year.

Fundraising

A large proportion of the charity's income is derived from grants and donations. This comes from core funders Suffolk County Council and East Suffolk Council. Core funding is augmented by applications to various charitable and other organisations and donations from individuals and members of the public who have supported the work of the charity.

In order to diversify income streams, the charity became the primary beneficiary of Anglian Lotteries which raises money through ticket sales in local public houses.

FUTURE PLANS

The charity continues the work originally carried on under the former charitable trust DIAL Lowestoft and Waveney.

The plan is develop the existing service, utilising the rest of the building, to become a community hub for the health and wellbeing of the charity's client group.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Advice North East Suffolk is a registered charity (no. 1180096), incorporated on 27th September 2018 and it is governed by its Charitable Incorporated Organisation Foundation document.

The objects laid down in the governing document are implemented by the trustees whose appointment is agreed by other trustees at a properly convened meeting of the charity trustees. The trustees met at least every two months to transact the affairs of the charity.

Recruitment and appointment of new trustees

The trustees form a Board whose members are the only voting members of the charity. The minimum number of trustees is four and the maximum number is fourteen. New trustees may be appointed by the Board at any properly convened meeting of the charity trustees. Other than the first trustees, new trustees are appointed for a three year term. The trustees may, from time to time, appoint officer roles from amongst their number. These currently comprise a Chair and Treasurer.

East Suffolk Council appoints a Councillor as a representative of the Council to attend meetings of the Board. The Councillor is not a trustee or voting member of the Board.

Induction and training of new trustees

Newly appointed trustees are given written information about the charity's aims, objectives and policies. Training for trustees is arranged as and when required.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

CE015233 (England and Wales)

Registered Charity number

1180096

Disability Advice North East Suffolk

Report of the Trustees
for the Year Ended 31 March 2024

Registered office

161 Rotterdam Road
Lowestoft
Suffolk
NR32 2EZ

Trustees

Mrs M Oldham M.B.E (Chair)
Mrs G Parsons (Treasurer)
Mr J Brierley
Mr F Mortimer (resigned 18.1.24)
Mrs S Tiffen
Mr R Sullivan (resigned 25.5.23)
Mr A Pearce (appointed 19.3.24)
Mrs H Sampson (appointed 19.3.24)
Mr S Warner (appointed 19.3.24)

Independent Examiner

Rachel Garnham FCCA
CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

East Suffolk Council Observer

Councillor Edward Thompson

Bankers

Barclays Bank PLC
London Road North
Lowestoft
NR32 1LT

and,

CCLA Investment Management Ltd
85 Queen Victoria Street
London
EC4V 4ET

Approved by order of the board of trustees on 25th July 2024 and signed on its behalf by:

M. a. Oldham
Mrs M Oldham M.B.E - Trustee

**Independent Examiner's Report to the Trustees of
Disability Advice North East Suffolk**

Independent examiner's report to the trustees of Disability Advice North East Suffolk ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2024.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts 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 your 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 Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts 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 accounts 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.



Rachel Garnham FCCA

CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Date: 26/17/2024

Disability Advice North East Suffolk

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted funds £	31.3.24 Total funds £	31.3.23 Total funds £
INCOME FROM					
Donations and grants	2	77,998	107,929	185,927	117,939
Other fundraising activities	3	15,645	-	15,645	27,791
Investment income	4	7,639	-	7,639	3,141
Total		<u>101,282</u>	<u>107,929</u>	<u>209,211</u>	<u>148,871</u>
EXPENDITURE ON					
Raising funds	5	267	-	267	1,762
Charitable activities	6				
Charitable Activities		113,095	84,146	197,241	153,515
Total		<u>113,362</u>	<u>84,146</u>	<u>197,508</u>	<u>155,277</u>
NET INCOME/(EXPENDITURE)		(12,080)	23,783	11,703	(6,406)
RECONCILIATION OF FUNDS					
Total funds brought forward		156,185	23,465	179,650	186,056
TOTAL FUNDS CARRIED FORWARD		<u>144,105</u>	<u>47,248</u>	<u>191,353</u>	<u>179,650</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Disability Advice North East Suffolk

Balance Sheet
31 March 2024

		Unrestricted funds	Restricted funds	31.3.24 Total funds	31.3.23 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	12	-	4,196	4,196	3,490
CURRENT ASSETS					
Debtors	13	8,569	-	8,569	10,622
Cash at bank and in hand		142,946	46,052	188,998	177,971
		<u>151,515</u>	<u>46,052</u>	<u>197,567</u>	<u>188,593</u>
CREDITORS					
Amounts falling due within one year	14	(7,410)	(3,000)	(10,410)	(12,433)
		<u>144,105</u>	<u>43,052</u>	<u>187,157</u>	<u>176,160</u>
NET CURRENT ASSETS					
		<u>144,105</u>	<u>47,248</u>	<u>191,353</u>	<u>179,650</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>144,105</u>	<u>47,248</u>	<u>191,353</u>	<u>179,650</u>
NET ASSETS		<u>144,105</u>	<u>47,248</u>	<u>191,353</u>	<u>179,650</u>
FUNDS	15				
Unrestricted funds				144,105	156,185
Restricted funds				47,248	23,465
TOTAL FUNDS				<u>191,353</u>	<u>179,650</u>

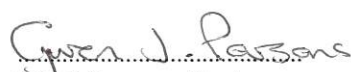
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved by the Board of Trustees and authorised for issue on 25th July 2024 and were signed on its behalf by:


MFS G Parsons - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office equipment - 25% on cost

Small items of capital expenditure under below £250 are written off in the Statement of Financial Activities in the year in which expenditure is incurred.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

2. DONATIONS AND GRANTS

	31.3.24	31.3.23
	£	£
Grants and donations	185,927	117,939

Grants received, included in the above, are as follows:

	31.3.24	31.3.23
	£	£
MS Society	2,000	2,000
Mrs L D Rope Third Charitable Settlement	13,500	12,500
East Suffolk Council (Secretarial support for Waveney Disability Forum)	-	500
East Suffolk Council - Warm and well in Waveney	-	5,000
East Suffolk Council support for 'On the Beach' event	-	953
SCF - Local Giving	-	3,000
Clothmakers Foundation	-	4,000
Adnams Community Trust	-	530
SCF Co-op Community Cares - Warm and well in Waveney	-	5,000
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	1,000
Awards for All	-	9,982
Kessingland Parish Council - Outreach Kessingland	1,397	750
Lowestoft Town Council	-	380
Pear Tree Fund	12,451	5,000
Annie Tranmer Charitable Trust	-	1,200
East Suffolk Council	22,679	10,000
Suffolk County Council	30,000	30,000
Leathersellers Company Charitable Trust	-	2,000
Pye Foundation	2,500	2,500
Belstead Ganzoni Charitable Trust	-	3,000
Kirkley Poorlands Estate	10,000	7,500
Donated goods and services	6,000	6,000
Other donations	4,769	5,144
The Blakemore Foundation	250	-
Ganzoni U/R Funding	1,500	-
Moncrief Charity	750	-
Sir Jules Thorn	2,000	-
Geoffrey Watling	2,000	-
David & Jill Simpson	2,000	-
Localgiving Magic Little Grants	500	-
Trusthouse Charitable Foundation	10,000	-
Baily Thomas Charitable Fund	9,462	-
SCC Income Maximisation Fund	10,000	-
Morrisons	6,893	-
Cllor Jamie Starling	2,093	-
ESC Cllor led by Keith Patience	7,093	-
Cllor Michael Ladd	500	-
Norton Peskett	246	-
Greenhall Foundation	3,000	-
Lowestoft Town Council	7,000	-
East Suffolk Council - Kitchen Contribution	487	-
Jill Brough (Legacy)	10,000	-
SCC Public Health Suffolk	4,857	-
	<u>185,927</u>	<u>117,939</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

3. OTHER FUNDRAISING ACTIVITIES		31.3.24	31.3.23
		£	£
Anglian lottery		15,585	27,081
Other sundry income		60	710
		<u>15,645</u>	<u>27,791</u>
4. INVESTMENT INCOME		31.3.24	31.3.23
		£	£
COIF interest received		7,639	3,141
		<u>7,639</u>	<u>3,141</u>
5. RAISING FUNDS			
RAISING DONATIONS AND LEGACIES		31.3.24	31.3.23
		£	£
Fundraising costs		247	1,646
Lottery licence		20	116
		<u>267</u>	<u>1,762</u>
6. CHARITABLE ACTIVITIES COSTS			
	Direct Costs £	Support costs (see note 7) £	Totals £
Charitable Activities			
	<u>144,299</u>	<u>52,942</u>	<u>197,241</u>
7. SUPPORT COSTS			
	Office and administration £	Governance costs £	Totals £
Charitable Activities			
	<u>51,657</u>	<u>1,285</u>	<u>52,942</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.24	31.3.23
	£	£
Independent examiner	882	1,080
Depreciation - owned assets	1,574	1,618
	<u> </u>	<u> </u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024 nor for the year ended 31 March 2023.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2024 nor for the year ended 31 March 2023.

10. STAFF COSTS

	31.3.24	31.3.23
	£	£
Wages and salaries	133,259	119,000
Social security costs	4,482	3,375
Other pension costs	2,338	2,137
	<u> </u>	<u> </u>
	<u>140,079</u>	<u>124,512</u>

The average monthly number of employees during the year was as follows:

	31.3.24	31.3.23
Charitable activities	7	7
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME FROM			
Donations and grants	66,144	51,795	117,939
Other fundraising activities	27,791	-	27,791
Investment income	3,141	-	3,141
	<u> </u>	<u> </u>	<u> </u>
Total	<u>97,076</u>	<u>51,795</u>	<u>148,871</u>
EXPENDITURE ON			
Raising funds	146	1,616	1,762
Charitable activities			
Charitable Activities	98,562	54,953	153,515

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
Total	98,708	56,569	155,277
NET INCOME/(EXPENDITURE)	(1,632)	(4,774)	(6,406)
RECONCILIATION OF FUNDS			
Total funds brought forward	157,817	28,239	186,056
TOTAL FUNDS CARRIED FORWARD	156,185	23,465	179,650
12. TANGIBLE FIXED ASSETS			
COST			Office equipment £
At 1 April 2023			6,556
Additions			2,280
At 31 March 2024			8,836
DEPRECIATION			
At 1 April 2023			3,066
Charge for year			1,574
At 31 March 2024			4,640
NET BOOK VALUE			
At 31 March 2024			4,196
At 31 March 2023			3,490
13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	31.3.24 £	31.3.23 £	
Trade and other debtors	3,653	8,411	
Prepayments	4,916	2,211	
	8,569	10,622	

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.24	31.3.23
	£	£
Other creditors	4,435	811
Martineau Care Hardship Fund	650	961
SCF Household Support Fund	4,383	9,500
Accrued expenses	942	1,161
	<u>10,410</u>	<u>12,433</u>

MARTINEAU CARE HARDSHIP FUND

	31.3.24	31.3.23
	£	£
Funds b/fwd	961	1,061
Funds advanced	-	3,000
Grants made	(311)	(3,100)
	<u>650</u>	<u>961</u>

Funding is released by the Martineau Care Fund for the purpose of distributing small grants to those in need. Disability Advice North East Suffolk administers the fund and pays the grants to successful applicants on behalf of Martineau Care Fund.

SCF HOUSEHOLD SUPPORT FUND

	31.3.24	31.3.23
	£	£
Funds b/fwd	9,500	-
Funds advanced	-	20,000
Grants made	(5,117)	(10,500)
	<u>4,383</u>	<u>9,500</u>

Funding is from central government and administered by Disability Advice North East Suffolk in the form of direct payments to energy companies to the accounts of individuals with low income who meet the criteria.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	86,185	(12,080)	(30,000)	44,105
Contingency Fund	70,000	-	30,000	100,000
	<u>156,185</u>	<u>(12,080)</u>	<u>-</u>	<u>144,105</u>
Restricted funds				
Mrs L D Rope Third Charitable Settlement	7,240	(2,240)	-	5,000
Pear Tree Centre	4,500	1,873	-	6,373
East Suffolk Laptops	1,320	(480)	-	840
Awards for all	5,823	(5,823)	-	-
Clothmakers Foundation	1,406	(467)	-	939
Adnams Community Trust	414	(131)	-	283
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,250	(257)	-	993
Lowestoft Town Council - Defibrillator funding	312	-	-	312
Annie Tranmer Charitable Trust	1,200	(1,200)	-	-
Baily Thomas Charitable Fund	-	7,989	-	7,989
East Suffolk Council	-	1,000	-	1,000
Greenhall Trust	-	2,509	-	2,509
ES Community Partnership	-	10,000	-	10,000
Cllor Jamie Starling	-	217	-	217
SCC Income Maximisation Fund	-	10,000	-	10,000
SCC Public Health Suffolk	-	500	-	500
ESC Cllor led by Keith Patience	-	209	-	209
Lowestoft Town Council	-	84	-	84
	<u>23,465</u>	<u>23,783</u>	<u>-</u>	<u>47,248</u>
TOTAL FUNDS	<u>179,650</u>	<u>11,703</u>	<u>-</u>	<u>191,353</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	101,282	(113,362)	(12,080)
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Mrs L D Rope Third Charitable Settlement	13,500	(15,740)	(2,240)
Pear Tree Centre	12,451	(10,578)	1,873
East Suffolk Laptops	-	(480)	(480)
Awards for all	-	(5,823)	(5,823)
MS Society	2,000	(2,000)	-
Clothmakers Foundation	-	(467)	(467)
Adnams Community Trust	-	(131)	(131)
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,396	(1,653)	(257)
Annie Tranmer Charitable Trust	-	(1,200)	(1,200)
Baily Thomas Charitable Fund	9,463	(1,474)	7,989
East Suffolk Council	1,950	(950)	1,000
Greenhall Trust	3,000	(491)	2,509
Localgiving Magic Little grants	500	(500)	-
Morrisons Foundation	6,893	(6,893)	-
Norton Peskett	246	(246)	-
Trusthouse Charitable Foundation	10,000	(10,000)	-
ES Community Partnership	10,000	-	10,000
Cllor Jamie Starling	2,093	(1,876)	217
SCC Income Maximisation Fund	10,000	-	10,000
SCC Public Health Suffolk	4,857	(4,357)	500
Cllor Michael Ladd	500	(500)	-
ESC Cllor led by Keith Patience	7,093	(6,884)	209
David and Jill Simpson	2,000	(2,000)	-
Geoffrey Watling	2,000	(2,000)	-
Lowestoft Town Council	7,000	(6,916)	84
East Suffolk Council - Kitchen Contribution	487	(487)	-
	<u>107,929</u>	<u>(84,146)</u>	<u>23,783</u>
TOTAL FUNDS	<u><u>209,211</u></u>	<u><u>(197,508)</u></u>	<u><u>11,703</u></u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	87,817	(1,632)	86,185
Contingency Fund	70,000	-	70,000
	<hr/>	<hr/>	<hr/>
	157,817	(1,632)	156,185
Restricted funds			
Norfolk County Council (LIFT Workability)	5,328	(5,328)	-
Mrs L D Rope Third Charitable Settlement Henry Smith	9,317	(2,077)	7,240
Suffolk Community Foundation - SCF	2,444	(2,444)	-
Harris Family Fund	2,225	(2,225)	-
SCF Martineau Fund	813	(813)	-
Pear Tree Centre	-	4,500	4,500
Lowestoft Town Council Fybromyalgia Support	1,195	(1,195)	-
East Suffolk Locality Budget - General	419	(419)	-
East Suffolk Locality Budget - Southwold Coffee Morning	646	(646)	-
East Suffolk Locality Budget - User Group	512	(512)	-
East Suffolk Laptops	1,800	(480)	1,320
Awards for all	3,333	2,490	5,823
HLF Big Lottery	207	(207)	-
Clothmakers Foundation	-	1,406	1,406
Adnams Community Trust	-	414	414
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	1,250	1,250
Lowestoft Town Council - Defibrillator funding	-	312	312
Annie Tranmer Charitable Trust	-	1,200	1,200
	<hr/>	<hr/>	<hr/>
	28,239	(4,774)	23,465
TOTAL FUNDS	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	186,056	(6,406)	179,650

