

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

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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.

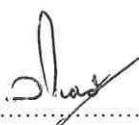
An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance 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	<u>174,930</u>		<u>183,672</u>	
		188,892		196,214	
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		<u>157,817</u>		<u>153,923</u>
			<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
		64,912	84,154	149,066	152,413

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	-
	8,835	-	8,835	6,373

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
	17,588	5,805	23,393	22,373

DISABILITY ADVICE NORTH EAST SUFFOLK
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FOR THE YEAR ENDED 31 MARCH 2022

7. GOVERNANCE COSTS

	Note			
		Unrestricted Funds	Restricted Funds	Total Funds
		£	£	£
Independent examiner and accountancy fees		1,080	-	1,080
Payroll processing fees		322	-	322
Bank charges		119	-	119
		<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>

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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

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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.

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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

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

14a. RESTRICTED INCOME FUNDS (continued)

<i>Donor</i>	<i>Restricted purpose</i>	<i>Amount £</i>
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 Skidders 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>

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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
	153,923	79,162	(75,268)	-	157,817

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
		2,715	183,341	186,056	189,670

17. RELATED PARTY TRANSACTIONS

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