

Employers' Forum on Disability NI

Northern Ireland · Charity number 101609

Details

Known as	Employers for Disability NI
Status	Received
Registered	2015-12-03
Register	View on the Charity Commission for Northern Ireland register

Contact

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Office 42
Banbridge Enterprise Centre
Scarva Rd Ind Estate
Banbridge
BT32 3qd
BT32 3QD

Phone 02840624526

Email info@efdni.org

Website www.efdni.org

Activities

Purposes: The objects of the Association are the relief of people with disabilities by the enhancement of opportunities for such people by promoting access to training and employment.

What the charity does: The relief of those in need by reason of youth, age, ill-health, disability, financial hardship or other disadvantage

How the charity works: Advice/advocacy/information,Disability,Education/training,Human rights/equality

Who the charity helps: Learning disabilities,Mental health,Physical disabilities,Sensory disabilities

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£60,188	£64,659	£0	2

Trustees

Name	Role	Appointed
Mrs Patricia O'rouke		
Ms Cara Woods		
Ms Emma Patterson-Bennett		
Ms Lynda Fox		

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Accounts

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2025

RG ACCOUNTANTS LTD

Chartered accountants
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2025

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

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

Reference and administrative details

Registered charity name	EMPLOYERS FORUM ON DISABILITY (N.I.)
Charity registration number	101609
Company registration number	NI030939
Principal office and registered office	Banbridge District Enterprises Scarva Road Industrial Estate Banbridge Co. Down BT32 3QD

The trustees

C Christy	
L Fox	(Appointed 14 June 2025)
A Getty	
J Gow	(Resigned 14 June 2025)
P O'Rourke	
E Patterson	
T Steed	(Resigned 14 June 2025)
C Woods	
A Donnelly	(Appointed 14 June 2025)

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfill our mission the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

Achievements and performance

We continue to deliver our tailored, high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We provide advice and guidance to member disabled employees, line managers and colleagues throughout each membership year. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. Common themes continue to include reasonable adjustments in relation to mental health and neurodiversity, particularly with regards to recruitment and supporting employees without a formal assessment. Some examples of the queries we have dealt with are below:

- Supporting employee experiencing anxiety
- Advice on supporting a dyslexic employee
- Signposting re hearing loss
- Disability Positive language
- Definition of disability
- Supporting ADD employee
- Information on neurodiversity assessments
- Adjustments for ADHD person for undertaking interviews
- Advice on supporting employee with sight loss
- Redeployment of autistic person who was also dyslexic
- Inclusive language guide
- Supporting carers guidance
- Recruitment guidelines
- Information on neurodiversity assessments
- Advice on supporting person with anxiety and depression
- AuDHD person - advice and support
- Person with physical disability due to a stroke - advice on adjustments and signposting
- Person with learning disability - support in liaising with HR and attendance at adjustment meeting
- Person with anxiety returning to work - advice and support
- Dyslexic person - advice on adjustments and signposting
- Person with hearing loss - advice on adjustments and signposting
- Person with diabetes - risk assessment, signposting
- Person experiencing symptoms associated with menopause - support and signposting
- Redeployment issues and good practice
- Disability-related attendance management advice
- Supporting an employee with a learning disability
- Adjustments for an ADD person
- Advice on language around neurodiversity

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

- Advice on absence management for person with mental health issues
- Adjustments for a person with mobility issues, re hybrid working
- Supporting an AuADHD person
- Adjustments for an autistic person
- Adjustments for a dyslexic person
- Comments on neurodiversity toolkit
- Supporting a person with MS and their manager
- Adjustments for a dyslexic and dyspraxic person

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH, other sources of information and support as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This "review clinic" approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice. Several this past year have included neurodiversity.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

e) Member Update Bulletin

Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.

f) Member News and Information Update

Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

g) **Jobs Bulletin Board**

Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated, and we intend to develop and promote this service further with our members. This page was completely revamped by our marketing consultant, and it now has a search function making it much easier to navigate.

h) **Mind-Body Services**

The central funding that many clients availed of to use the Mind-Body Service ceased and following this, there was a severe drop in client numbers. Some marketing materials have since been produced, and we are hoping that this service will pick up in due course following some promotional activity. The CBT and massage services are offered at a discounted rate to every client.

i) **Professional Services' Discounts**

Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skillboosters, autism training by Specialistern and dyslexia products by Everway (formerly TextHelp).

j) **Disability Positive Accreditation**

Our marketing consultant produced some new marketing material, and this was promoted through our social media platforms. We will begin work soon on the re-accreditation audit that will enable accreditation for a further two years before the full audit needs to be retaken.

2. **Events**

We put a lot of work into our events and have created, tailored and delivered many sessions, mostly to members, via Zoom and face-to-face:

- 19 Mar, Dyslexia, Dyscalculia & Dyspraxia, Translink, 1.5hr
 - 25 Mar, Hidden Disability, NIHE, 1.5hr
 - 26 Mar, Hidden Disability, NICS, 1.5hr
 - 27 Mar, Disability Positive Training and Accreditation, UU, 4.5hr
 - 28 Mar, Neurodiversity, NICS, 2hr
 - 3 April, University of Atypical, Reasonable Adjustments, 2hr
 - 9 April, Neurodiversity, Belfast City Council, 2hr
 - 18 April, Autism and ADD/ADHD, QUB, 2hr
 - 18 April, ADD/ADHD, Belfast HSC Trust, 1.5hr
 - 25 April, Mental Health, Belfast HSC Trust, 1.5hr
 - 8 May, Dyslexia, Dyscalculia, Dyspraxia, QUB, 1.5hr
 - 9 May, Disability Positive Training and Accreditation, UU, 4.5hr
 - 22 May, Neurodiversity, Mid Ulster Council, 3 hrs
 - 30 May, Neurodiversity, Southern HSC Trust, 2hr
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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