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,076	(98,708)	(1,632)
Restricted funds			
Norfolk County Council (LIFT Workability)	-	(5,328)	(5,328)
Mrs L D Rope Third Charitable Settlement	12,500	(14,577)	(2,077)
Henry Smith	-	(2,444)	(2,444)
Suffolk Community Foundation - SCF			
Harris Family Fund	-	(2,225)	(2,225)
SCF Martineau Fund	-	(813)	(813)
Pear Tree Centre	5,000	(500)	4,500
Lowestoft Town Council Fybromyalgia Support	-	(1,195)	(1,195)
East Suffolk Locality Budget - General	-	(419)	(419)
East Suffolk Locality Budget - Southwold			
Coffee Morning	-	(646)	(646)
East Suffolk Locality Budget - User Group	-	(512)	(512)
East Suffolk Laptops	-	(480)	(480)
Awards for all	9,983	(7,493)	2,490
MS Society	2,000	(2,000)	-
HLF Big Lottery	-	(207)	(207)
East Suffolk Council (Secretarial support for Waveney Disability Forum)	500	(500)	-
East Suffolk Council - Warm and well in Waveney	5,000	(5,000)	-
East Suffolk Council - On the beach	953	(953)	-
Suffolk Community Foundation - Local giving fund	3,000	(3,000)	-
Clothmakers Foundation	4,000	(2,594)	1,406
Adnams Community Trust	529	(115)	414
SCF Co-op Community Cares - Warm and well in Waveney	5,000	(5,000)	-
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,750	(500)	1,250
Lowestoft Town Council - Defibrillator funding	380	(68)	312
Annie Tranmer Charitable Trust	1,200	-	1,200
	<hr/>	<hr/>	<hr/>
	51,795	(56,569)	(4,774)
TOTAL FUNDS	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	148,871	(155,277)	(6,406)

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.24 £
Unrestricted funds				
General fund	87,817	(13,712)	(30,000)	44,105
Contingency Fund	70,000	-	30,000	100,000
	<hr/>	<hr/>	<hr/>	<hr/>
	157,817	(13,712)	-	144,105
Restricted funds				
Norfolk County Council (LIFT Workability)	5,328	(5,328)	-	-
Mrs L D Rope Third Charitable Settlement	9,317	(4,317)	-	5,000
Henry Smith	2,444	(2,444)	-	-
Suffolk Community Foundation - SCF				
Harris Family Fund	2,225	(2,225)	-	-
SCF Martineau Fund	813	(813)	-	-
Pear Tree Centre	-	6,373	-	6,373
Lowestoft Town Council Fybromyalgia Support	1,195	(1,195)	-	-
East Suffolk Locality Budget - General	419	(419)	-	-
East Suffolk Locality Budget - Southwold Coffee Morning	646	(646)	-	-
East Suffolk Locality Budget - User Group	512	(512)	-	-
East Suffolk Laptops	1,800	(960)	-	840
Awards for all	3,333	(3,333)	-	-
HLF Big Lottery	207	(207)	-	-
Clothmakers Foundation	-	939	-	939
Adnams Community Trust	-	283	-	283
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	993	-	993
Lowestoft Town Council - Defibrillator funding	-	312	-	312
Baily Thomas Charitable Fund	-	7,989	-	7,989
East Suffolk Council	-	1,000	-	1,000
Greenhall Trust	-	2,509	-	2,509
ES Community Partnership	-	10,000	-	10,000
Cllor Jamie Starling	-	217	-	217
SCC Income Maximisation Fund	-	10,000	-	10,000
SCC Public Health Suffolk	-	500	-	500
ESC Cllor led by Keith Patience	-	209	-	209
Lowestoft Town Council	-	84	-	84
	<hr/>	<hr/>	<hr/>	<hr/>
	28,239	19,009	-	47,248
TOTAL FUNDS	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	186,056	5,297	-	191,353

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	198,358	(212,070)	(13,712)
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Norfolk County Council (LIFT Workability)	-	(5,328)	(5,328)
Mrs L D Rope Third Charitable Settlement Henry Smith	26,000	(30,317)	(4,317)
Suffolk Community Foundation - SCF Harris Family Fund	-	(2,444)	(2,444)
SCF Martineau Fund	-	(2,225)	(2,225)
Pear Tree Centre	-	(813)	(813)
Lowestoft Town Council Fybromyalgia Support	17,451	(11,078)	6,373
East Suffolk Locality Budget - General	-	(1,195)	(1,195)
East Suffolk Locality Budget - Southwold Coffee Morning	-	(419)	(419)
East Suffolk Locality Budget - User Group	-	(646)	(646)
East Suffolk Laptops	-	(512)	(512)
Awards for all	-	(960)	(960)
MS Society	9,983	(13,316)	(3,333)
HLF Big Lottery	4,000	(4,000)	-
East Suffolk Council (Secretarial support for Waveney Disability Forum)	-	(207)	(207)
East Suffolk Council - Warm and well in Waveney	500	(500)	-
East Suffolk Council - On the beach	5,000	(5,000)	-
Suffolk Community Foundation - Local giving fund	953	(953)	-
Clothmakers Foundation	3,000	(3,000)	-
Adnams Community Trust	4,000	(3,061)	939
SCF Co-op Community Cares - Warm and well in Waveney	529	(246)	283
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	5,000	(5,000)	-
Lowestoft Town Council - Defibrillator funding	3,146	(2,153)	993
Annie Tranmer Charitable Trust	380	(68)	312
Baily Thomas Charitable Fund	1,200	(1,200)	-
East Suffolk Council	9,463	(1,474)	7,989
Greenhall Trust	1,950	(950)	1,000
Localgiving Magic Little grants	3,000	(491)	2,509
Morrisons Foundation	500	(500)	-
Norton Peskett	6,893	(6,893)	-
Trusthouse Charitable Foundation	246	(246)	-
ES Community Partnership	10,000	(10,000)	-
Cllor Jamie Starling	10,000	-	10,000
SCC Income Maximisation Fund	2,093	(1,876)	217
SCC Public Health Suffolk	10,000	-	10,000
	4,857	(4,357)	500

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Cllor Michael Ladd	500	(500)	-
ESC Cllor led by Keith Patience	7,093	(6,884)	209
David and Jill Simpson	2,000	(2,000)	-
Geoffrey Watling	2,000	(2,000)	-
Lowestoft Town Council	7,000	(6,916)	84
East Suffolk Council - Kitchen Contribution	487	(487)	-
	<hr/>	<hr/>	<hr/>
	159,724	(140,715)	19,009
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	358,082	(352,785)	5,297
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Details of the purpose of the income in respect of each of the restricted funds are outlined below:

Norfolk County Council (LIFT Workability)	Staff costs for Workability in Waveney.
Mrs L D Rope Third Charitable Settlement	Staff costs for Appeals work.
Suffolk Community Foundation - SCF Harris Family Funds	Staff costs.
SCF Martineau Fund	Staff costs mentoring new appeals workers.
Pear Tree Centre	Staff costs Halesworth outreach.
Lowestoft Town Council Fybromyalgia Support	Fybromyalgia Support.
East Suffolk Locality Budget - General	Travel and telephone expenses.
East Suffolk Locality Budget - Southwold Coffee Morning	Coffee morning project.
East Suffolk Locality Budget - User Group	Establish local user group.
East Suffolk Laptops	Purchase of laptops.
Awards for all	Staff and travel costs.
MS Society	Staff costs.
HLF Big Lottery	Purchase of laptop.
East Suffolk Council (Secretarial support for Waveney Disability Forum)	Funding clerical work on disability forum.
East Suffolk Council - Warm and well in Waveney	Staff costs.
East Suffolk Council support for 'On the Beach' event	Fundraising costs, hire of beach huts and staff costs.
Suffolk Community Foundation - Local giving fund	Staff costs
Clothmakers Foundation	Purchase of equipment.
Adnams Community Trust	Purchase of laptop.
SCF Co-op Community Cares - Warm and well in Waveney	Staff costs.
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	Staff and travel costs.
Kessingland Outreach (Kessingland Parish Council)	Staff and travel costs.
Lowestoft Town Council - Defibrillator funding	Purchase of defibrillator pads.
Annie Tranmer Charitable Trust	Towards telephone costs for 2023/24.
ESC - Warm Space	Towards utilities, refreshments and staff costs.
David and Jill Simpson	Towards staff costs.
Localgiving Magic Little Grants	Towards Outcomes Star Licence and training costs.
Trusthouse Charitable Foundation	Towards staff costs.
Geoffrey Watling	Towards property lease costs.
Baily Thomas Charitable Fund	Towards staff costs.
SCC Public Health Suffolk	Towards staff costs.
ES Community Partnership	Towards staff costs.
SCC Income Maximisation Fund	Towards staff costs.
Morrisons	Funding towards the refurbishment of new premises.
Lowestoft Town Council	Funding towards the refurbishment of new premises.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2024

15. MOVEMENT IN FUNDS - continued

Cllor Jamie Starling	Funding towards the refurbishment of new premises.
ESC Cllor led by Keith Patience	Funding towards the refurbishment of new premises.
Cllor Michael Ladd	Funding towards the refurbishment of new premises.
Norton Peskett	Funding towards the refurbishment of new premises.
Greenhall Foundation	Towards the cost of computer equipment.

Included within unrestricted funds is a designated contingency fund. This has been designated by the trustees as an amount sufficient to cover unexpected additional costs that may arise from time to time. These may be statutory or other obligations in the event of grants not being forthcoming.

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
INCOME		
Donations and grants		
Grants and donations	185,927	117,939
Other fundraising activities		
Anglian lottery	15,585	27,081
Other sundry income	60	710
	<hr/>	<hr/>
	15,645	27,791
Investment income		
COIF interest received	7,639	3,141
	<hr/>	<hr/>
Total incoming resources	209,211	148,871
 EXPENDITURE		
Raising donations and legacies		
Fundraising costs	247	1,646
Lottery licence	20	116
	<hr/>	<hr/>
	267	1,762
Charitable activities		
Wages	133,259	119,000
Social security	4,482	3,375
Pensions	2,338	2,137
Travel	1,351	1,158
Licences	1,586	1,652
Room hire	84	320
Staff training and recruitment	1,199	505
	<hr/>	<hr/>
	144,299	128,147
Support costs		
Office and administration		
Insurance	2,502	2,127
Shared utility cost	9,528	9,158
Postage and stationery	414	831
Advertising	1,018	587
Sundries	789	150
Rent	8,133	6,000
Repairs and renewals	1,311	304
Photocopier hire and costs	1,299	748
IT costs	2,623	2,274
Property refurbishment	22,466	-
Depreciation charges	1,574	1,619
	<hr/>	<hr/>
	51,657	23,798

This page does not form part of the statutory financial statements

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2024

	31.3.24 £	31.3.23 £
Office and administration		
Governance costs		
Independent examiner	882	1,080
Payroll processing fees	245	352
Bank charges	158	138
	<u>1,285</u>	<u>1,570</u>
Total resources expended	<u>197,508</u>	<u>155,277</u>
Net income/(expenditure)	<u><u>11,703</u></u>	<u><u>(6,406)</u></u>

This page does not form part of the statutory financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales - Charity number 1180096

Accounts

REGISTERED COMPANY NUMBER: CE015233 (England and Wales)
REGISTERED CHARITY NUMBER: 1180096

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2023
for
Disability Advice North East Suffolk

CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Disability Advice North East Suffolk

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for the Year Ended 31 March 2023**

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Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2023

The Trustees present their annual report and unaudited financial statements for the year ended 31st March 2023.

Disability Advice North East Suffolk is a Disabled Persons Organisation whose mission is to be the 'go to' charity for people & organisations in North East Suffolk seeking to enable, inform & effect change for those who are living with disabilities.

OBJECTIVES AND ACTIVITIES

Objectives and aims

Our charitable objective is to support and help relieve people with any form of disability, their carers and families and others in related fields, living in Lowestoft, Waveney, North Suffolk and the surrounding area so that they may lead active and fulfilling lives integrated into the community.

Our aims are:

- To enable people to overcome the day-to-day challenges & problems presented by their disabilities so that they can live full lives as equal members of the community.
- To listen to the disabled community to identify local needs & demands & then to provide timely, high-quality, personalised information, advice & support to improve their economic & social well-being.
- To work in partnership with other local charities & statutory organisations to exchange information & advice, to break down barriers that lead to discrimination & to influence & effect change for the better.

Public benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2023

ACHIEVEMENT AND PERFORMANCE

Charitable activities

What follows highlights our achievements in fulfilling our mission in 22/23 and demonstrates some of the wide range of services we offer.

Overall, the demand for our service increased in 2022/23 by 24% as did the number of clients accessing our service for the first time. A contact is recorded each time an adviser makes contact with or for a client and a referral is a line of enquiry. A client may have more than one referral and multiple contacts depending on the complexity of the case. In 22/23 contacts per client averaged 5.4 and referrals per client averaged 1.3 compared to 4.8 and 1.2 the previous year so individual clients took more adviser time.

There were 1,587 referrals completed in 22/23 resulting in financial awards of £2,029,399 to be spent in the local economy i.e. an average of £1,279 per completed referral.

Key Data	2022/2023	2021/2022
Clients accessing service in time period	1,387	1,119
Number of New Clients	796	639
Mandatory Reconsiderations	96	94
Appeals representation	82	44
Contacts	7,479	5,394
Referrals	1,796	1,325
Completed referrals by 31st March	1,587	1,215
Financial outcomes in a year	£2,029,399	£1,415,863
Average outcome per completed referral	£1,279	£1,164

For those clients whose applications for benefits have been refused by the Department for Work and Pensions (DWP) the next stage is Mandatory Reconsideration (MR) and if this fails again then it could move to full Appeal. MRs remained steady over the last two years but the number of Appeals has almost doubled which is a reflection that DWP is back to full strength in terms of assessments.

