

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
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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.

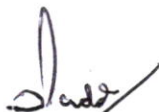
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance 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
		66,277			
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		80,104	94,543	174,647	148,783
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		69,181	91,087	160,268	168,085
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		153,923	35,747	189,670	175,291

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	(8,018)		(13,101)	
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
	66,277	94,543	160,820	114,014

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		2,241	2,241
Depreciation			
B/fwd		207	207
Charge for year		560	560
Eliminated on disposals		-	-
C/fwd		767	767
Net book value at end of year		1,474	1,474
Net book value at start of year		620	620

11. DEBTORS

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

12. BANK AND CASH

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

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
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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
CHARITABLE INCORPORATED ORGANISATION

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

DISABILITY ADVICE NORTH EAST SUFFOLK
CHARITABLE INCORPORATED ORGANISATION

NOTES TO THE FINANCIAL STATEMENTS

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
	143,000	80,104	(69,181)	-	153,923

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
		1,474	188,196	189,670	175,291

17. RELATED PARTY TRANSACTIONS

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