- 6 June, Disability-related Absence, Belfast City Council, 1.5hr
 - Southern Health and Social Care Trust, Disability Awareness, 2 hrs
 - Business in the Community, Disability Positive Recruitment, 1hr
 - MHFA, SEUPB, 12 hrs
 - QUB, Neurodiversity, 1hr
 - Choice Housing, Disability Positive Recruitment, 1.5hr
 - 11 Sept, NICS Disability Awareness, 1hr
 - 12 Sept, SHSCT, Reasonable Adjustments, 2hr
 - 12 Sept, Belfast CC, Sleep Better, 1.5hr
 - 18 Sept, BBC, 2 x Neurodiversity in the Workplace, 1.5hr
 - 1 Oct, NICS, Neurodiversity, 1hr
 - 2 Oct, NICS, Dyslexia & Dyscalculia, 1.5hr
 - 4 Oct, Translink, Reasonable Adjustments, 2hr
 - 7 Oct, NIHE, Reasonable Adjustments, 3hr
 - 22 Oct, WHSCT, Disability Awareness, 2hr
 - 23 Oct, NICS, ADD & Dyspraxia, 1.5
 - 28 Oct, Law Society for NI, Reasonable Adjustments, 2hr
 - 7 Nov, QUB, Disability Awareness, 1hr
 - 12 Nov, NICS, Disability Positive, 4hr
 - 12 Nov, SHSCT, Neurodiversity, 1hr
 - 14 Nov, NWRC, Neurodiversity, 1.5hr
 - 19 Nov, WHSCT, Neurodiversity, 2.5hr
 - 21 Nov, QUB, Autism, 1hr
 - 25 Nov, Belfast CC Councillors, Disability Awareness, 2hr
 - 12 December: Mental Health Workshop, BBC
 - 9 January: Hidden/Less Visible Disabilities, North West Regional College
 - 14 January: Disability Positive Training and Accreditation, UU
 - 16 January: Dyslexia Awareness, QUB
 - 20 January: Improving Your Mental Health, NICS
 - 23 January: Neurodiversity, ABC Council
 - 27 January: Reasonable Adjustments and Hybrid Working, DfC
 - 28 January: Reasonable Adjustments and Hybrid Working, DfC
 - 6 February: Neurodiversity, ABC Council
 - 17 February: Reasonable Adjustments, NMD Council
 - 18 February: Disability Positive Training and Accreditation, UU
 - 18 February: ADD/ADHD, QUB
 - 20 February: Neurodiversity, WHSCT
 - 20 February: Supporting Someone with Cancer
 - 24 February: Neurodiversity, NMD Council
 - 27 February: Visual Awareness, NICS
 - 27 February: Autism/ADD/ADHD, EANI
 - 7 March: Supporting Someone with Diabetes, EANI
 - 13 March, NICS, Disability Positive (3.5hr)
 - 18 March, UU, Neurodiversity (3hr)
 - 19 March, NIHE...
 - 20 March, QUB, Dyslexia & Dyspraxia
 - 24 March, NICS, Hearing Loss (1.5hr)
 - 24 March, EA, Recruitment, (1hr)
 - 28 March, EA, Supporting employees with Epilepsy (1hr)
 - 31 March, EA, Sight Loss (1hr)
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

Staff Training Attended

- Take 5 Ambassador Training
- Trans awareness
- MHFA Refresher Training
- Understanding self-harm and substance misuse
- MHFA Refresher training for trainers
- CBT ongoing training: Private Practice Guidance, Working Online, Working with Neurodivergent Clients
- Ten Steps to Positive Mental Health, Train the Trainer
- Supporting people after bereavement
- Equality Case Law Update

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSC Disability Steering Group
- EA Stakeholder Disability Consultation Group

3. Partnership Working

EANI:

Gabrielle was filmed by our member EANI, for a short video, that was presented at their autumn event for school leaders, outlining the support available as a member of Employers for Disability NI.

Kilbroney Vintage Show

Staff were delighted to participate in the Kilbroney Vintage Show and huge thanks for the kind donation of, for the second year in a row, £2,000. Their support is much appreciated and very beneficial to the work of EFDNI.

4. Administrative Matters

Marketing Consultant

We were able to employ a marketing consultant on a part-time basis (half-day for one year), and he has updated our website, bringing it up to a professional standard. He also developed marketing

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2025

materials, including producing some short videos that have been used to promote our services on social media platforms. He has also revamped and updated the Jobs Bulletin Board.

Fundraising Initiatives

We will be seeking a part-time, freelance fundraiser in the upcoming year to help source funding for opportunities that we have been developing, to ensure sustainability.

New Members

We were delighted to welcome Choice Housing and The Law Society of NI into membership this past year and we look forward to bringing all our services and support to them in the coming years.

Financial review

During the year the charity received £2,000 in donations whereas last year it received £4,711. This fall, along with a decrease in total income has contributed to a deficit of £4,471 in the year.

Small company provisions

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

The trustees' annual report was approved on 5 November 2025 and signed on behalf of the board of trustees by:

Gabrielle Fitzpatrick-McCrickard
Charity Secretary

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2025

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2025.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

05th November 2025

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2025

		2025		2024
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£	£	£
Income and endowments				
Donations and legacies	5	2,000	2,000	4,711
Other trading activities	6	58,188	58,188	62,224
Total income		<u>60,188</u>	<u>60,188</u>	<u>66,935</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	7	64,659	64,659	62,189
Total expenditure		<u>64,659</u>	<u>64,659</u>	<u>62,189</u>
Net (expenditure)/income and net movement in funds		<u>(4,471)</u>	<u>(4,471)</u>	<u>4,746</u>
Reconciliation of funds				
Total funds brought forward		24,092	24,092	19,346
Total funds carried forward		<u>19,621</u>	<u>19,621</u>	<u>24,092</u>

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

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2025

	Note	2025 £	2024 £
Fixed assets			
Tangible fixed assets	12	207	276
Current assets			
Debtors	13	880	1,848
Cash at bank and in hand		22,558	33,084
		<u>23,438</u>	<u>34,932</u>
Creditors: amounts falling due within one year	14	<u>4,024</u>	<u>11,116</u>
Net current assets		<u>19,414</u>	<u>23,816</u>
Total assets less current liabilities		<u>19,621</u>	<u>24,092</u>
Net assets		<u>19,621</u>	<u>24,092</u>
Funds of the charity			
Unrestricted funds		<u>19,621</u>	<u>24,092</u>
Total charity funds	16	<u>19,621</u>	<u>24,092</u>

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

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 5 November 2025, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2025

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Donations				
Donations type 1	2,000	2,000	4,711	4,711