22/23 has been the year when we needed to focus on helping our clients with the cost-of-living crisis. We have supported individuals with applying for the Surviving Winter fund and also secured funding from the Household Support Fund. Between August and March we secured additional financial help for 33 people with disabilities who were on a low income and struggling to heat their homes. People have told us that this has enabled them to heat their homes, and still have some money towards food bills. We also assisted these clients with food parcels, warm winter packs and other grants for essential items.

One gentleman told us, "I can't thank you enough, we were really worrying about being cold, and my wife isn't able to move around so much these days".

A single mum of triplets, one of whom is disabled, told us, "With the help you gave us from the Household Support Fund, I have been able to buy winter clothes, coats, shoes etc for all 3 children. This has relieved so much stress for me, I can't thank you enough".

Another new initiative to help people with disabilities to cope with rising energy costs was the 'Warm & Well in Waveney' Project. This was initially funded by East Suffolk Council with follow up funding from the East of England Co-op. All participants were offered the chance to undertake a comprehensive benefit check, to identify applicable unclaimed benefits and maximise their entitlements. Sources of Fuel Poverty Support were identified and help given to claim the additional funds announced by the Chancellor, access Warm Front payments and grants to improve energy efficiency. This was followed up by an adviser, qualified in managing budgets and fuel poverty, working with the client on a 1-2-1 basis to improve their skills in managing on a tight budget.

We completed the fourth year of our 'Workability in Waveney' Project which coaches and mentors long-term unemployed people with any form of disability to gain employment and/or training. Over four years we helped around 100 beneficiaries who had conditions such as autism, Downs Syndrome, ADHD, COPD, personality disorders, visual impairment, and a range of mental health conditions. Their needs are many and varied which is why a one size fits all approach does not work. Half the beneficiaries moved into paid employment or voluntary work at the end of the programme with a further 20% actively seeking work. Over 90% reported an improvement in their mood and self-confidence.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2023

One participant, JS, has secured a Job at the local Job Centre working for the Department of Work and Pensions. In this role he will be trained to take Universal Credit calls and find out details of the benefit for the customer. JS joined the project after completing his final year at college where he was on an Educational Health Care Plan and needed 1:1 support. One of his biggest achievements on the programme was becoming more independent from his family. He is now earning a good wage and is helping his parents with household bills. This is a big step for him and we have worked with the whole family, providing them with benefits advice as the loss of Child Tax credits when JS left college impacted them financially. JS reports "I couldn't have done it without you" when speaking to our adviser.

This is what another participant had to say, "The project helped me get the work experience which led to a job offer. I would recommend this to others who have a disability and who need extra support to achieve their goals. I did it!"

We continue to operate out of purpose built accommodation in Lowestoft and have successfully renewed our lease with East Suffolk Council for a peppercorn rent for the next 10 years. We are aware that it isn't always easy for some potential clients living in rural areas to travel to Lowestoft, so we are pleased to have fully resumed our outreach service in Beccles, Bungay, Halesworth, Southwold and Kessingland. For those who are housebound, due to a disability or illness, we provide a home visiting service throughout the constituency of Waveney. We also facilitate a Fibromyalgia/ Chronic Fatigue Syndrome support group as well as our User Group.

We have been working hard to raise awareness of our service. We have completely revamped our website and expanded our social media presence. In the summer we held a beach event at the new accessible beach huts in Lowestoft. Staff and volunteers were down the beach at the crack of dawn, preparing and setting everything up. The event was from 10am to 4pm. We hired two beach huts, which join together to make a larger one. We spent the day promoting these amazing new facilities, including the Boardwalk to our disabled community. We also raised awareness of what support we can offer. Sunflower lanyards and RADAR keys were given to those who needed them.

With an average of 50% of working aged adults with a disability not in work we believe many workplaces are missing out on a great source of talented & committed employees. We know from personal experience that it doesn't have to be like that. We have continued to engage employers at the Chamber of Commerce events to promote the advantages of employing people with a disability using our Disability Confident Leader status which was successfully renewed until 2025. Leaflets were distributed to employers, after giving a short talk at each of the Networking tables during the event. Not many had heard of Disability Confident, several were really interested.

As part of our commitment to engaging with partners to meet our shared priorities and improve the lives of people with disabilities, we worked with doctors' surgeries, family hubs, schools, libraries, parish councils, charities, Job centres and local councils. We visited community groups, for example MS Society, friendship groups and a seated exercise class. If we only help one person from a visit, then we know it has been worthwhile. From a recent group visit, 3 people accessed our services. They were completely unaware that they could claim Attendance Allowance and were entitled to a blue badge. We also helped them with the Surviving Winter Fund, and one had food parcels delivered.

A widowed lady told us, "If I had known about your services before, I would have been able to apply for Attendance Allowance sooner. The payments have really helped me, and I don't worry quite as much about money as I did before. I wouldn't have been able to complete the form on my own".

An elderly couple told us, "We try to help each other as much as we can, but neither of us understand benefits and how to complete forms. We didn't realise that COPD was classed as a Disability. You have been such a great help".

We know that the total population of Waveney is increasing & most of that increase is in those 65 years or older. Living longer is not always a good thing because there is a significant period where people are living in poor health, particularly women. From the age of 65 years, on average people will spend about half of their remaining years in ill health. We have found that the demand for our services from older people has increased with many requesting home visits. The other increase in demand has been from those experiencing mental health conditions, especially anxiety & depression. We do not expect demand for our service to decrease anytime soon and are grateful to our small team of dedicated staff who continue to research and meet demand.

Disability Advice North East Suffolk

Report of the Trustees for the Year Ended 31 March 2023

FINANCIAL REVIEW

Financial position

Summary

- Total incoming resources £148,871 (2022: £155,808)
- Total resources expended £155,277 (2022: £159,422)
- Net outgoing funds in the year £6,406 (2022: £3,614)

As at the year end, the charity had total reserves of £179,650 (2022: £186,056). This total is comprised of unrestricted funds totalling £156,185 (2022: £157,817) and restricted funds of £23,465 (2022: £28,239).

Investment policy and objectives

The Trustees have the power to invest in such assets as they see fit.

The Trustees review the cash and bank balances regularly and transfer the maximum funds into the COIF account, keeping the minimal operational balance in the current account.

Reserves policy

Disability Advice North East Suffolk aims to have designated reserves (contingency) to cover the costs of closure which are reviewed annually. In addition the Charity aims to have general (free) reserves which are sufficient to cover six months running costs i.e. 45% to 55% of current expenditure. The level of free reserves is deliberately high because more than 50% of annual income is high risk and has to be raised through bidding for grants. There are no other organisations who provide this specialist service locally and trustees have determined to keep the service going until alternative provision can be found. They also wish to be able to fund the Charity's priorities in the event that additional income cannot be found.

Risk management

The Trustees operate a Risk Register of key risks to which the charity is exposed and an action plan to manage those risks. These documents are formally reviewed by the Board at least once a year.

Fundraising

A large proportion of the charity's income is derived from grants and donations. This comes from core funders Suffolk County Council and East Suffolk Council. Core funding is augmented by applications to various charitable and other organisations and donations from individuals and members of the public who have supported the work of the charity. In order to diversify income streams, the charity became the primary beneficiary of Anglian Lotteries which raises money through ticket sales in local public houses.

FUTURE PLANS

The charity continues the work originally carried on under the former charitable trust DIAL Lowestoft and Waveney.

The plan is develop the existing service, utilising the rest of the building, to become a community hub for the health and wellbeing of the charity's client group.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Advice North East Suffolk is a registered charity (no. 1180096), incorporated on 27th September 2018 and it is governed by its Charitable Incorporated Organisation Foundation document.

The objects laid down in the governing document are implemented by the trustees whose appointment is agreed by other trustees at a properly convened meeting of the charity trustees. The trustees met at least every two months to transact the affairs of the charity.

Recruitment and appointment of new trustees

The trustees form a Board whose members are the only voting members of the charity. The minimum number of trustees is four and the maximum number is fourteen. New trustees may be appointed by the Board at any properly convened meeting of the charity trustees. Other than the first trustees, new trustees are appointed for a three year term. The trustees may, from time to time, appoint officer roles from amongst their number. These currently comprise a Chair and Treasurer.

East Suffolk Council appoints a Councillor as a representative of the Council to attend meetings of the Board. The Councillor is not a trustee or voting member of the Board.

Induction and training of new trustees

Newly appointed trustees are given written information about the charity's aims, objectives and policies. Training for trustees is arranged as and when required.

Report of the Trustees
for the Year Ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
CE015233 (England and Wales)

Registered Charity number
1180096

Registered office
161 Rotterdam Road
Lowestoft
Suffolk
NR32 2EZ

Trustees

Mrs M Oldham M.B.E (Chair)
Mrs G Parsons (Treasurer)
Mr J Brierley
Mr F Mortimer
Mrs L Fulcher (resigned 14.11.22)
Mrs C A Spillings (resigned 31.10.22)
Mrs S Tiffen
Mr R Sullivan (appointed 17.11.22)

Independent Examiner

Rachel Garnham FCCA
CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

East Suffolk Council Representative
Councillor Trish Mortimer

Bankers

Barclays Bank PLC
London Road North
Lowestoft
NR32 1LT

and,

CCLA Investment Management Ltd
85 Queen Victoria Street
London
EC4V 4ET

Approved by order of the board of trustees on^{13th} September 2023 and signed on its behalf by:



.....
Mrs M Oldham M.B.E - Trustee

**Independent Examiner's Report to the Trustees of
Disability Advice North East Suffolk**

Independent examiner's report to the trustees of Disability Advice North East Suffolk ('the Charity')

I report to the charity trustees on my examination of the accounts of the Charity for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of your 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 accordance with section 130 of the Charities Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Rachel Garnham FCCA
CUNNINGHAMS
Number Sixty One
Alexandra Road
Lowestoft
Suffolk
NR32 1PL

Date: 14 / 9 / 2023

Disability Advice North East Suffolk

Statement of Financial Activities
for the Year Ended 31 March 2023

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME FROM					
Donations and grants	2	66,144	51,795	117,939	136,484
Other fundraising activities	3	27,791	-	27,791	19,209
Investment income	4	<u>3,141</u>	<u>-</u>	<u>3,141</u>	<u>115</u>
Total		<u>97,076</u>	<u>51,795</u>	<u>148,871</u>	<u>155,808</u>
EXPENDITURE ON					
Raising funds	5	146	1,616	1,762	8,835
Charitable activities	6				
Charitable Activities		<u>98,562</u>	<u>54,953</u>	<u>153,515</u>	<u>150,587</u>
Total		<u>98,708</u>	<u>56,569</u>	<u>155,277</u>	<u>159,422</u>
NET INCOME/(EXPENDITURE)		(1,632)	(4,774)	(6,406)	(3,614)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>157,817</u>	<u>28,239</u>	<u>186,056</u>	<u>189,670</u>
TOTAL FUNDS CARRIED FORWARD		<u>156,185</u>	<u>23,465</u>	<u>179,650</u>	<u>186,056</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Disability Advice North East Suffolk

Balance Sheet
31 March 2023

		Unrestricted funds	Restricted funds	31.3.23 Total funds	31.3.22 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	12	354	3,136	3,490	2,714
CURRENT ASSETS					
Debtors	13	10,622	-	10,622	13,962
Cash at bank and in hand		<u>157,642</u>	<u>20,329</u>	<u>177,971</u>	<u>174,930</u>
		168,264	20,329	188,593	188,892
CREDITORS					
Amounts falling due within one year	14	(12,433)	-	(12,433)	(5,550)
NET CURRENT ASSETS					
		<u>155,831</u>	<u>20,329</u>	<u>176,160</u>	<u>183,342</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>156,185</u>	<u>23,465</u>	<u>179,650</u>	<u>186,056</u>
NET ASSETS					
		<u>156,185</u>	<u>23,465</u>	<u>179,650</u>	<u>186,056</u>
FUNDS					
Unrestricted funds	15			156,185	157,817
Restricted funds				<u>23,465</u>	<u>28,239</u>
TOTAL FUNDS					
				<u>179,650</u>	<u>186,056</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 13th September 2023 and were signed on its behalf by:


Mrs G Parsons - Trustee

The notes form part of these financial statements

Disability Advice North East Suffolk

**Notes to the Financial Statements
for the Year Ended 31 March 2023**

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland – (Charities SORP FRS 102) and the Charities Act 2011.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

TANGIBLE FIXED ASSETS

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Office equipment - 33% on cost and 25% on cost

Small items of capital expenditure under below £250 are written off in the Statement of Financial Activities in the year in which expenditure is incurred.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

2. DONATIONS AND GRANTS

	31.3.23	31.3.22
	£	£
Grants and donations	<u>117,939</u>	<u>136,484</u>

Grants received, included in the above, are as follows:

	31.3.23	31.3.22
	£	£
MS Society	2,000	1,000
Mrs L D Rope Third Charitable Settlement	12,500	12,500
East Suffolk Council (Secretarial support for Waveney Disability Forum)	500	500
East Suffolk Council - Warm and well in Waveney	5,000	-
East Suffolk Council support for 'On the Beach' event	953	-
SCF - Local Giving	3,000	-
Clothmakers Foundation	4,000	-
Adnams Community Trust	530	-
SCF Co-op Community Cares - Warm and well in Waveney	5,000	-
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,000	-
Awards for All	9,982	9,997
Kessingland Parish Council - Outreach Kessingland	750	-
Lowestoft Town Council	380	-
Pear Tree Fund	5,000	2,500
Annie Tranmer Charitable Trust	1,200	-
East Suffolk Council	10,000	9,000
Suffolk County Council	30,000	31,205
Leathersellers Company Charitable Trust	2,000	-
Pye Foundation	2,500	2,500
Belstead Ganzoni Charitable Trust	3,000	-
Kirkley Poorlands Estate	7,500	5,000
SCF COVID Support	-	2,000
Donated goods and services	6,000	6,000
Other donations	5,144	4,133
Norfolk County Council (LIFT Workability)	-	15,982
Henry Smith	-	10,000
SCF Harris Family Fund	-	2,733
SCF Anglian Water Legacy benefits programme	-	5,000
SCF Skinners Fund	-	2,000
SCF Horizon Fund	-	2,000
SCF Martineau Fund	-	2,000
Lowestoft Town Council Virtual Coffee mornings	-	1,500
Lowestoft Town Council Fibromyalgia Support	-	1,444
ESL Southwold coffee mornings Cllr. for Southwold	-	1,448
ESL User group Cllr. for Kessingland/Carlton Colville	-	1,082
ESL Gazebo grant Cllr. for Kessingland/Carlton Colville	-	509
ESL Headphones Cllr. for Kessingland/Carlton Colville	-	240
ESC Restart Fund	-	2,262
ESC Restart Laptops	-	1,949
	<u>117,939</u>	<u>136,484</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

3.	OTHER FUNDRAISING ACTIVITIES		
		31.3.23	31.3.22
		£	£
	Anglian lottery	27,081	18,779
	Other sundry income	<u>710</u>	<u>430</u>
		<u>27,791</u>	<u>19,209</u>
4.	INVESTMENT INCOME		
		31.3.23	31.3.22
		£	£
	COIF interest received	<u>3,141</u>	<u>115</u>
5.	RAISING FUNDS		
	RAISING DONATIONS AND LEGACIES		
		31.3.23	31.3.22
		£	£
	Fundraising costs	1,646	8,719
	Lottery licence and local giving fee	<u>116</u>	<u>116</u>
		<u>1,762</u>	<u>8,835</u>

Fundraising costs have decreased significantly within the year due to the fact that no expenditure has been incurred in the year to 31st March 2023 in respect of printing lottery tickets.