6. Other trading activities

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Subscriptions	56,373	56,373	59,707	59,707
Other income	1,815	1,815	2,517	2,517
	<u>58,188</u>	<u>58,188</u>	<u>62,224</u>	<u>62,224</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2025 £	Unrestricted Funds £	Total Funds 2024 £
Costs of raising donations and legacies - Other type 1	<u>64,659</u>	<u>64,659</u>	<u>62,189</u>	<u>62,189</u>

8. Net (expenditure)/income

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

	2025 £	2024 £
Depreciation of tangible fixed assets	<u>69</u>	<u>92</u>

9. Independent examination fees

	2025 £	2024 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>500</u>	<u>500</u>

10. Staff costs

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

	2025 £	2024 £
Wages and salaries	51,332	44,332
Employer contributions to pension plans	2,955	4,895
Other employee benefits	<u>1,417</u>	<u>822</u>
	<u>55,704</u>	<u>50,049</u>

The average head count of employees during the year was 3 (2024: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2025 No.	2024 No.
Number of staff - type 1	<u>3</u>	<u>2</u>

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

11. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

12. Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2024 and 31 March 2025	<u>12,976</u>
Depreciation	
At 1 April 2024	12,700
Charge for the year	69
At 31 March 2025	<u>12,769</u>
Carrying amount	
At 31 March 2025	<u>207</u>
At 31 March 2024	<u>276</u>

13. Debtors

	2025	2024
	£	£
Other debtors	<u>880</u>	<u>1,848</u>

14. Creditors: amounts falling due within one year

	2025	2024
	£	£
Bank loans and overdrafts	662	1,400
Accruals and deferred income	1,051	1,143
Social security and other taxes	1,819	–
Other creditors	492	8,573
	<u>4,024</u>	<u>11,116</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £2,955 (2024: £4,895).

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2025

16. Analysis of charitable funds

Unrestricted funds

	At 1 April 2024 £	Income £	Expenditure £	At 31 March 2025 £
General funds	24,092	60,188	(64,659)	19,621

	At 1 April 2023 £	Income £	Expenditure £	At 31 March 2024 £
General funds	19,346	66,935	(62,189)	24,092

17. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2025 £
Current assets	19,621	19,621

	Unrestricted Funds £	Total Funds 2024 £
Current assets	24,092	24,092

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Accounts

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2024

RG ACCOUNTANTS LTD

Chartered accountants
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2024

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

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

Reference and administrative details

Registered charity name	EMPLOYERS FORUM ON DISABILITY (N.I.)
Charity registration number	101609
Company registration number	NI030939
Principal office and registered office	Banbridge District Enterprises Scarva Road Industrial Estate Banbridge Co. Down BT32 3QD

The trustees

C Christy
A Getty
J Gow
P O'Rourke
M McDermott (Resigned 1 April 2023)
E Patterson
T Steed
C Woods

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfil our mission, the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Achievements and performance

We have had a busy year delivering a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. However, as with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Stress management advice and sleep good practice
- Managing milestones and making adjustments for trainee with neurodiverse and mental health diagnosis
- Supporting employee with ADHD
- Signposting to neurodiversity assessment
- Representation of disabled people amongst economically active (statistical query)
- Advice and detailed comments on neurodiversity awareness resource
- Good practice in recruitment and selection
- Information on resources around stress management
- Information on the hidden disabilities resource (Sunflower Lanyard)
- Advice on supporting someone with hearing loss
- Advice on redeployment options for employee with physical disability
- Signposting to Access Auditor
- Ongoing support and advice for autistic person
- Signposting to assessment, equipment and software for person with dyslexia
- Signposting to assessment, equipment and software for person with hearing loss
- Information for person needing Workable/AtW support
- Help for person with learning disability seeing work placement
- Advice on supporting clients with social complexities – this will be ongoing
- Advice for autistic person with multiple physical conditions and their manager
- Advice and information on assessments for neurodivergence
- Information on Workable and other sources of support for disabled employees
- Information on the recruitment of disabled people
- Advice on redeployment of an employee with MS
- Assistance with a query around hybrid working as an adjustment
- Adjustments, performance and probation extension for person with hearing loss
- Review of ongoing working practice and adjustments for person managing multiple disabilities
- Adjustments for recruitment of a non-verbal autistic person
- Adjustment templates
- Advice on adjustments for person returning to work following cancer diagnosis
- Support for disabled person with mental health condition, re flexible working

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- Signposting for dyslexia support
- Advice for supporting disabled employees during redundancy
- Advice for supporting employee with anxiety
- Advice for interview panel on interviewing person with memory difficulties
- Signposting and information on Workable support
- Advice on good practice, re disability absence management
- Supporting employee with AuDHD and suggestions for next steps and adjustments
- Employee with cancer, return to part-time work
- Dyslexia awareness
- Adjustments for dyslexic employees re interviews and presentations
- Case law around support animals
- Landlord query re adjustments in home
- Adjustments for person with carpal tunnel
- Adjustments for person with hearing loss
- Supporting someone with sight loss and memory issues
- Managing and supporting dyslexic and dyspraxic employee
- Employee managing disability plus health conditions – adjustments, stress management, sleep hygiene, lifestyle and nutrition

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This “review clinic” approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- e) **Member Update Bulletin**
Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.
- f) **Member News and Information Update**
Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.
- g) **Jobs Bulletin Board**
Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated, and we intend to develop and promote this service further with our members.
- h) **CBT Service**
Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.
- i) **Professional Services' Discounts**
Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skill boosters, autism training by Special stern and dyslexia products by Text Help.
- j) **Disability Positive Accreditation**
Kim O'Hare produced some material for social media output and this was promoted through our social media platforms. Eight members have become accredited, and we will be working to promote this initiative further in the upcoming year.
- k) **One-to-One Coaching**
A Stress Inventory-based coaching session took place with a Lead Partner member employee.

2. Events

We have delivered many training events, mostly via Zoom.