6.	CHARITABLE ACTIVITIES COSTS			
		Direct Costs £	Support costs (see note 7) £	Totals £
	Charitable Activities	<u>128,147</u>	<u>25,368</u>	<u>153,515</u>
7.	SUPPORT COSTS			
		Office and administration £	Governance costs £	Totals £
	Charitable Activities	<u>23,798</u>	<u>1,570</u>	<u>25,368</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22
	£	£
Independent examiner	1,080	1,080
Depreciation - owned assets	<u>1,618</u>	<u>680</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

TRUSTEES' EXPENSES

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

10. STAFF COSTS

	31.3.23	31.3.22
	£	£
Wages and salaries	119,000	116,852
Social security costs	3,375	1,450
Other pension costs	<u>2,137</u>	<u>1,880</u>
	<u>124,512</u>	<u>120,182</u>

The average monthly number of employees during the year was as follows:

	31.3.23	31.3.22
Charitable activities	<u>7</u>	<u>7</u>

No employees received emoluments in excess of £60,000.

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
INCOME FROM			
Donations and grants	59,838	76,646	136,484
Other fundraising activities	19,209	-	19,209
Investment income	<u>115</u>	<u>-</u>	<u>115</u>
Total	<u>79,162</u>	<u>76,646</u>	<u>155,808</u>
EXPENDITURE ON			
Raising funds	8,835	-	8,835
Charitable activities			
Charitable Activities	66,433	84,154	150,587

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued	Unrestricted funds £	Restricted funds £	Total funds £
Total	<u>75,268</u>	<u>84,154</u>	<u>159,422</u>
NET INCOME/(EXPENDITURE)	3,894	(7,508)	(3,614)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>153,923</u>	<u>35,747</u>	<u>189,670</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>157,817</u></u>	<u><u>28,239</u></u>	<u><u>186,056</u></u>
 12. TANGIBLE FIXED ASSETS			
			Office equipment £
COST			
At 1 April 2022			4,162
Additions			<u>2,394</u>
At 31 March 2023			<u>6,556</u>
DEPRECIATION			
At 1 April 2022			1,448
Charge for year			<u>1,618</u>
At 31 March 2023			<u>3,066</u>
NET BOOK VALUE			
At 31 March 2023			<u>3,490</u>
At 31 March 2022			<u>2,714</u>
 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	31.3.23	31.3.22	
	£	£	
Trade and other debtors	8,411	11,691	
Prepayments	<u>2,211</u>	<u>2,271</u>	
	<u>10,622</u>	<u>13,962</u>	

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.23	31.3.22
	£	£
Trade creditors	-	2,840
Other creditors	811	630
Martineau Care Hardship Fund	961	1,061
SCF Household Support Fund	9,500	-
Accrued expenses	<u>1,161</u>	<u>1,019</u>
	<u>12,433</u>	<u>5,550</u>

MARTINEAU CARE HARDSHIP FUND

	31.3.23	31.3.22
	£	£
Funds b/fwd	1,061	-
Funds advanced	3,000	2,000
Grants made	<u>(3,100)</u>	<u>(939)</u>
Funds c/fwd	<u>961</u>	<u>1,061</u>

Funding is released by the Martineau Care Fund for the purpose of distributing small grants to those in need. Disability Advice North East Suffolk administers the fund and pays the grants to successful applicants on behalf of Martineau Care Fund.

SCF HOUSEHOLD SUPPORT FUND

	31.3.23	31.3.22
	£	£
Funds b/fwd	-	-
Funds advanced	20,000	-
Grants made	<u>(10,500)</u>	<u>-</u>
Funds c/fwd	<u>9,500</u>	<u>-</u>

Funding is from central government and administered by Disability Advice North East Suffolk in the form of direct payments to energy companies to the accounts of individuals with low income who meet the criteria.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	87,817	(1,632)	86,185
Contingency Fund	<u>70,000</u>	<u>-</u>	<u>70,000</u>
	157,817	(1,632)	156,185
Restricted funds			
Norfolk County Council (LIFT Workability)	5,328	(5,328)	-
Mrs L D Rope Third Charitable Settlement Henry Smith	9,317	(2,077)	7,240
Suffolk Community Foundation - SCF	2,444	(2,444)	-
Harris Family Fund	2,225	(2,225)	-
SCF Martineau Fund	813	(813)	-
Pear Tree Centre	-	4,500	4,500
Lowestoft Town Council Fybromyalgia Support	1,195	(1,195)	-
East Suffolk Locality Budget - General	419	(419)	-
East Suffolk Locality Budget - Southwold Coffee Morning	646	(646)	-
East Suffolk Locality Budget - User Group	512	(512)	-
East Suffolk Laptops	1,800	(480)	1,320
Awards for all	3,333	2,490	5,823
HLF Big Lottery	207	(207)	-
Clothmakers Foundation	-	1,406	1,406
Adnams Community Trust	-	414	414
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	1,250	1,250
Lowestoft Town Council - Defibrillator funding	-	312	312
Annie Tranmer Charitable Trust	<u>-</u>	<u>1,200</u>	<u>1,200</u>
	<u>28,239</u>	<u>(4,774)</u>	<u>23,465</u>
TOTAL FUNDS	<u>186,056</u>	<u>(6,406)</u>	<u>179,650</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	97,076	(98,708)	(1,632)
Restricted funds			
Norfolk County Council (LIFT Workability)	-	(5,328)	(5,328)
Mrs L D Rope Third Charitable Settlement Henry Smith	12,500	(14,577)	(2,077)
Suffolk Community Foundation - SCF	-	(2,444)	(2,444)
Harris Family Fund	-	(2,225)	(2,225)
SCF Martineau Fund	-	(813)	(813)
Pear Tree Centre	5,000	(500)	4,500
Lowestoft Town Council Fybromyalgia Support	-	(1,195)	(1,195)
East Suffolk Locality Budget - General	-	(419)	(419)
East Suffolk Locality Budget - Southwold Coffee Morning	-	(646)	(646)
East Suffolk Locality Budget - User Group	-	(512)	(512)
East Suffolk Laptops	-	(480)	(480)
Awards for all	9,983	(7,493)	2,490
MS Society	2,000	(2,000)	-
HLF Big Lottery	-	(207)	(207)
East Suffolk Council (Secretarial support for Waveney Disability Forum)	500	(500)	-
East Suffolk Council - Warm and well in Waveney	5,000	(5,000)	-
East Suffolk Council - On the beach	953	(953)	-
Suffolk Community Foundation - Local giving fund	3,000	(3,000)	-
Clothmakers Foundation	4,000	(2,594)	1,406
Adnams Community Trust	529	(115)	414
SCF Co-op Community Cares - Warm and well in Waveney	5,000	(5,000)	-
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,750	(500)	1,250
Lowestoft Town Council - Defibrillator funding	380	(68)	312
Annie Tranmer Charitable Trust	1,200	-	1,200
	<u>51,795</u>	<u>(56,569)</u>	<u>(4,774)</u>
TOTAL FUNDS	<u>148,871</u>	<u>(155,277)</u>	<u>(6,406)</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. **MOVEMENT IN FUNDS - continued**

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
Unrestricted funds			
General fund	83,923	3,894	87,817
Contingency Fund	<u>70,000</u>	<u>-</u>	<u>70,000</u>
	153,923	3,894	157,817
Restricted funds			
Norfolk County Council (LIFT Workability)	-	5,328	5,328
Mrs L D Rope Third Charitable Settlement Henry Smith	9,375 2,500	(58) (56)	9,317 2,444
Suffolk Community Foundation - SCF Harris Family Fund	3,500	(1,275)	2,225
SCF Martineau Fund	1,000	(187)	813
Lowestoft Town Council Fybromyalgia Support	-	1,195	1,195
East Suffolk Locality Budget - General	500	(81)	419
East Suffolk Locality Budget - Southwold Coffee Morning	-	646	646
East Suffolk Locality Budget - User Group	-	512	512
East Suffolk Laptops	-	1,800	1,800
Awards for all	-	3,333	3,333
Lowestoft Town Council Virtual coffee mornings	1,500	(1,500)	-
New Anglia LEP (Workability in Waveney)	4,663	(4,663)	-
Private Funder (Workability in Waveney)	5,000	(5,000)	-
HLF Big Lottery	709	(502)	207
SCF COVID Support (Listening ear)	2,000	(2,000)	-
SCF Supporting Communities	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
	<u>35,747</u>	<u>(7,508)</u>	<u>28,239</u>
TOTAL FUNDS	<u>189,670</u>	<u>(3,614)</u>	<u>186,056</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	79,162	(75,268)	3,894
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Norfolk County Council (LIFT Workability)	15,982	(10,654)	5,328
Mrs L D Rope Third Charitable Settlement Henry Smith	12,500	(12,558)	(58)
Suffolk Community Foundation - SCF Harris Family Fund	10,000	(10,056)	(56)
Suffolk Community Fund - SCF Anglian Water Legacy benefits programme	2,733	(4,008)	(1,275)
Suffolk Community Fund - SCF Skinners Fund	5,000	(5,000)	-
Suffolk Community Fund - SCF Horizon Fund	2,000	(2,000)	-
SCF Martineau Fund	2,000	(2,187)	(187)
Pear Tree Centre	2,500	(2,500)	-
Lowestoft Town Council Fybromyalgia Support	1,444	(249)	1,195
East Suffolk Locality Budget - General	-	(81)	(81)
East Suffolk Locality Budget - Southwold Coffee Morning	1,448	(802)	646
East Suffolk Locality Budget - User Group	1,082	(570)	512
East Suffolk Locality Budget - Grant for Gazebo	509	(509)	-
East Suffolk Restart Fund	2,262	(2,262)	-
East Suffolk Laptops	1,949	(149)	1,800
East Suffolk Headphones	240	(240)	-
Awards for all	9,997	(6,664)	3,333
MS Society	1,000	(1,000)	-
Lowestoft Town Council Virtual coffee mornings	1,500	(3,000)	(1,500)
New Anglia LEP (Workability in Waveney)	-	(4,663)	(4,663)
Private Funder (Workability in Waveney)	-	(5,000)	(5,000)
HLF Big Lottery	-	(502)	(502)
SCF COVID Support (Listening ear)	-	(2,000)	(2,000)
SCF Supporting Communities	-	(5,000)	(5,000)
	<u>76,646</u>	<u>(84,154)</u>	<u>(7,508)</u>
TOTAL FUNDS	<u>155,808</u>	<u>(159,422)</u>	<u>(3,614)</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	At 31.3.23 £
Unrestricted funds			
General fund	83,923	2,262	86,185
Contingency Fund	<u>70,000</u>	<u>-</u>	<u>70,000</u>
	153,923	2,262	156,185
Restricted funds			
Mrs L D Rope Third Charitable Settlement	9,375	(2,135)	7,240
Henry Smith	2,500	(2,500)	-
Suffolk Community Foundation - SCF			
Harris Family Fund	3,500	(3,500)	-
SCF Martineau Fund	1,000	(1,000)	-
Pear Tree Centre	-	4,500	4,500
East Suffolk Locality Budget - General	500	(500)	-
East Suffolk Laptops	-	1,320	1,320
Awards for all	-	5,823	5,823
Lowestoft Town Council Virtual coffee mornings	1,500	(1,500)	-
New Anglia LEP (Workability in Waveney)	4,663	(4,663)	-
Private Funder (Workability in Waveney)	5,000	(5,000)	-
HLF Big Lottery	709	(709)	-
SCF COVID Support (Listening ear)	2,000	(2,000)	-
SCF Supporting Communities	5,000	(5,000)	-
Clothmakers Foundation	-	1,406	1,406
Adnams Community Trust	-	414	414
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	-	1,250	1,250
Lowestoft Town Council - Defibrillator funding	-	312	312
Annie Tranmer Charitable Trust	<u>-</u>	<u>1,200</u>	<u>1,200</u>
	<u>35,747</u>	<u>(12,282)</u>	<u>23,465</u>
TOTAL FUNDS	<u>189,670</u>	<u>(10,020)</u>	<u>179,650</u>

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	176,238	(173,976)	2,262
Restricted funds			
East Suffolk Council (Secretarial Support for Disability Forum)	500	(500)	-
Norfolk County Council (LIFT Workability)	15,982	(15,982)	-
Mrs L D Rope Third Charitable Settlement	25,000	(27,135)	(2,135)
Henry Smith	10,000	(12,500)	(2,500)
Suffolk Community Foundation - SCF Harris Family Fund	2,733	(6,233)	(3,500)
Suffolk Community Fund - SCF Anglian Water Legacy benefits programme	5,000	(5,000)	-
Suffolk Community Fund - SCF Skinners Fund	2,000	(2,000)	-
Suffolk Community Fund - SCF Horizon Fund	2,000	(2,000)	-
SCF Martineau Fund	2,000	(3,000)	(1,000)
Pear Tree Centre	7,500	(3,000)	4,500
Lowestoft Town Council Fybromyalgia Support	1,444	(1,444)	-
East Suffolk Locality Budget - General	-	(500)	(500)
East Suffolk Locality Budget - Southwold Coffee Morning	1,448	(1,448)	-
East Suffolk Locality Budget - User Group	1,082	(1,082)	-
East Suffolk Locality Budget - Grant for Gazebo	509	(509)	-
East Suffolk Restart Fund	2,262	(2,262)	-
East Suffolk Laptops	1,949	(629)	1,320
East Suffolk Headphones	240	(240)	-
Awards for all	19,980	(14,157)	5,823
MS Society	3,000	(3,000)	-
Lowestoft Town Council Virtual coffee mornings	1,500	(3,000)	(1,500)
New Anglia LEP (Workability in Waveney)	-	(4,663)	(4,663)
Private Funder (Workability in Waveney)	-	(5,000)	(5,000)
HLF Big Lottery	-	(709)	(709)
SCF COVID Support (Listening ear)	-	(2,000)	(2,000)
SCF Supporting Communities	-	(5,000)	(5,000)
East Suffolk Council (Secretarial support for Waveney Disability Forum)	500	(500)	-
East Suffolk Council - Warm and well in Waveney	5,000	(5,000)	-
East Suffolk Council - On the beach	953	(953)	-
Suffolk Community Foundation - Local giving fund	3,000	(3,000)	-
Clothmakers Foundation	4,000	(2,594)	1,406
Adnams Community Trust	529	(115)	414