- 4 April, North West Regional College, Neurodiversity
 - 5 April, Mid-Ulster, Autism (x 2)
 - 18 April, QUB, Neurodiversity
 - 19 April, UU Hearing Loss
 - 25, 26, 27 April, MHFA, Aware, third and final assessed delivery
 - 28 April, WHSCT, Disability Awareness
 - 11 May, BBC Foyle, Stress Less (x 3)
 - 15 May, NICVA, Disability Positive
 - 23 May, QUB, Neurodiversity
 - 31 May, BBC, Coping with Anxiety
 - 16 June, NICS Disability Positive
 - 21, 22 & 23 June, MHFA - EFDNI open course
 - 28 June, SHSCT Neurodiversity
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 7 Sep, Neurodiversity & Autism, DfC, 1hr face-to-face
 - 19 Sep, Neurodiversity, SHSCT, 2hr
 - 22 Sep Disability Awareness, WHSCT, Enniskillen, 1.5 hr face-to-face
 - 4 Oct, Sleep Better, BCC, 1.5hr
 - 5 Oct, Disability Awareness, NICS, 1.5hr
 - 17 Oct, ADHD & Dyspraxia, NICS, 1.5hr
 - 18 Oct, Disability Awareness, BCC, 3.5hr, face-to-face
 - 19 Oct, Neurodiversity, UAT, 2hr, face-to-face
 - 20 Oct, Disability Awareness, QUB, 2hr
 - 24 Oct, Managing & Supporting Colleagues with Mental Health Issues, BCC, 2hr
 - 10, 17 & 24 Nov, Mental Health First Aid – open course, 12hr
 - 16 Nov, Hearing Loss, UU, 1.5hr
 - 21 Nov, Disability Awareness, WHSCT, 2.5hr
 - 23 Nov, Neurodiversity, QUB, 2hr
 - 28 Nov, Disability Positive, NICS, 4hr
 - 5 Dec, Reasonable Adjustments, SHSCT, 1.5hr
 - 6 Dec, AGM: Supporting autistic people - member good practice, 1.25hr
 - 11 Dec, Disability Awareness, Antrim & Newtownabbey BC, 2hr
 - 12 Dec, Stress Less, NICS, 1.5hr
 - 13 Dec, Neurodiversity, UU, 2hr
 - 14 Dec, Disability Awareness, Antrim and Newtownabbey BC, 2hr
 - 9 Jan, Neurodiversity, NICS, 2hr
 - 10 Jan, Disability Absence, Policing Board, 1.5hr
 - 15 Jan, Dyslexia, QUB, 1.5hr; Neurodiversity, UU, 1.5hr
 - 15 Jan, Neurodiversity, UU, 1.5hr
 - 17 Jan, Hidden Disability, Policing Board, 1.5hr
 - 18 Jan, Hearing Loss, UU, 1.5hr
 - 24 Jan, Disability Positive, UU, 4.5hr
 - 25 Jan, Autism & Dyslexia, NIPSO, 1.5hr
 - 31 Jan, DDA, NIHE, 1hr
 - 31 Jan, St Mary's University College, Autism, 1.5hr,
 - 6 Feb, Disability Positive, NICS, 4hr
 - 8 Feb, Autism & Dyslexia, NIPSO, 1.5 hr
 - 19 Feb, Autism & ADD/ADHD, Translink, 1.5hr
 - 19 Feb, Autism & ADD/ADHD, EANI, 1.5hr
 - 22 Feb, Neurodiversity, WHSCT, 2.5hr
 - 23 Feb, Reasonable Adjustments, BBC 1.5hr x 2
 - 28 Feb, Sight Loss, NIHE, 1hr
 - 1 Mar, Dyslexia, Dyscalculia & Dyspraxia, EANI, 1.5hr
 - 5 Mar, Mental Health Managers, NICS, 2hr
 - 5 Mar, Hearing Loss, EANI, 1hr
 - 6 Mar, Disability Awareness, COPNI, 3hr
 - 6 Mar, Dyslexia, BHSCT, 1.5hr
 - 7 Mar, MHFA Support Needs workshops, ABC, 2 x 2hr
 - 11 Mar, Autism, BHSCT, 1.5hr
 - 12 Mar, Physical Disability, NIHE, 1hr
 - 15 Mar, Reasonable Adjustments, EA, 1hr
 - 19 Mar, Dyslexia, Dyscalculia & Dyspraxia, Translink, 1.5hr
 - 25 Mar, Hidden Disability, NIHE, 1.5hr
 - 26 Mar, Hidden Disability, NICS, 1.5hr
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 27 Mar, Disability Positive Training and Accreditation, UU, 4.5hr
- 28 Mar, Neurodiversity, NICS, 2hr

Staff Training Attended

- Aware Ireland, 1) Gut-brain axis: How diet can be used in association with conventional therapies to improve outcomes 2) Impact of Relationships on Physical & Mental Health
- The Pension's Trust Webinar
- Eating Disorders Awareness, Eating Disorders NI
- Inclusive Communication, Business Disability Forum
- Understanding self-harm
- Suicide awareness
- Equality Commission for NI & Allstate: All about Autism
- OxCADAT: Panic Disorder, PTSD
- Aware NI: ADHD and Mental Health

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSCT Disability Steering Group
- EA Stakeholder Disability Consultation Group

3. Partnership Working

Partnership with Head Injury Support (Carers' Community Fund Project):

Ongoing work has taken place, funded by this project, which is in its second and final year, supporting Carers through the MindBody Social Enterprise.

Charity Partnership with Belfast Solicitors' Association:

This has been a very successful partnership with a total of £3,410.95 raised from the pub quiz, marathon, golf day and the 80th Anniversary Gala Dinner at Belfast City Hall on 10th June. Employers for Disability NI presented a short video on our work, and we took the opportunity to express our appreciation for their support.

Many thanks to Emma Patterson for facilitating the development of the video by Joseph Scott from Screen NI, who is on placement with BBC. The video is excellent and is a great resource for marketing purposes.

A huge thank you to Sarah Wilson (Chairperson) for the nomination.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Think People Partnership:

We worked with Think People to have input into a tender they were submitting for equality and diversity work with SEUPB, supporting them with the disability aspects of this.

Kilbroney Vintage Show

Huge thanks to Kilbroney Vintage Show for a donation of £2,000. Their support is much appreciated and beneficial to the work of EFDNI.

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

Board Membership

We are very sorry that John Gow has (reluctantly) had to resign from the Board as he has moved to the NI Assembly (a non-member), although he hopes to continue to be a supporter. Our thanks for his support and fantastic contribution over the years and we wish him every success in the future.