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

15. MOVEMENT IN FUNDS - continued			
SCF Co-op Community Cares - Warm and well in Waveney	5,000	(5,000)	-
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	1,750	(500)	1,250
Lowestoft Town Council - Defibrillator funding	380	(68)	312
Annie Tranmer Charitable Trust	<u>1,200</u>	<u>-</u>	<u>1,200</u>
	<u>128,441</u>	<u>(140,723)</u>	<u>(12,282)</u>
TOTAL FUNDS	<u><u>304,679</u></u>	<u><u>(314,699)</u></u>	<u><u>(10,020)</u></u>

Details of the purpose of the income in respect of each of the restricted funds are outlined below:

Norfolk County Council (LIFT Workability)	Staff costs for Workability in Waveney.
Mrs L D Rope Third Charitable Settlement	Staff costs for Appeals work.
Suffolk Community Foundation - SCF Harris Family Funds	Staff costs.
SCF Martineau Fund	Staff costs mentoring new appeals workers.
Pear Tree Centre	Staff costs Halesworth outreach.
Lowestoft Town Council Fybromyalgia Support	Fybromyalgia Support.
East Suffolk Locality Budget - General	Travel and telephone expenses.
East Suffolk Locality Budget - Southwold Coffee Morning	Coffee morning project.
East Suffolk Locality Budget - User Group	Establish local user group.
East Suffolk Laptops	Purchase of laptops.
Awards for all	Staff and travel costs.
MS Society	Staff costs.
HLF Big Lottery	Purchase of laptop.
East Suffolk Council (Secretarial support for Waveney Disability Forum)	Funding clerical work on disability forum.
East Suffolk Council - Warm and well in Waveney	Staff costs.
East Suffolk Council support for 'On the Beach' event	Fundraising costs, hire of beach huts and staff costs.
Suffolk Community Foundation - Local giving fund	Staff costs
Clothmakers Foundation	Purchase of equipment.
Adnams Community Trust	Purchase of laptop.
SCF Co-op Community Cares - Warm and well in Waveney	Staff costs.
ESL Outreach in Kessingland. Cllr. for Kessingland/Southwold	Staff and travel costs.
Kessingland Outreach (Kessingland Parish Council)	Staff and travel costs.
Lowestoft Town Council - Defibrillator funding	Purchase of defibrillator pads.
Annie Tranmer Charitable Trust	Towards telephone costs for 2023/24.

Included within unrestricted funds is a designated contingency fund. This has been designated by the trustees as an amount sufficient to cover unexpected additional costs that may arise from time to time. These may be statutory or other obligations in the event of grants not being forthcoming.

Disability Advice North East Suffolk

Notes to the Financial Statements - continued
for the Year Ended 31 March 2023

16. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23	31.3.22
	£	£
INCOME		
Donations and grants		
Grants and donations	117,939	136,484
Other fundraising activities		
Anglian lottery	27,081	18,779
Other sundry income	<u>710</u>	<u>430</u>
	27,791	19,209
Investment income		
COIF interest received	<u>3,141</u>	<u>115</u>
Total incoming resources	148,871	155,808
EXPENDITURE		
Raising donations and legacies		
Fundraising costs	1,646	8,719
Lottery licence and local giving fee	<u>116</u>	<u>116</u>
	1,762	8,835
Charitable activities		
Wages	119,000	116,852
Social security	3,375	1,450
Pensions	2,137	1,880
Travel	1,158	764
Licences	1,652	2,334
Room hire	320	311
Staff training and recruitment	<u>505</u>	<u>2,082</u>
	128,147	125,673
Support costs		
Office and administration		
Insurance	2,127	1,906
Shared utility cost	9,158	7,127
Postage and stationery	831	1,167
Advertising	587	853
Sundries	150	19
Notional rent	6,000	6,000
Repairs and renewals	304	3,095
Photocopier hire and costs	748	674
IT costs	2,274	1,872
Depreciation charges	<u>1,619</u>	<u>680</u>
	23,798	23,393

This page does not form part of the statutory financial statements

Disability Advice North East Suffolk

Detailed Statement of Financial Activities
for the Year Ended 31 March 2023

	31.3.23	31.3.22
	£	£
Office and administration		
Governance costs		
Independent examiner	1,080	1,080
Payroll processing fees	352	322
Bank charges	<u>138</u>	<u>119</u>
	<u>1,570</u>	<u>1,521</u>
Total resources expended	<u>155,277</u>	<u>159,422</u>
Net expenditure	<u>(6,406)</u>	<u>(3,614)</u>

This page does not form part of the statutory financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales - Charity number 1180096

Accounts

Company Number CE015233

DISABILITY ADVICE NORTH EAST SUFFOLK

(CHARITABLE INCORPORATED ORGANISATION)

**REPORT AND
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2022**

Charity Number 1180096

**GMS FC Limited
Chartered Certified Accountants
1 London Road
Ipswich IP1 2HA**

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2022

Registered charity name	Disability Advice North East Suffolk
Charity number	1180096
Company registration number	CE015233
Registered office	161 Rotterdam Road Lowestoft Suffolk NR32 2EZ
Trustees	Mrs Margaret Oldham, MBE (Chair) (Appointed 1 April 2021) Mrs Gwendolin Parsons (Treasurer) Mrs Pauline Wilcock (Secretary) (Appointed 29 July 2021) (Resigned 30 September 2021) Mr John Brierley Cllr Frank Mortimer Ms Juwelz Gwyer (Resigned 24 May 2021) Mr Peter Dyer (Resigned 30 June 2021) Mrs Theresa McGuigan (Appointed 24 May 2021) (Resigned 31 August 2021) Mrs Lynne Fulcher (Appointed 30 September 2021) Ms Carol Angela Spillings (Appointed 25 November 2021) Ms Samantha Tiffen (Appointed 27 January 2022)
East Suffolk Council Representative	Cllr Trish Mortimer
Independent Examiner	James Hadow FCCA GMS FC Limited 1 London Road Ipswich IP1 2HA
Bankers	Barclays Bank plc London Road North Lowestoft Suffolk NR32 1LT and, CCLA Investment Management Limited 85 Queen Victoria Street London EC4V 4ET

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT

FOR THE YEAR 31 MARCH 2022

The Trustees present their third annual report and the unaudited financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of information on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity are shown on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Advice North East Suffolk is a registered charity (no. 1180096), incorporated on 27th September 2018 and it is governed by its Charitable Incorporated Organisation Foundation document.

The objects laid down in the governing document are implemented by the trustees whose appointment is agreed by other trustees at a properly convened meeting of the charity trustees. The trustees meet at least every two months to transact the affairs of the charity.

Recruitment and appointment of new trustees

The trustees form a Board whose members are the only voting members of the charity. The minimum number of trustees is four and the maximum number is fourteen. New trustees may be appointed by the Board at any properly convened meeting of the charity trustees. Other than the first trustees, new trustees are appointed for a three-year term. The trustees may, from time to time, appoint officer roles from amongst their number. These currently comprise a Chair and Treasurer.

East Suffolk Council appoints a Councillor as a representative of the Council to attend meetings of the Board. The Councillor is not a trustee or voting member of the Board.

Induction and training of new trustees

Newly appointed trustees are given written information about the charity's aims, objectives and policies. Training for trustees is arranged as and when required.

PRINCIPAL AIMS, OBJECTIVES AND ACTIVITIES

Objectives and aims

These are to support and help relieve people with any form of disability, their carers and families and others in related fields, living in Lowestoft, Waveney, North Suffolk and the surrounding area so that they may lead active and fulfilling lives intergrated into the community.

Public Benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

The start of the 2021/2022 financial year, saw the beginning of a slow move out of the Covid restrictions we had previously faced. During this time, staff had been working from home, having adapted the provision of support to our clients from face to face, to over the phone. During this period, we did not close at all, we continued to provide support to all of our clients.

In that year around 1100 clients accessed our service. Over half (626) of these clients were new to DANES. We support people of all ages with 12% below the age of 18, 54% of working age, while the remaining 34% were of retirement age. The majority of our clients (65%) were residing in the Lowestoft area, while the rest were from the wider Waveney area. We successfully achieved over £1.25 million in additional benefit entitlements and grants for our clients, which contributes to the local economy. It cost around £160,000 to deliver our service, which was less than £150 per person, so we consider this to be a good return on investment.

From April, some staff started working back in the office, which enabled us to have work carried out and systems put in place, ready to welcome our clients back to the office for appointments. We needed to provide a Covid risk-free environment for our clients to feel safe and who wished to resume face to face contact. Our Covid risk assessment identified areas of change needed which included adaptations to the main door so that it could be opened from inside the office; a screen was fixed at the hatch, with space at the bottom, for those dropping off, or collecting documents; a range of protective equipment was made available to clients and signage placed throughout the premises. A thermometer was purchased to take the temperature of visitors and staff. Screens were purchased for each desk. This was all funded through the Re-start fund which also enabled us to replace three of our aging laptops.

With the constant changing of advice and rules around Covid, we didn't resume office-based appointments until the beginning of February 2022. Our clients had all expressed, in a survey we carried out in the latter part of 2021, that they preferred face to face contact.

We were, however, able to resume our outreach work as soon as the venues were opened for business. We were able to reinstate our service at The Pear Tree Centre in Halesworth from July until December 21, after which they had the resource to take this in house. In November we restarted our outreach services at Lowestoft and Beccles Job centres and Bungay GP surgery.

New ventures included a pilot scheme to engage with those who had been deemed clinically extremely vulnerable. Lowestoft Town Council funded "Coffee Catch Up & Connect" which was an online coffee morning via Zoom, based on the Five ways to Wellbeing. Participants had become so withdrawn, they needed to regain their confidence, because the isolation due to Covid was taking its toll. Sixteen individuals engaged with this project and their confidence grew over the weeks. This has benefited their mental health and enabled them to interact with society again.

A User Group was established, to enable us to gain input from our service users, of what they feel is missing in the community and what projects we could provide to support our disabled community moving forward. The nine members meet every other month, at St Mark's Church Hall in Oulton broad. They have been instrumental with ideas for projects and fundraising ideas. Three of the members have now become volunteers. This has also helped with their well-being and social interaction.

The Group identified the need for a support group for those with Fibromyalgia and Chronic Fatigue Syndrome. We set up such a group with financial support from Alan Green, Lowestoft's Mayor. The support group meet once a month, with various activities taking place which are driven by the group. Moving forward we aim for this to become self-sufficient. A coffee morning was also set up in Southwold funded by Southwold Town Council.

In terms of quality, an Audit was conducted by Suffolk County Council in March 2022. It looked to ensure that we had appropriate policies and procedures in place, and that we delivered a comprehensive and high quality service to our clients.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2022

ACHIEVEMENTS AND PERFORMANCE

A client questionnaire in March 2022 gave positive feedback about our service. Of the 40 respondents, 100% said they were happy with the service we provided, we listened and have supported them with their needs. 100% said they would use us again and recommend us to others. Here are just some of the comments they made:

'I can't thank you enough for the help and advice - This service is so important in today's economy it puts people at ease knowing they are not on their own - Men don't get listened to but DANES did - Friendly - informative - polite - patient - Great service - Took time to make sure everything was correct - you are amazing - Exceptional service - couldn't have done more for me - keep up the good work - Understanding and didn't rush me.'

Another important aspect of our work during the year was to enable long-term unemployed people with disabilities to seek and gain employment or a volunteering role. The 'Workability in Waveney' project, funded by New Anglia Local Economic Partnership, continued into its third year finally ending in September. This had engaged with 79 people who gained confidence and learned what was required of them in obtaining and sustaining paid or unpaid employment. They had Individual action plans and mock work-focused interviews as well as any other specific help and support identified along the way. Local work experience and volunteering opportunities were offered with our Employment Adviser on hand to support. It was our mission with this project, to support our clients to achieve paid work, long term volunteering or further training within Waveney. Over 21% gained paid employment with a further 40% volunteering. They are all still in these roles.

From November we were able to obtain further funding for six months through Norfolk County Council using the LIFT Fund, for this highly successful project. There were 20 people who participated, five are now in paid employment, two are volunteering. Others are in a much better mental state and are now receiving the benefits to which they are entitled. Between them will see a £64,000 a year monetary gain which we have helped them to secure.

Our staff are important to us too. In April 2021 we revised the staff contract and undertook a review of all job descriptions, job titles and pay. Those who wished to change their pattern of working hours from 5 days to 4 were allowed to do so. This improved recruitment and retention of staff so that we now have 4 full time staff and 3 part time staff. Feedback from a recent staff questionnaire showed that all staff are happy in their roles, feel valued, supported and listened to.

The changed pattern of working allowed us to experiment with extending the phones lines until 18.30 for two days a week (instead of 15.30) and have one late appointment a week. As a result, we have now extended our phone lines until 16.30 (Monday to Thursday) but we have discontinued the late appointment which wasn't popular with clients.

In September we held our first annual meeting since Covid. This was also our 35-year celebration and was held at The Hotel Victoria. It was very well attended, with some good publicity for our service through the Lowestoft Journal. Peter Aldous (MP) and Alan Green (Lowestoft's Mayor) were in attendance as well as funders, clients and supporters.

We submitted applications for three Chamber of Commerce Business Awards and were delighted to be shortlisted for two of them: Community Pride Award and Employees Engaging with Education Award. We attended the Awards Ceremony in November and were so proud when we won both of these awards. It is very gratifying to be recognised for the work that we do and to use such occasions to publicise this important service for those many Waveney residents who are living with disabilities or long-term ill-health.

All in all it was a successful year

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2022

FINANCIAL REVIEW

The financial statements have been prepared in accordance with current statutory requirements and the charity's registration document.

Summary

- Total incoming resources £155,808 (2021 £174,647)
- Total resources expended £159,422 (2021 £160,268)
- Total outgoing funds in the year £(3,614) (2021 incoming £14,379)

Income

Total income of £155,808 (2021 £174,647) comprised £136,484 (87.6%) grants and donations (2021 £160,820: 92%), £ 19,209 (12.3%) from fund raising and miscellaneous sales (2021 £13,649: 7.5%), and, £115 (0.1%) deposit interest (2021 £178: 0.5%).

Expenditure

Total resources expended amounted to £159,422 (2021 £160,268).

Of the total expenditure incurred in the year, £149,066 (93.5%) was incurred in fulfilling charitable activity (2021 £152,413: 95%) which includes allocated support costs of £23,393 (14.7%) (2021 £22,373: 14%) and governance cost of £1,521 (1%) (2021 £1,482: 1%).

The remaining £8,835 (5.5%) of costs related to fund raising expenditure (2021 £6,373: 4%).

Reserves Policy

The charity aims to have reserves in the band 60% to 75% of current expenditure. The level of reserves is deliberately high because no other organisation provides this specialist service locally and trustees have determined to keep the service going until alternative provision can be found. The intention of the Reserves Policy is therefore, to maintain a financial reserve sufficient to:

- meet contractual liabilities should the organisation have to close,
- provide for any unexpected costs for example, break down of essential office equipment; staff cover in the event of illness, maternity leave or parental leave; replacement of staff; and legal costs of defending the charity's interest,
- replace equipment as it wears out,
- ensure that the charity can continue to provide stable and quality services to those who need them
- provide working capital funding when grants are paid in arrear and also to place the charity in a favourable position to apply for other funding

Investment Policy

The Trustees have the power to invest in such assets as they see fit.