Financial review

During the year the charity received £4,711 in donations which has contributed to a surplus of £4,746 in the year.

Small company provisions

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

The trustees' annual report was approved on 23 October 2024 and signed on behalf of the board of trustees by:

Gabrielle Fitzpatrick-McCrickard
Charity Secretary

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2024

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2024

		2024		2023
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	4,711	4,711	1,850
Other trading activities	6	62,224	62,224	55,532
Total income		<u>66,935</u>	<u>66,935</u>	<u>57,382</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	7	62,189	62,189	55,328
Total expenditure		<u>62,189</u>	<u>62,189</u>	<u>55,328</u>
Net income and net movement in funds		<u>4,746</u>	<u>4,746</u>	<u>2,054</u>
Reconciliation of funds				
Total funds brought forward		19,346	19,346	17,292
Total funds carried forward		<u>24,092</u>	<u>24,092</u>	<u>19,346</u>

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

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	12	276	368
Current assets			
Debtors	13	1,848	532
Cash at bank and in hand		33,084	33,926
		<u>34,932</u>	<u>34,458</u>
Creditors: amounts falling due within one year	14	11,116	15,480
Net current assets		<u>23,816</u>	<u>18,978</u>
Total assets less current liabilities		<u>24,092</u>	<u>19,346</u>
Net assets		<u>24,092</u>	<u>19,346</u>
Funds of the charity			
Unrestricted funds		<u>24,092</u>	<u>19,346</u>
Total charity funds	16	<u>24,092</u>	<u>19,346</u>

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

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 23 October 2024, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Donations				
Donations type 1	4,711	4,711	1,850	1,850

6. Other trading activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Subscriptions	59,707	59,707	47,553	47,553
Other income	2,517	2,517	7,979	7,979
	<u>62,224</u>	<u>62,224</u>	<u>55,532</u>	<u>55,532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023
Wages and salaries	44,332	44,332	41,864	41,864
Pension costs	4,895	4,895	4,443	4,443
Training	822	822	-	-
Rent	2,559	2,559	1,875	1,875
Postage and stationery	323	323	193	193
Light & heat	767	767	1,311	1,311
Computer costs	750	750	566	566
Insurance	316	316	302	302
Other motor and Travel expenses	251	251	649	649
Repairs	0	0	5	5
Accountancy	950	950	1,150	1,150
Legal & Professional	773	773	-	-
Telephone	1,286	1,286	869	869
Other office costs	807	807	541	541
Events	527	527	1,205	1,205
Depreciation	92	92	123	123
Bank Fees & Interest	288	288	232	232
Other Expenses	1,900	1,900	-	-
Equipment	549	549	-	-
	----- 62,187 =====	----- 62,187 =====	----- 55,328 =====	----- 55,328 =====

8. Net income

Net income is stated after charging/(crediting):

	2024 £	2023 £
Depreciation of tangible fixed assets	92	123

9. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for: Independent examination of the financial statements	500	500

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

10. Staff costs

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

	2024	2023
	£	£
Wages and salaries	44,332	41,864
Employer contributions to pension plans	4,895	4,443
Other employee benefits	822	–
	<u>50,049</u>	<u>46,307</u>

The average head count of employees during the year was 2 (2023: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of staff - type 1	<u>2</u>	<u>2</u>

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

11. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2023 and 31 March 2024	<u>12,976</u>
Depreciation	
At 1 April 2023	12,608
Charge for the year	92
At 31 March 2024	<u>12,700</u>
Carrying amount	
At 31 March 2024	<u>276</u>
At 31 March 2023	<u>368</u>

13. Debtors

	2024	2023
	£	£
Other debtors	<u>1,848</u>	<u>532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

14. Creditors: amounts falling due within one year

	2024	2023
	£	£
Bank loans and overdrafts	1,400	–
Accruals and deferred income	1,143	1,487
Social security and other taxes	–	403
Other creditors	8,573	13,590
	<u>11,116</u>	<u>15,480</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,895 (2023: £4,443).

16. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	At 31 Mar 2024
	£	£	£	£
General funds	<u>19,346</u>	<u>66,935</u>	<u>(62,189)</u>	<u>24,092</u>

	At 1 April 2022	Income	Expenditure	At 31 Mar 2023
	£	£	£	£
General funds	<u>17,292</u>	<u>57,382</u>	<u>(55,328)</u>	<u>19,346</u>

17. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2024
	£	£
Current assets	<u>24,092</u>	<u>24,092</u>

	Unrestricted Funds	Total Funds 2023
	£	£
Current assets	<u>19,346</u>	<u>19,346</u>

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Annual report

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2024

RG ACCOUNTANTS LTD

Chartered accountants
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2024

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

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

Reference and administrative details

Registered charity name	EMPLOYERS FORUM ON DISABILITY (N.I.)
Charity registration number	101609
Company registration number	NI030939
Principal office and registered office	Banbridge District Enterprises Scarva Road Industrial Estate Banbridge Co. Down BT32 3QD

The trustees

C Christy
A Getty
J Gow
P O'Rourke
M McDermott (Resigned 1 April 2023)
E Patterson
T Steed
C Woods

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfil our mission, the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Achievements and performance

We have had a busy year delivering a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. However, as with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Stress management advice and sleep good practice
- Managing milestones and making adjustments for trainee with neurodiverse and mental health diagnosis
- Supporting employee with ADHD
- Signposting to neurodiversity assessment
- Representation of disabled people amongst economically active (statistical query)
- Advice and detailed comments on neurodiversity awareness resource
- Good practice in recruitment and selection
- Information on resources around stress management
- Information on the hidden disabilities resource (Sunflower Lanyard)
- Advice on supporting someone with hearing loss
- Advice on redeployment options for employee with physical disability
- Signposting to Access Auditor
- Ongoing support and advice for autistic person
- Signposting to assessment, equipment and software for person with dyslexia
- Signposting to assessment, equipment and software for person with hearing loss
- Information for person needing Workable/AtW support
- Help for person with learning disability seeing work placement
- Advice on supporting clients with social complexities – this will be ongoing
- Advice for autistic person with multiple physical conditions and their manager
- Advice and information on assessments for neurodivergence
- Information on Workable and other sources of support for disabled employees
- Information on the recruitment of disabled people
- Advice on redeployment of an employee with MS
- Assistance with a query around hybrid working as an adjustment
- Adjustments, performance and probation extension for person with hearing loss
- Review of ongoing working practice and adjustments for person managing multiple disabilities
- Adjustments for recruitment of a non-verbal autistic person
- Adjustment templates
- Advice on adjustments for person returning to work following cancer diagnosis
- Support for disabled person with mental health condition, re flexible working

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- Signposting for dyslexia support
- Advice for supporting disabled employees during redundancy
- Advice for supporting employee with anxiety
- Advice for interview panel on interviewing person with memory difficulties
- Signposting and information on Workable support
- Advice on good practice, re disability absence management
- Supporting employee with AuDHD and suggestions for next steps and adjustments
- Employee with cancer, return to part-time work
- Dyslexia awareness
- Adjustments for dyslexic employees re interviews and presentations
- Case law around support animals
- Landlord query re adjustments in home
- Adjustments for person with carpal tunnel
- Adjustments for person with hearing loss
- Supporting someone with sight loss and memory issues
- Managing and supporting dyslexic and dyspraxic employee
- Employee managing disability plus health conditions – adjustments, stress management, sleep hygiene, lifestyle and nutrition

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This "review clinic" approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- e) **Member Update Bulletin**
Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.
- f) **Member News and Information Update**
Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.
- g) **Jobs Bulletin Board**
Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated, and we intend to develop and promote this service further with our members.
- h) **CBT Service**
Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.
- i) **Professional Services' Discounts**
Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skill boosters, autism training by Special stern and dyslexia products by Text Help.
- j) **Disability Positive Accreditation**
Kim O'Hare produced some material for social media output and this was promoted through our social media platforms. Eight members have become accredited, and we will be working to promote this initiative further in the upcoming year.
- k) **One-to-One Coaching**
A Stress Inventory-based coaching session took place with a Lead Partner member employee.

2. Events

We have delivered many training events, mostly via Zoom.

- 4 April, North West Regional College, Neurodiversity
 - 5 April, Mid-Ulster, Autism (x 2)
 - 18 April, QUB, Neurodiversity
 - 19 April, UU Hearing Loss
 - 25, 26, 27 April, MHFA, Aware, third and final assessed delivery
 - 28 April, WHSCT, Disability Awareness
 - 11 May, BBC Foyle, Stress Less (x 3)
 - 15 May, NICVA, Disability Positive
 - 23 May, QUB, Neurodiversity
 - 31 May, BBC, Coping with Anxiety
 - 16 June, NICS Disability Positive
 - 21, 22 & 23 June, MHFA - EFDNI open course
 - 28 June, SHSCT Neurodiversity
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 7 Sep, Neurodiversity & Autism, DfC, 1hr face-to-face
 - 19 Sep, Neurodiversity, SHSCT, 2hr
 - 22 Sep Disability Awareness, WHSCT, Enniskillen, 1.5 hr face-to-face
 - 4 Oct, Sleep Better, BCC, 1.5hr
 - 5 Oct, Disability Awareness, NICS, 1.5hr
 - 17 Oct, ADHD & Dyspraxia, NICS, 1.5hr
 - 18 Oct, Disability Awareness, BCC, 3.5hr, face-to-face
 - 19 Oct, Neurodiversity, UAT, 2hr, face-to-face
 - 20 Oct, Disability Awareness, QUB, 2hr
 - 24 Oct, Managing & Supporting Colleagues with Mental Health Issues, BCC, 2hr
 - 10, 17 & 24 Nov, Mental Health First Aid – open course, 12hr
 - 16 Nov, Hearing Loss, UU, 1.5hr
 - 21 Nov, Disability Awareness, WHSCT, 2.5hr
 - 23 Nov, Neurodiversity, QUB, 2hr
 - 28 Nov, Disability Positive, NICS, 4hr
 - 5 Dec, Reasonable Adjustments, SHSCT, 1.5hr
 - 6 Dec, AGM: Supporting autistic people - member good practice, 1.25hr
 - 11 Dec, Disability Awareness, Antrim & Newtownabbey BC, 2hr
 - 12 Dec, Stress Less, NICS, 1.5hr
 - 13 Dec, Neurodiversity, UU, 2hr
 - 14 Dec, Disability Awareness, Antrim and Newtownabbey BC, 2hr
 - 9 Jan, Neurodiversity, NICS, 2hr
 - 10 Jan, Disability Absence, Policing Board, 1.5hr
 - 15 Jan, Dyslexia, QUB, 1.5hr; Neurodiversity, UU, 1.5hr
 - 15 Jan, Neurodiversity, UU, 1.5hr
 - 17 Jan, Hidden Disability, Policing Board, 1.5hr
 - 18 Jan, Hearing Loss, UU, 1.5hr
 - 24 Jan, Disability Positive, UU, 4.5hr
 - 25 Jan, Autism & Dyslexia, NIPSO, 1.5hr
 - 31 Jan, DDA, NIHE, 1hr
 - 31 Jan, St Mary's University College, Autism, 1.5hr,
 - 6 Feb, Disability Positive, NICS, 4hr
 - 8 Feb, Autism & Dyslexia, NIPSO, 1.5 hr
 - 19 Feb, Autism & ADD/ADHD, Translink, 1.5hr
 - 19 Feb, Autism & ADD/ADHD, EANI, 1.5hr
 - 22 Feb, Neurodiversity, WHSCT, 2.5hr
 - 23 Feb, Reasonable Adjustments, BBC 1.5hr x 2
 - 28 Feb, Sight Loss, NIHE, 1hr
 - 1 Mar, Dyslexia, Dyscalculia & Dyspraxia, EANI, 1.5hr
 - 5 Mar, Mental Health Managers, NICS, 2hr
 - 5 Mar, Hearing Loss, EANI, 1hr
 - 6 Mar, Disability Awareness, COPNI, 3hr
 - 6 Mar, Dyslexia, BHSCT, 1.5hr
 - 7 Mar, MHFA Support Needs workshops, ABC, 2 x 2hr
 - 11 Mar, Autism, BHSCT, 1.5hr
 - 12 Mar, Physical Disability, NIHE, 1hr
 - 15 Mar, Reasonable Adjustments, EA, 1hr
 - 19 Mar, Dyslexia, Dyscalculia & Dyspraxia, Translink, 1.5hr
 - 25 Mar, Hidden Disability, NIHE, 1.5hr
 - 26 Mar, Hidden Disability, NICS, 1.5hr
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 27 Mar, Disability Positive Training and Accreditation, UU, 4.5hr
- 28 Mar, Neurodiversity, NICS, 2hr