The Trustees review the cash and bank balances regularly and transfer the maximum funds into the COIF account, keeping the minimal operational balance in the current account.

Risk Management

The Trustees operate a Risk Register of the key risks to which the charity is exposed and an action plan to manage those risks. These documents are formally reviewed by the Board at least once a year.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2022

FUNDRAISING

A large proportion of the charity's income is derived from grants and donations. This comes from core funders Suffolk County Council and East Suffolk Council. Core funding is augmented by applications to various charitable and other organisations and donations from individuals and members of the public who have supported the work of the charity.

In order to diversify income streams, the charity became the primary beneficiary of Anglian Lotteries which raises money through ticket sales in local public houses. Previously the charity was a secondary beneficiary.

PLANS FOR FUTURE PERIODS

The charity continues the work originally carried on under the former charitable trust DIAL Lowestoft and Waveney.

The plan is to maintain the existing service and continue to meet the growing demand for the charity's range of services.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees are responsible for preparing the Trustees Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees on 5 September 2022

M.A. Oldham

.....
Mrs M Oldham, MBE
Chairman and Trustee

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

**INDEPENDENT EXAMINERS REPORT TO THE BOARD OF TRUSTEES OF DISABILITY ADVICE
NORTH EAST SUFFOLK**

FOR THE YEAR ENDED 31 MARCH 2022

Independent Examiner's Report to the Trustees of Disability Advice North East Suffolk

I report to the trustees on my examination of the financial statements of Disability Advice North East Suffolk ('the charity') for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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



James Haddow FCCA
GMS FC Limited
Chartered Certified Accountants
1 London Road
Ipswich IP1 2HA

14/9/2022
Dated

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£
INCOME					
<i>Income resources from generated funds:-</i>					
Donations and grants	2	19,633	76,646	96,279	120,615
Incoming resources from charitable activities					
Core funders	2	40,205	-	40,205	40,205
		59,838			
Other fundraising activities	3	18,779	-	18,779	13,559
Miscellaneous income	3	430	-	430	90
<i>Investment Income:</i>					
Deposit interest		115	-	115	178
TOTAL INCOME		79,162	76,646	155,808	174,647
EXPENDITURE					
<i>Charitable activities:</i>					
Charitable activities	4	64,912	84,154	149,066	152,413
<i>Other trading activities:</i>					
Fundraising costs	5	8,835	-	8,835	6,373
<i>Other expenditure:</i>					
Governance costs	7	1,521	-	1,521	1,482
TOTAL EXPENDITURE		75,268	84,154	159,422	160,268
NET INCOME/(EXPENDITURE) FOR THE YEAR		3,894	(7,508)	(3,614)	14,379
Transfers		-	-	-	-
Total funds brought forward		153,923	35,747	189,670	175,291
TOTAL FUNDS CARRIED FORWARD		157,817	28,239	186,056	189,670

The Statement of Financial Activities (Incorporating an Income and Expenditure Account) includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared. All amounts relate to continuing operations.

The notes on pages 10 to 20 form part of these financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2022

		2022		2021	
	Note	£	£	£	£
FIXED ASSETS:					
Tangible assets	10		2,715		1,474
			<u>2,715</u>		<u>1,474</u>
CURRENT ASSETS:					
Debtors	11	13,962		12,542	
Bank and cash	12	174,930		183,672	
		<u>188,892</u>		<u>196,214</u>	
CREDITORS:					
Amounts falling due within one year	13	<u>(5,551)</u>		<u>(8,018)</u>	
NET CURRENT ASSETS			183,341		188,196
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>186,056</u>		<u>189,670</u>
LONG TERM LIABILITIES			-		-
NET ASSETS			<u>186,056</u>		<u>189,670</u>
FUNDS					
Restricted funds	14		28,239		35,747
Unrestricted funds	15		157,817		153,923
			<u>186,056</u>		<u>189,670</u>

The financial statements were approved and authorised by the Trustees on 5 September 2022 and signed on their behalf by:

Gwen J. Parsons

.....

Mrs G Parsons
Treasurer and Trustee

Company registration number CE015233

Charity number 1180096

The notes on pages 10 to 20 form part of these financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland - (Charities SORP FRS 102) and the Charities Act 2011.

(b) Cash flow

The trustees have taken advantage of the exemption in the Financial Reporting Standard from including a cash flow statement in the financial statements on the grounds that the charity is small.

(c) Tangible fixed assets and depreciation

Small items of capital expenditure below £250 are written off in the Statement of Financial Activities in the year in which expenditure is incurred.

Other assets that have an expected life exceeding one year are capitalised.

Depreciation is charged on these assets at the following annual rates in order to write them off over their estimated useful lives:

Fixtures, fittings and office equipment - 25% per annum on cost

(d) Pension costs

Employees of the Company are invited to join a stakeholder pension scheme.

(e) Fund accounting

Funds restricted by the donor are treated as restricted. All other receipts are unrestricted funds. General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the objects of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The purpose of each designated fund is set out in the notes to the financial statements.

(f) Income

All incoming resources are included in the statement of financial activities when the charity is legally entitled to income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1. ACCOUNTING POLICIES (continued)

(f) Income continued

No amounts are included in the financial statements for services donated by volunteers.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is expended in a future period.

(g) Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to each category. Where costs cannot be directly attributable to particular headings, they have been allocated to activities on a basis consistent with the use of the resources.

Charitable costs include the direct running costs of the charity.

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

Resources expended include attributable VAT, which cannot be recovered.

(h) Allocation of support costs

Support costs are allocated to the Charity's main activity which is that of providing a disability advice hub and outreach services.

When restricted funding so permits, costs are allocated to restricted funds on a specific cost allocation basis as set out by the funder.

(i) Taxation

The charity is potentially exempt from taxation in respect of income and gains, to the extent that such income or gains are applied to exclusively charitable purposes.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

2. DONATIONS AND GRANTS

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Fund raising, donations and grants				
Restricted:				
East Suffolk Council (Secretarial Support for Disability Forum)	-	500	500	500
New Anglia LEP (Workability in Waveney)	-	-	-	9,326
Private funder (Workability in Waveney)	-	-	-	10,000
Norfolk County Council (LIFT Workability)	-	15,982	15,982	-
Mrs L D Rope Third Charitable Settlement	-	12,500	12,500	12,500
HLF Big Lottery	-	-	-	10,000
Henry Smith	-	10,000	10,000	10,000
Awards for All	-	9,997	9,997	-
Suffolk Community Foundation:				
SCF De la Rue Fund	-	-	-	1,000
SCF COVID Support	-	-	-	2,000
SCF Supporting Communities	-	-	-	5,000
SCF Skinners Fund	-	2,000	2,000	-
SCF Horizon Fund	-	2,000	2,000	-
SCF Harris Family Fund	-	2,733	2,733	5,000
SCF Anglian Water Legacy Benefits Programme	-	5,000	5,000	5,000
SCF Martineau Fund	-	2,000	2,000	2,000
MS Society	-	1,000	1,000	1,500
East Suffolk Business Support	-	-	-	10,000
Pear Tree Centre	-	2,500	2,500	2,500
Lowestoft Town Council Virtual Coffee mornings	-	1,500	1,500	-
Lowestoft Town Council Fibromyalgia Support	-	1,444	1,444	1,500
East Suffolk Locality budget:				
ESL General budget	-	-	-	1,500
ESL Southwold coffee mornings Cllr. for Southwold	-	1,448	1,448	-
ESL User group Cllr. for Kessingland/Carlton Colville	-	1,082	1,082	-
ESL Gazebo grant Cllr. for Kessingland/Carlton Colville	-	509	509	-
ESL Headphones Cllr. for Kessingland/Carlton Colville	-	240	240	-
ESC Restart Fund	-	2,262	2,262	-
ESC Restart Laptops	-	1,949	1,949	-
ESL COVID 19 Hardship Fund	-	-	-	500
Tesco Bags of help	-	-	-	500
SCF Business as Usual	-	-	-	3,822
East Suffolk Defibrillator Fund	-	-	-	395
Unrestricted:				
Suffolk County Council	31,205	-	31,205	31,205
East Suffolk Council	9,000	-	9,000	9,000
	<u>40,205</u>			
Donated goods and services	6,000	-	6,000	6,000
East Suffolk Business Support	2,000	-	2,000	9,907
Kirkley Poors Estate	5,000	-	5,000	5,000
Pye Foundation	2,500	-	2,500	2,500
Other donations	4,133	-	4,133	2,665
	<u>59,838</u>	<u>76,646</u>	<u>136,484</u>	<u>160,820</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**3. INCOMING RESOURCES FROM
FUND RAISING ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Anglian Lottery	18,779	-	18,779	13,559
Other income:				
Sale of RADAR keys and sundry income	430	-	430	90
	<u>19,209</u>	<u>-</u>	<u>19,209</u>	<u>13,649</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

**4. COST OF CHARITABLE ACTIVITIES
BY FUND TYPE**

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£
Staff costs	9	43,174	77,008	120,182	124,317
Staff training, welfare and recruitment		2,082	-	2,082	1,320
Travel costs		310	454	764	209
Licences, subscriptions and affiliation fees		1,724	610	2,334	2,274
Defibrillator and installation costs		-	-	-	1,920
Room hire		34	277	311	-
Allocated support costs	6	17,588	5,805	23,393	22,373
		<u>64,912</u>	<u>84,154</u>	<u>149,066</u>	<u>152,413</u>

5. FUND RAISING EXPENSES

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Lottery costs	8,719	-	8,719	6,373
Other fund raising fees	116	-	116	-
	<u>8,835</u>	<u>-</u>	<u>8,835</u>	<u>6,373</u>

6. SUPPORT COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Notional rent	6,000	-	6,000	6,000
Shared utility costs and other services and maintenance	6,601	526	7,127	7,427
Repairs, renewals and refurbishments	84	3,011	3,095	-
Insurance	1,906	-	1,906	2,043
Marketing, launch and other advertising costs	-	-	-	1,340
35th Anniversary celebration	853	-	853	-
Postage, stationery and office supplies	955	212	1,167	1,145
Photocopier hire and costs	674	-	674	595
Computer IT and hardware costs	438	1,434	1,872	1,581
Professional fees	-	-	-	1,104
Depreciation	58	622	680	560
Sundry expenses	19	-	19	578
	<u>17,588</u>	<u>5,805</u>	<u>23,393</u>	<u>22,373</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

7. GOVERNANCE COSTS

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2022	Total Funds 2021
		£	£	£	£
Independent examiner and accountancy fees		1,080	-	1,080	1,080
Payroll processing fees		322	-	322	326
Bank charges		119	-	119	76
		<u>1,521</u>	<u>-</u>	<u>1,521</u>	<u>1,482</u>

8. NET INCOME/(EXPENDITURE FOR THE YEAR)

	2022	2021
	£	£
This is stated after charging/(crediting):		
Depreciation	680	560
Independent examiners fee	<u>1,080</u>	<u>1,080</u>

9. STAFF COSTS

	2022	2021
	£	£
Salaries and wages	116,852	118,044
Social security costs	4,139	4,359
Employment allowance	(2,689)	-
Employers pension contributions	<u>1,880</u>	<u>1,914</u>
	<u>120,182</u>	<u>124,317</u>

No employee earned £60,000 or more (2021: £nil)

Total employee benefits including pension contributions of key management personnel were £30,593 (2021: £33,150)

The charity trustees were not paid and did not receive any benefits (2021: £nil) neither were they reimbursed expenses during the year (2021: £nil). No charity trustee received payment for professional or other services supplied to the charity (2021: £nil).

Staff numbers	2022	2021
Charitable activities	<u>7</u>	<u>7</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

10. TANGIBLE FIXED ASSETS

	Note	Fixtures, fittings and office equipment £	Total £
Cost			
B/fwd		2,242	2,242
Additions in year		1,920	1,920
Disposals in year		-	-
C/fwd		4,162	4,162
Depreciation			
B/fwd		767	767
Charge for year		680	680
Eliminated on disposals		-	-
C/fwd		1,447	1,447
Net book value at end of year		2,715	2,715
Net book value at start of year		1,475	1,475

11. DEBTORS

	2022 £	2021 £
Trade debtors	11,691	10,678
Prepayments	2,271	1,864
	13,962	12,542

12. BANK AND CASH

	2022 £	2021 £
Barclays current	37,567	26,424
COIF	137,063	156,948
Cash	300	300
	174,930	183,672

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

13. CREDITORS: Amounts falling due within one year

	Note	2022 £	2021 £
Trade charity creditors		3,470	5,225
Taxation and social security		-	1,773
Martineau Care Funds Held	13.a	1,061	-
Accruals		1,020	1,020
		<u>5,551</u>	<u>8,018</u>

13.a MARTINEAU CARE FUNDS HELD

	2022 £	2021 £
Funds advanced	2,000	-
Grants made	(939)	-
Balance c/fwd	<u>1,061</u>	<u>-</u>

Funding is released by the Martineau Care Fund for the purpose of distributing small grants to those in need. Disability Advice North East Suffolk administers the fund and pays the grants to successful applicants on behalf of Martineau Care Fund.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

14. RESTRICTED INCOME FUNDS

	Balance b/fwd	Incoming Resources	Outgoing Resources	Transfers	Balance c/fwd
	£	£	£	£	£
Restricted donations -					
East Suffolk Council SLA	-	500	(500)	-	-
New Anglia LEP (Workability in Waveney)	4,663	-	(4,663)	-	-
Private funder (Workability in Waveney)	5,000	-	(5,000)	-	-
Norfolk County Council (LIFT Workability)	-	15,982	(10,654)	-	5,328
Mrs L D Rope Third Charitable Settlement	9,375	12,500	(12,558)	-	9,317
HLF Big Lottery	709	-	(502)	-	207
Henry Smith	2,500	10,000	(10,056)	-	2,444
Awards for All	-	9,997	(6,664)	-	3,333
MS Society	-	1,000	(1,000)	-	-
Suffolk Community Foundation:				-	-
SCF COVID Support (Listening ear)	2,000	-	(2,000)	-	-
SCF Supporting Communities	5,000	-	(5,000)	-	-
SCF Anglian Water Legacy Benefits Programme	-	5,000	(5,000)	-	-
SCF Harris Family Fund	3,500	2,733	(4,008)	-	2,225
SCF Skinners Fund	-	2,000	(2,000)	-	-
SCF Horizon Fund	-	2,000	(2,000)	-	-
SCF Martineau Fund	1,000	2,000	(2,187)	-	813
Pear Tree Centre	-	2,500	(2,500)	-	-
Lowestoft Town Council Virtual Coffee mornings	-	1,500	(1,500)	-	-
Lowestoft Town Council Fibromyalgia Support	1,500	1,444	(1,749)	-	1,195
East Suffolk Locality Budget:					
ESL General Fund Cllr. for Kessingland/Carlton Colville	500	-	(81)	-	419
ESL Southwold Coffee Mornings Cllr. for Southwold	-	1,448	(802)	-	646
ESL User Group Cllr. for Kessingland/Carlton Colville	-	1,082	(570)	-	512
ESL Grant for Gazebo Cllr. For Kessingland/Carlton Colville	-	509	(509)	-	-
ESL Grant for Headphones Cllr. for Kessingland/Carlton Colville	-	240	(240)	-	-
ESC Restart Fund	-	2,262	(2,262)	-	-
ESC Restart Fund grant for laptops	-	1,949	(149)	-	1,800
	35,747	76,646	(84,154)	-	28,239

**DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

14a. RESTRICTED INCOME FUNDS (continued)

Donor	Restricted purpose	Amount £
East Suffolk Council - S.L.A	Funding clerical work on disability forum	500
Norfolk County Council (LIFT Workability)	Staff costs for Workability in Waveney	15,982
Mrs L D Rope Third Charitable Settlement	Staff costs for Appeals work	12,500
Henry Smith	Staff costs	10,000
Awards for All	Staff costs	9,997
M S Society	Staff costs	1,000
Suffolk Community Foundation:		
SCF Anglian Water Legacy Benefits Programme	Staff costs for contacting those on legacy benefits	5,000
SCF Harris Family Fund	Staff costs	2,733
SCF Skimmers Fund	Staff costs	2,000
SCF Horizon Fund	Staff costs	2,000
SCF Martineau Fund	Staff costs mentoring new appeals workers	2,000
Pear Tree Centre	Staff costs Halesworth outreach	2,500
Lowestoft Town Council Virtual coffee mornings	Virtua:l coffee morning project	1,500
Lowestoft Town Council Fibromyalgia Support	Fibromyalgia Support	1,444
East Suffolk Locality Budget:		
ESL Southwold Coffee Mornings Cllr. for Southwold	Coffee morning project	1,448
ESL User Group Cllr. for Kessingland/Carlton Colville	Establish local user group	1,082
ESL Grant for Gazebo Cllr. for Kessingland/Carlton Colville	Purchase of gazebo	509
ESL Grant for Headphones Cllr. for Kessingland/Carlton Colville	Purchase of headphones	240
ESC Restart Fund	Equipment to make office safe	2,262
ESC Restart Fund grant for laptops	Purchase of laptops	1,949
		<u>76,646</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

15. UNRESTRICTED INCOME FUNDS

	Balance b/fwd £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance c/fwd £
Designated contingency fund	70,000	-	-	-	70,000
General fund	83,923	79,162	(75,268)	-	87,817
	<u>153,923</u>	<u>79,162</u>	<u>(75,268)</u>	<u>-</u>	<u>157,817</u>

The contingency fund is designated by the trustees as an amount sufficient to cover unexpected additional costs that may arise from time to time. They may be statutory or other obligations in the event of grants not being forthcoming and the unforeseen event of the charity having to cease to operate.

The general fund is an unrestricted fund available to the charity to fund the charity's unrestricted charitable activities.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

		Tangible fixed assets	Net current assets	Net assets 2022 £	Net assets 2021 £
Restricted funds	Note 14	2,007	26,232	28,239	35,747
Unrestricted funds	Note 15	708	157,109	157,817	153,923
		<u>2,715</u>	<u>183,341</u>	<u>186,056</u>	<u>189,670</u>

17. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year under review.

DISABILITY ADVICE NORTH EAST SUFFOLK

England & Wales - Charity number 1180096

Accounts

Company Number CE015233

DISABILITY ADVICE NORTH EAST SUFFOLK

(CHARITABLE INCORPORATED ORGANISATION)

**REPORT AND
UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2021**

Charity Number 1180096

**GMS FC Limited
Chartered Certified Accountants
1 London Road
Ipswich IP1 2HA**

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

COMPANY INFORMATION

FOR THE YEAR ENDED 31 MARCH 2021

Registered charity name	Disability Advice North East Suffolk
Charity number	1180096
Company registration number	CE015233
Registered office	161 Rotterdam Road Lowestoft Suffolk NR32 2EZ
Trustees	Mrs Margaret Oldham, MBE (Chair to 10 October 2020) Mrs Gwendoline Parsons (Treasurer) Dr Liam Stevens (Chair from 20 November 2020) (Resigned as a trustee 24 March 2021) Ms Pauline Wilcock (Secretary) (Resigned as a trustee 20 November 2020) Ms Samantha Tiffen (Resigned 6 October 2020) Mr Peter Dyer Mr Andrew Darby (Resigned 11 February 2021) Ms Juwelz Gwyer Mr John Brierley (Appointed 23 October 2020) Cllr Frank Mortimer (Appointed 23 October 2020)
East Suffolk Council Representative	Cllr. F Mortimer (Resigned as Council Rep. 20 October 2020) Cllr Trish Mortimer (Appointed 23 October 2020)
Independent Examiner	James Haddow FCCA GMS FC Limited 1 London Road Ipswich IP1 2HA
Bankers	Barclays Bank plc London Road North Lowestoft Suffolk NR32 1LT and, CCLA Investment Management Limited 85 Queen Victoria Street London EC4V 4ET

DISABILITY ADVICE NORTH EAST SUFFOLK **CHARITABLE INCORPORATED ORGANISATION**

TRUSTEES ANNUAL REPORT

FOR THE YEAR 31 MARCH 2021

The Trustees present their second annual report and the unaudited financial statements of the charity for the year ended 31 March 2021.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of information on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity are shown on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Advice North East Suffolk is a registered charity (no. 1180096), incorporated on 27th September 2018 and it is governed by its Charitable Incorporated Organisation Foundation document.

The objects laid down in the governing document are implemented by the trustees whose appointment is agreed by other trustees at a properly convened meeting of the charity trustees. The trustees meet at least every two months to transact the affairs of the charity.

Recruitment and appointment of new trustees

The trustees form a Board whose members are the only voting members of the charity. The minimum number of trustees is six and the maximum number is fourteen. New trustees may be appointed by the Board at any properly convened meeting of the charity trustees. Other than the first trustees, new trustees are appointed for a three-year term. The trustees may, from time to time, appoint officer roles from amongst their number. These currently comprise a Chair and Treasurer.

East Suffolk Council appoints a Councillor as a representative of the Council to attend meetings of the Board. The Councillor is not a trustee or voting member of the Board.

Induction and training of new trustees

Newly appointed trustees are given written information about the charity's aims, objectives and policies. Training for trustees is arranged as and when required.

PRINCIPAL AIMS, OBJECTIVES AND ACTIVITIES

Objectives and aims

These are to support and help relieve people with any form of disability, their carers and families and others in related fields, living in Lowestoft, Waveney, North Suffolk and the surrounding area so that they may lead active and fulfilling lives intergrated into the community.

Public Benefit

The Trustees have complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2021

ACHIEVEMENTS AND PERFORMANCE

I reported last year that the Coronavirus pandemic had just hit the World. None of us could have envisaged that we would still be in the depths of this by 31st March 2021. The financial year has been extremely difficult for all charities, including Disability Advice North East Suffolk. We have all become quite proficient at using Zoom for our Board meetings and for meetings with other agencies and partners. Despite all the problems, the staff have worked throughout, and I am exceptionally proud of them for the efforts they have undertaken to help our clients. All staff worked from home, where they have answered the advice line, taken phone appointments and helped people to complete benefit forms, often using the templates which they put on the website in order to help the clients. Face to face work was unable to be carried out, as was the Outreach work and Home Visits. All of this resulted in 666 individual cases, which resulted in 2,962 recorded activities by our advisers. This was even though one member of staff actually got Covid-19, one retired and another worked through her severe illness. We have confirmed benefit gain for our clients of £1,665,736; this is additional money which they would not have received without the disability benefits for which the advisers helped them apply. It is actually probably far more than this, as with everyone working from home, even at the DWP, results have been very slow to come through.

The Workability in Waveney Project has continued, with again the wonderful worker doing all she could to support people from her home, via phone or Zoom. Helping people with disabilities and Mental Health problems become "work ready" has been extremely difficult at a time when businesses have been closing and unemployment continues to rise. With people having to self-isolate or shield, this has led to an increased number of people who have suffered terribly with their conditions worsening, yet our workers have supported them whenever they could, even if it was only a chat on the phone to ask them if they were okay. We even noticed the need for support from members of the Waveney Disability Forum, for whom we provide the secretarial support. Instead of the usual four meetings a year we have helped facilitate six meetings during this year, with many updates going out to members regarding activities or information during the pandemic.

By April 2021, we had hoped that things would be opening up again, but that never happened, in fact things just got worse. We are still in a situation when face to face meetings cannot happen and staff are working from home for most of the time. Now the staff are bracing themselves for people who have suddenly got their results from benefit applications, those who wish to appeal wrong phone assessments or decisions which do not seem to bear any resemblance to what they put on the forms. We also wonder what the impact of Long Covid will have on the numbers of people ill or disabled by their conditions and therefore needing our help to enable them to manage their different lives. Whatever happens, I know that the wonderful staff will face it all with their usual commitment and expertise.

DISABILITY ADVICE NORTH EAST SUFFOLK **CHARITABLE INCORPORATED ORGANISATION**

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2021

FINANCIAL REVIEW

The financial statements have been prepared in accordance with current statutory requirements and the charity's registration document.

Summary

- Total incoming resources £174,647 (2020 £148,783)
- Total resources expended £160,268 (2020 £168,085)
- Total incoming funds in the year £14,379 (2020 Outgoing £(19,302))

Income

Total income of £174,647 (2020 £148,783) comprised £160,820 (92%) grants and donations (2020 £114,014: 76%), £ 13,649 (7.5%) from fund raising and miscellaneous sales (2020 £33,841: 23%), and, £178 (0.5%) deposit interest (2020 £928: 1%).

Expenditure

Total resources expended amounted to £160,268 (2020 £168,085).

Of the total expenditure incurred in the year, £152,413 (95%) was incurred in fulfilling charitable activity (2020 £150,720: 90%) which includes allocated support costs of £22,373 (14%) (2020 £20,949: 12.5%) and governance cost of £1,482 (1%) (2020 £1,434: 1%).

The remaining £6,373 (4%) of costs related to fund raising expenditure (2020 £15,931: 10%).

Reserves Policy

The charity aims to have reserves in the band 60% to 75% of current expenditure. The level of reserves is deliberately high because no other organisation provides this specialist service locally and trustees have determined to keep the service going until alternative provision can be found. The intention of the Reserves Policy is therefore, to maintain a financial reserve sufficient to:

- meet contractual liabilities should the organisation have to close,
- provide for any unexpected costs for example, break down of essential office equipment; staff cover in the event of illness, maternity leave or parental leave; replacement of staff; and legal costs of defending the charity's interest,
- replace equipment as it wears out,
- ensure that the charity can continue to provide stable and quality services to those who need them
- provide working capital funding when grants are paid in arrear and also to place the charity in a favourable position to apply for other funding
- replace equipment as it wears out,
- ensure that the charity can continue to provide stable and quality services to those who need them
- provide working capital funding when grants are paid in arrear and also to place the charity in a favourable position to apply for other funding

Investment Policy

The Trustees have the power to invest in such assets as they see fit.

The Trustees review the cash and bank balances regularly and transfer the maximum funds into the COIF account, keeping the minimal operational balance in the current account.

Risk Management

The Management Committee has considered the risks to which the charity is exposed and has a Risk Management Policy document which has established procedures to manage these risks.

DISABILITY ADVICE NORTH EAST SUFFOLK **CHARITABLE INCORPORATED ORGANISATION**

TRUSTEES ANNUAL REPORT continued

FOR THE YEAR 31 MARCH 2021

FUNDRAISING

A large proportion of the charity's income is derived from grants and donations. This comes from core funders Suffolk County Council and East Suffolk Council. Core funding is augmented by applications to various charitable and other organisations and donations from individuals and members of the public who have supported the work of the charity.

In order to diversify income streams, the charity became the primary beneficiary of Anglian Lotteries which raises money through ticket sales in local public houses. Previously the charity was a secondary beneficiary.

Closure of public houses for much of the year due to COVID restrictions has adversely impacted on ticket sales and hence income.

PLANS FOR FUTURE PERIODS

The charity continues the work originally carried on under the former charitable trust DIAL Lowestoft and Waveney.

The plan is to maintain the existing service and continue to meet the growing demand for the charity's range of services.

RESPONSIBILITIES OF THE TRUSTEES

The Trustees are responsible for preparing the Trustees Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Charity law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 2011. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the trustees on 29th July 2021



Mrs M Oldham, MBE
Chairman and Trustee

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

**INDEPENDENT EXAMINERS REPORT TO THE BOARD OF TRUSTEES OF DISABILITY ADVICE
NORTH EAST SUFFOLK**

FOR THE YEAR ENDED 31 MARCH 2021

Independent Examiner's Report to the Trustees of Disability Advice North East Suffolk

I report to the trustees on my examination of the financial statements of Disability Advice North East Suffolk ('the charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a 'true and fair' view and my report is limited to those specific matters set out in the independent examiner's statement.

Independent examiner's statement

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

- accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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



James Haddow FCCA
GMS FC Limited
Chartered Certified Accountants
1 London Road
Ipswich IP1 2HA

2 | 9 | 2021

Dated

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income and Expenditure Account)

FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
INCOME					
<i>Income resources from generated funds:-</i>					
Donations and grants	2	26,072	94,543	120,615	73,809
Incoming resources from charitable activities					
Core funders	2	40,205	-	40,205	40,205
		<u>66,277</u>			
Other fundraising activities	3	13,559	-	13,559	33,707
Miscellaneous income	3	90	-	90	134
<i>Investment Income:</i>					
Deposit interest		178	-	178	928
TOTAL INCOME		<u>80,104</u>	<u>94,543</u>	<u>174,647</u>	<u>148,783</u>
EXPENDITURE					
<i>Charitable activities:</i>					
Charitable activities	4	61,326	91,087	152,413	150,720
<i>Other trading activities:</i>					
Fundraising costs	5	6,373	-	6,373	15,931
<i>Other expenditure:</i>					
Governance costs	7	1,482	-	1,482	1,434
TOTAL EXPENDITURE		<u>69,181</u>	<u>91,087</u>	<u>160,268</u>	<u>168,085</u>
NET INCOME/(EXPENDITURE) FOR THE YEAR		10,923	3,456	14,379	(19,302)
Transfers		-	-	-	-
Total funds brought forward		143,000	32,291	175,291	194,593
TOTAL FUNDS CARRIED FORWARD		<u>153,923</u>	<u>35,747</u>	<u>189,670</u>	<u>175,291</u>

The Statement of Financial Activities (Incorporating an Income and Expenditure Account) includes all gains and losses in the period and therefore a statement of total recognised gains and losses has not been prepared. All amounts relate to continuing operations.

The notes on pages 9 to 19 form part of these financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

BALANCE SHEET

FOR THE YEAR ENDED 31 MARCH 2021

		2021		2020	
	Note	£	£	£	£
FIXED ASSETS:					
Tangible assets	10		1,474		620
			<u>1,474</u>		<u>620</u>
CURRENT ASSETS:					
Debtors	11	12,542		16,255	
Bank and cash	12	183,672		171,517	
		<u>196,214</u>		<u>187,772</u>	
CREDITORS:					
Amounts falling due within one year	13	<u>(8,018)</u>		<u>(13,101)</u>	
NET CURRENT ASSETS			188,196		174,671
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>189,670</u>		<u>175,291</u>
LONG TERM LIABILITIES			-		-
NET ASSETS			<u>189,670</u>		<u>175,291</u>
FUNDS					
Restricted funds	14		35,747		32,291
Unrestricted funds	15		153,923		143,000
			<u>189,670</u>		<u>175,291</u>

The financial statements were approved and authorised by the Trustees on 29th July 2021 and signed on their behalf by:



Mrs G Parsons
Treasurer and Trustee

Company registration number CE015233

Charity number 1180096

The notes on pages 9 to 19 form part of these financial statements

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES

(a) Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland - (Charities SORP FRS 102) and the Charities Act 2011.

(b) Cash flow

The trustees have taken advantage of the exemption in the Financial Reporting Standard from including a cash flow statement in the financial statements on the grounds that the charity is small.

(c) Tangible fixed assets and depreciation

Small items of capital expenditure below £250 are written off in the Statement of Financial Activities in the year in which expenditure is incurred.

Other assets that have an expected life exceeding one year are capitalised.

Depreciation is charged on these assets at the following annual rates in order to write them off over their estimated useful lives:

Fixtures, fittings and office equipment - 25% per annum on cost

(d) Pension costs

Employees of the Company are invited to join a stakeholder pension scheme.

(e) Fund accounting

Funds restricted by the donor are treated as restricted. All other receipts are unrestricted funds. General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the objects of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The purpose of each designated fund is set out in the notes to the financial statements.

(f) Income

All incoming resources are included in the statement of financial activities when the charity is legally entitled to income and the amount can be quantified with reasonable accuracy. For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received.

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1. ACCOUNTING POLICIES (continued)

(f) Income continued

No amounts are included in the financial statements for services donated by volunteers.

Income is deferred only when the charity has to fulfil conditions before becoming entitled to it or where the donor has specified that the income is expended in a future period.

(g) Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to each category. Where costs cannot be directly attributable to particular headings, they have been allocated to activities on a basis consistent with the use of the resources.

Charitable costs include the direct running costs of the charity.

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

Resources expended include attributable VAT, which cannot be recovered.

(h) Allocation of support costs

Support costs are allocated to the Charity's main activity which is that of providing a disability advice hub and outreach services.

When restricted funding so permits, costs are allocated to restricted funds on a specific cost allocation basis as set out by the funder.

(i) Taxation

The charity is potentially exempt from taxation in respect of income and gains, to the extent that such income or gains are applied to exclusively charitable purposes.

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

2. DONATIONS AND GRANTS

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Fund raising, donations and grants				
Restricted:				
East Suffolk Council (Secretarial Support for Disability Forum)	-	500	500	500
New Anglia LEP (Workability in Waveney)		9,326	9,326	14,000
Private funder (Workability in Waveney)		10,000	10,000	-
Mrs L D Rope Third Charitable Settlement	-	12,500	12,500	12,500
HLF Big Lottery	-	10,000	10,000	-
Henry Smith	-	10,000	10,000	-
Awards for All	-	-	-	10,000
Suffolk Community Foundation:				
SCF De la Rue Fund	-	1,000	1,000	-
SCF COVID Support	-	2,000	2,000	-
SCF Supporting Communities	-	5,000	5,000	-
SCF Joy Abbott Fund	-	-	-	2,000
SCF Pargiter Fund	-	-	-	2,000
SCF Fonnereau Road Fund	-	-	-	5,000
SCF Harris Family Fund	-	5,000	5,000	2,000
SCF Hughes-Hallett Fund	-	-	-	2,000
SCF David & Jill Simpson Fund	-	-	-	2,000
MS Society	-	1,500	1,500	2,500
East Suffolk Business Support	-	10,000	10,000	-
Anglian Water	-	5,000	5,000	-
Martineau	-	2,000	2,000	-
Pear Tree Centre	-	2,500	2,500	-
Lowestoft Town Council	-	1,500	1,500	-
East Suffolk Locality budget	-	1,500	1,500	-
East Suffolk COVID 19 Hardship Fund	-	500	500	-
Tesco Bags of help	-	500	500	-
SCF Business as Usual	-	3,822	3,822	-
East Suffolk Defibrillator Fund	-	395	395	1,500
Unrestricted:				
Suffolk County Council	31,205	-	31,205	31,205
East Suffolk Council	9,000	-	9,000	9,000
	40,205			
Donated goods and services	6,000	-	6,000	6,000
East Suffolk Business Support	9,907	-	9,907	-
Kirkley Poores Estate	5,000	-	5,000	5,000
Pye Foundation	2,500	-	2,500	2,500
Other donations	2,665	-	2,665	4,309
	<u>66,277</u>	<u>94,543</u>	<u>160,820</u>	<u>114,014</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**3. INCOMING RESOURCES FROM
FUND RAISING ACTIVITIES**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2019 £	Total Funds 2020 £
Anglian Lottery	13,559	-	13,559	33,707
Other income:				
Sale of RADAR keys and sundry income	90	-	90	134
	<u>13,649</u>	<u>-</u>	<u>13,649</u>	<u>33,841</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

**4. COST OF CHARITABLE ACTIVITIES
BY FUND TYPE**

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
Staff costs	9	48,360	75,957	124,317	126,420
Staff training and welfare		570	750	1,320	481
Travel costs		209	-	209	1,045
Licences, subscriptions and affiliation fees		617	1,657	2,274	1,825
Defibrillator and installation costs		25	1,895	1,920	-
Allocated support costs	6	11,545	10,828	22,373	20,949
		<u>61,326</u>	<u>91,087</u>	<u>152,413</u>	<u>150,720</u>

5. FUND RAISING EXPENSES

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Lottery costs	6,373	-	6,373	15,931
	<u>6,373</u>	<u>-</u>	<u>6,373</u>	<u>15,931</u>

6. SUPPORT COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Notional rent	6,000	-	6,000	6,000
Shared utility costs and other services and maintenance	1,127	6,300	7,427	6,191
Repairs and renewals	-	-	-	330
Insurance	-	2,043	2,043	2,013
Marketing, launch and other advertising costs	340	1,000	1,340	1,186
Postage, stationery and office supplies	200	945	1,145	788
Photocopier hire and costs	595	-	595	1,040
Computer IT and hardware costs	1,526	55	1,581	2,863
Professional fees	1,104	-	1,104	-
Depreciation	323	237	560	207
Sundry expenses	330	248	578	331
	<u>11,545</u>	<u>10,828</u>	<u>22,373</u>	<u>20,949</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

7. GOVERNANCE COSTS

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
		£	£	£	£
Independent examiner and accountancy fees		1,080	-	1,080	960
Payroll processing fees		326	-	326	311
Bank charges		76	-	76	163
		<u>1,482</u>	<u>-</u>	<u>1,482</u>	<u>1,434</u>

8. NET INCOME/(EXPENDITURE FOR THE YEAR)

	2021	2020
	£	£
This is stated after charging/(crediting):		
Depreciation	560	207
Independent examiners fee	<u>1,080</u>	<u>960</u>

9. STAFF COSTS

	2021	2020
	£	£
Salaries and wages	118,044	118,188
Social security costs	4,359	6,170
Employers pension contributions	<u>1,914</u>	<u>2,062</u>
	<u>124,317</u>	<u>126,420</u>

No employee earned £60,000 or more (2020: £nil)

Total employee benefits including pension contributions of key management personnel were £33,150 (2020: £32,391)

The charity trustees were not paid and did not receive any benefits (2019: £nil) neither were they reimbursed expenses during the year (2019: £nil). No charity trustee received payment for professional or other services supplied to the charity (2019: £nil).

Staff numbers

	2021	2020
Charitable activities	<u>7</u>	<u>6</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

10. TANGIBLE FIXED ASSETS

	Note	Fixtures, fittings and office equipment £	Total £
Cost			
B/fwd		827	827
Additions in year		1,414	1,414
Disposals in year		-	-
C/fwd		<u>2,241</u>	<u>2,241</u>
Depreciation			
B/fwd		207	207
Charge for year		560	560
Eliminated on disposals		-	-
C/fwd		<u>767</u>	<u>767</u>
Net book value at end of year		<u>1,474</u>	<u>1,474</u>
Net book value at start of year		<u>620</u>	<u>620</u>

11. DEBTORS

	2021 £	2020 £
Trade debtors	10,678	16,255
Prepayments	1,864	-
	<u>12,542</u>	<u>16,255</u>

12. BANK AND CASH

	2021 £	2020 £
Barclays current	26,424	24,632
COIF	156,948	146,769
Cash	300	116
	<u>183,672</u>	<u>171,517</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

13. CREDITORS: Amounts falling due within one year

	2021	2020
	£	£
Trade charity creditors	5,225	10,019
Taxation and social security	1,773	1,773
Other creditors	-	349
Accruals	1,020	960
	<u>8,018</u>	<u>13,101</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

14. RESTRICTED INCOME FUNDS

	Balance b/fwd £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance c/fwd £
Restricted donations -					
East Suffolk Council SLA	-	500	(500)	-	-
New Anglia LEP (Workability in Waveney)	4,000	9,326	(8,663)	-	4,663
Private funder (Workability in Waveney)		10,000	(5,000)	-	5,000
Mrs L D Rope Third Charitable Settlement	9,375	12,500	(12,500)	-	9,375
HLF Big Lottery	-	10,000	(9,291)	-	709
Henry Smith	-	10,000	(7,500)	-	2,500
Awards fo All	5,000	-	(5,000)	-	-
MS Society	-	1,500	(1,500)	-	-
Suffolk Community Foundation:					
SCF De la Rue Fund	-	1,000	(1,000)	-	-
SCF COVID Support (Listening ear)	-	2,000		-	2,000
SCF Supporting Communities	-	5,000		-	5,000
SCF Joy Abbott Fund	1,333	-	(1,333)	-	-
SCF Pargiter Fund	1,500	-	(1,500)	-	-
SCF Fonnereau Road Fund	3,750	-	(3,750)	-	-
SCF Harris Family Fund	1,833	5,000	(3,333)	-	3,500
SCF Hughes-Hallett Fund	2,000	-	(2,000)	-	-
SCF David & Jill Simpson Fund	2,000	-	(2,000)	-	-
East Suffolk Business Support	-	10,000	(10,000)	-	-
Anglian Water	-	5,000	(5,000)	-	-
Martineau	-	2,000	(1,000)	-	1,000
Pear Tree Centre	-	2,500	(2,500)	-	-
Lowestoft Town Council	-	1,500	-	-	1,500
East Suffolk Locality budget	-	1,500	(1,000)	-	500
East Suffolk COVID 19 Hardship Fund	-	500	(500)	-	-
Tesco Bags of help	-	500	(500)	-	-
SCF Business as Usual	-	3,822	(3,822)	-	-
East Suffolk Locality Budget Defibrillator Fund	1,500	395	(1,895)	-	-
	32,291	94,543	(91,087)	-	35,747

DISABILITY ADVICE NORTH EAST SUFFOLK
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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

14. RESTRICTED INCOME FUNDS (continued)

<i>Donor</i>	<i>Restricted purpose</i>	<i>Amount</i> £
<i>East Suffolk Council - S.L.A</i>	<i>Funding clerical work on disability forum</i>	500
<i>New Anglia LEP (Workability in Waveney)</i>	<i>Staff costs for Workability in Waveney</i>	9,326
<i>Private funder (Workability in Waveney)</i>	<i>Staff costs for Workability in Waveney</i>	10,000
<i>Mrs L D Rope Third Charitable Settlement</i>	<i>Staff costs for Appeals work</i>	12,500
<i>HLF Big Lottery</i>	<i>Staff costs and laptop £946</i>	10,000
<i>Henry Smith</i>	<i>Staff costs</i>	10,000
<i>Suffolk Community Foundation:</i>		
<i>SCF De la Rue Fund</i>	<i>Staff costs and training £750</i>	1,000
<i>SCF COVID Support</i>	<i>Administrative, property and communications costs</i>	2,000
<i>SCF Supporting Communities</i>	<i>Staff costs</i>	5,000
<i>SCF Harris Family Fund</i>	<i>Staff costs</i>	5,000
<i>East Suffolk Business Support</i>	<i>Administrative, property and communications costs</i>	10,000
<i>Anglian Water</i>	<i>Staff costs and administrative costs</i>	5,000
<i>Martineau</i>	<i>Staff costs</i>	2,000
<i>Pear Tree Centre</i>	<i>Staff costs</i>	2,500
<i>Lowestoft Town Council</i>	<i>Website and other costs</i>	1,500
<i>East Suffolk Locality budget</i>	<i>Staff costs</i>	1,500
<i>East Suffolk COVID 19 Hardship Fund</i>	<i>Administrative costs</i>	500
<i>Tesco Bags of help</i>	<i>Administrative costs</i>	500
<i>SCF Business as Usual</i>	<i>Covid - 19 support</i>	3,822
<i>East Suffolk Locality Budget Defibrillator Fund</i>	<i>Provision of defibrillator</i>	395
<i>M S Society</i>	<i>Staff costs</i>	1,500
		<u>94,543</u>

DISABILITY ADVICE NORTH EAST SUFFOLK
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FOR THE YEAR ENDED 31 MARCH 2021

15. UNRESTRICTED INCOME FUNDS

	Balance b/fwd £	Incoming Resources £	Outgoing Resources £	Transfers £	Balance c/fwd £
Designated contingency fund	75,000	-	-	(5,000)	70,000
General fund	68,000	80,104	(69,181)	5,000	83,923
	<u>143,000</u>	<u>80,104</u>	<u>(69,181)</u>	<u>-</u>	<u>153,923</u>

The contingency fund is designated by the trustees as an amount sufficient to cover unexpected additional costs that may arise from time to time. They may be statutory or other obligations in the event of grants not being forthcoming and the unforeseen event of the charity having to cease to operate. The transfer of £5,000 from the contingency fund reflects the view of the Trustee's that the level of assessed costs required to cover contingencies is reduced.

The general fund is an unrestricted fund available to the charity to fund the charity's unrestricted charitable activities.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

		Tangible fixed assets	Net current assets	Net assets 2021 £	Net assets 2020 £
Restricted funds	Note 14	-	35,747	35,747	32,291
Unrestricted funds	Note 15	1,474	152,449	153,923	143,000
		<u>1,474</u>	<u>188,196</u>	<u>189,670</u>	<u>175,291</u>

17. RELATED PARTY TRANSACTIONS

There were no related party transactions during the year under review.