Staff Training Attended

- Aware Ireland, 1) Gut-brain axis: How diet can be used in association with conventional therapies to improve outcomes 2) Impact of Relationships on Physical & Mental Health
- The Pension's Trust Webinar
- Eating Disorders Awareness, Eating Disorders NI
- Inclusive Communication, Business Disability Forum
- Understanding self-harm
- Suicide awareness
- Equality Commission for NI & Allstate: All about Autism
- OxCADAT: Panic Disorder, PTSD
- Aware NI: ADHD and Mental Health

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSCT Disability Steering Group
- EA Stakeholder Disability Consultation Group

3. Partnership Working

Partnership with Head Injury Support (Carers' Community Fund Project):

Ongoing work has taken place, funded by this project, which is in its second and final year, supporting Carers through the MindBody Social Enterprise.

Charity Partnership with Belfast Solicitors' Association:

This has been a very successful partnership with a total of £3,410.95 raised from the pub quiz, marathon, golf day and the 80th Anniversary Gala Dinner at Belfast City Hall on 10th June. Employers for Disability NI presented a short video on our work, and we took the opportunity to express our appreciation for their support.

Many thanks to Emma Patterson for facilitating the development of the video by Joseph Scott from Screen NI, who is on placement with BBC. The video is excellent and is a great resource for marketing purposes.

A huge thank you to Sarah Wilson (Chairperson) for the nomination.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Think People Partnership:

We worked with Think People to have input into a tender they were submitting for equality and diversity work with SEUPB, supporting them with the disability aspects of this.

Kilbroney Vintage Show

Huge thanks to Kilbroney Vintage Show for a donation of £2,000. Their support is much appreciated and beneficial to the work of EFDNI.

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

Board Membership

We are very sorry that John Gow has (reluctantly) had to resign from the Board as he has moved to the NI Assembly (a non-member), although he hopes to continue to be a supporter. Our thanks for his support and fantastic contribution over the years and we wish him every success in the future.

Financial review

During the year the charity received £4,711 in donations which has contributed to a surplus of £4,746 in the year.

Small company provisions

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

The trustees' annual report was approved on 23 October 2024 and signed on behalf of the board of trustees by:

Gabrielle Fitzpatrick-McCrickard
Charity Secretary

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2024

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2024

		2024		2023
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	4,711	4,711	1,850
Other trading activities	6	62,224	62,224	55,532
Total income		<u>66,935</u>	<u>66,935</u>	<u>57,382</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	7	62,189	62,189	55,328
Total expenditure		<u>62,189</u>	<u>62,189</u>	<u>55,328</u>
Net income and net movement in funds		<u>4,746</u>	<u>4,746</u>	<u>2,054</u>
Reconciliation of funds				
Total funds brought forward		19,346	19,346	17,292
Total funds carried forward		<u>24,092</u>	<u>24,092</u>	<u>19,346</u>

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

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	12	276	368
Current assets			
Debtors	13	1,848	532
Cash at bank and in hand		33,084	33,926
		<u>34,932</u>	<u>34,458</u>
Creditors: amounts falling due within one year	14	11,116	15,480
Net current assets		<u>23,816</u>	<u>18,978</u>
Total assets less current liabilities		<u>24,092</u>	<u>19,346</u>
Net assets		<u>24,092</u>	<u>19,346</u>
Funds of the charity			
Unrestricted funds		<u>24,092</u>	<u>19,346</u>
Total charity funds	16	<u>24,092</u>	<u>19,346</u>

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

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 23 October 2024, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Donations				
Donations type 1	4,711	4,711	1,850	1,850

6. Other trading activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Subscriptions	59,707	59,707	47,553	47,553
Other income	2,517	2,517	7,979	7,979
	<u>62,224</u>	<u>62,224</u>	<u>55,532</u>	<u>55,532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023
Wages and salaries	44,332	44,332	41,864	41,864
Pension costs	4,895	4,895	4,443	4,443
Training	822	822	-	-
Rent	2,559	2,559	1,875	1,875
Postage and stationery	323	323	193	193
Light & heat	767	767	1,311	1,311
Computer costs	750	750	566	566
Insurance	316	316	302	302
Other motor and Travel expenses	251	251	649	649
Repairs	0	0	5	5
Accountancy	950	950	1,150	1,150
Legal & Professional	773	773	-	-
Telephone	1,286	1,286	869	869
Other office costs	807	807	541	541
Events	527	527	1,205	1,205
Depreciation	92	92	123	123
Bank Fees & Interest	288	288	232	232
Other Expenses	1,900	1,900	-	-
Equipment	549	549	-	-
	----- 62,187 =====	----- 62,187 =====	----- 55,328 =====	----- 55,328 =====

8. Net income

Net income is stated after charging/(crediting):

	2024 £	2023 £
Depreciation of tangible fixed assets	92	123

9. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for: Independent examination of the financial statements	500	500

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

10. Staff costs

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

	2024	2023
	£	£
Wages and salaries	44,332	41,864
Employer contributions to pension plans	4,895	4,443
Other employee benefits	822	–
	<u>50,049</u>	<u>46,307</u>

The average head count of employees during the year was 2 (2023: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of staff - type 1	<u>2</u>	<u>2</u>

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

11. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2023 and 31 March 2024	<u>12,976</u>
Depreciation	
At 1 April 2023	12,608
Charge for the year	92
At 31 March 2024	<u>12,700</u>
Carrying amount	
At 31 March 2024	<u>276</u>
At 31 March 2023	<u>368</u>

13. Debtors

	2024	2023
	£	£
Other debtors	<u>1,848</u>	<u>532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

14. Creditors: amounts falling due within one year

	2024	2023
	£	£
Bank loans and overdrafts	1,400	–
Accruals and deferred income	1,143	1,487
Social security and other taxes	–	403
Other creditors	8,573	13,590
	<u>11,116</u>	<u>15,480</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,895 (2023: £4,443).

16. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	At 31 Mar 2024
	£	£	£	£
General funds	<u>19,346</u>	<u>66,935</u>	<u>(62,189)</u>	<u>24,092</u>

	At 1 April 2022	Income	Expenditure	At 31 Mar 2023
	£	£	£	£
General funds	<u>17,292</u>	<u>57,382</u>	<u>(55,328)</u>	<u>19,346</u>

17. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2024
	£	£
Current assets	<u>24,092</u>	<u>24,092</u>

	Unrestricted Funds	Total Funds 2023
	£	£
Current assets	<u>19,346</u>	<u>19,346</u>

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Annual return

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2024

RG ACCOUNTANTS LTD

Chartered accountants
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2024

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

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

Reference and administrative details

Registered charity name	EMPLOYERS FORUM ON DISABILITY (N.I.)
Charity registration number	101609
Company registration number	NI030939
Principal office and registered office	Banbridge District Enterprises Scarva Road Industrial Estate Banbridge Co. Down BT32 3QD

The trustees

C Christy
A Getty
J Gow
P O'Rourke
M McDermott (Resigned 1 April 2023)
E Patterson
T Steed
C Woods

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfil our mission, the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Achievements and performance

We have had a busy year delivering a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. However, as with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Stress management advice and sleep good practice
- Managing milestones and making adjustments for trainee with neurodiverse and mental health diagnosis
- Supporting employee with ADHD
- Signposting to neurodiversity assessment
- Representation of disabled people amongst economically active (statistical query)
- Advice and detailed comments on neurodiversity awareness resource
- Good practice in recruitment and selection
- Information on resources around stress management
- Information on the hidden disabilities resource (Sunflower Lanyard)
- Advice on supporting someone with hearing loss
- Advice on redeployment options for employee with physical disability
- Signposting to Access Auditor
- Ongoing support and advice for autistic person
- Signposting to assessment, equipment and software for person with dyslexia
- Signposting to assessment, equipment and software for person with hearing loss
- Information for person needing Workable/AtW support
- Help for person with learning disability seeing work placement
- Advice on supporting clients with social complexities – this will be ongoing
- Advice for autistic person with multiple physical conditions and their manager
- Advice and information on assessments for neurodivergence
- Information on Workable and other sources of support for disabled employees
- Information on the recruitment of disabled people
- Advice on redeployment of an employee with MS
- Assistance with a query around hybrid working as an adjustment
- Adjustments, performance and probation extension for person with hearing loss
- Review of ongoing working practice and adjustments for person managing multiple disabilities
- Adjustments for recruitment of a non-verbal autistic person
- Adjustment templates
- Advice on adjustments for person returning to work following cancer diagnosis
- Support for disabled person with mental health condition, re flexible working

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- Signposting for dyslexia support
- Advice for supporting disabled employees during redundancy
- Advice for supporting employee with anxiety
- Advice for interview panel on interviewing person with memory difficulties
- Signposting and information on Workable support
- Advice on good practice, re disability absence management
- Supporting employee with AuDHD and suggestions for next steps and adjustments
- Employee with cancer, return to part-time work
- Dyslexia awareness
- Adjustments for dyslexic employees re interviews and presentations
- Case law around support animals
- Landlord query re adjustments in home
- Adjustments for person with carpal tunnel
- Adjustments for person with hearing loss
- Supporting someone with sight loss and memory issues
- Managing and supporting dyslexic and dyspraxic employee
- Employee managing disability plus health conditions – adjustments, stress management, sleep hygiene, lifestyle and nutrition

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This "review clinic" approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- e) **Member Update Bulletin**
Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.
- f) **Member News and Information Update**
Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.
- g) **Jobs Bulletin Board**
Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated, and we intend to develop and promote this service further with our members.
- h) **CBT Service**
Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.
- i) **Professional Services' Discounts**
Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skill boosters, autism training by Special stern and dyslexia products by Text Help.
- j) **Disability Positive Accreditation**
Kim O'Hare produced some material for social media output and this was promoted through our social media platforms. Eight members have become accredited, and we will be working to promote this initiative further in the upcoming year.
- k) **One-to-One Coaching**
A Stress Inventory-based coaching session took place with a Lead Partner member employee.

2. Events

We have delivered many training events, mostly via Zoom.

- 4 April, North West Regional College, Neurodiversity
 - 5 April, Mid-Ulster, Autism (x 2)
 - 18 April, QUB, Neurodiversity
 - 19 April, UU Hearing Loss
 - 25, 26, 27 April, MHFA, Aware, third and final assessed delivery
 - 28 April, WHSCT, Disability Awareness
 - 11 May, BBC Foyle, Stress Less (x 3)
 - 15 May, NICVA, Disability Positive
 - 23 May, QUB, Neurodiversity
 - 31 May, BBC, Coping with Anxiety
 - 16 June, NICS Disability Positive
 - 21, 22 & 23 June, MHFA - EFDNI open course
 - 28 June, SHSCT Neurodiversity
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 7 Sep, Neurodiversity & Autism, DfC, 1hr face-to-face
 - 19 Sep, Neurodiversity, SHSCT, 2hr
 - 22 Sep Disability Awareness, WHSCT, Enniskillen, 1.5 hr face-to-face
 - 4 Oct, Sleep Better, BCC, 1.5hr
 - 5 Oct, Disability Awareness, NICS, 1.5hr
 - 17 Oct, ADHD & Dyspraxia, NICS, 1.5hr
 - 18 Oct, Disability Awareness, BCC, 3.5hr, face-to-face
 - 19 Oct, Neurodiversity, UAT, 2hr, face-to-face
 - 20 Oct, Disability Awareness, QUB, 2hr
 - 24 Oct, Managing & Supporting Colleagues with Mental Health Issues, BCC, 2hr
 - 10, 17 & 24 Nov, Mental Health First Aid – open course, 12hr
 - 16 Nov, Hearing Loss, UU, 1.5hr
 - 21 Nov, Disability Awareness, WHSCT, 2.5hr
 - 23 Nov, Neurodiversity, QUB, 2hr
 - 28 Nov, Disability Positive, NICS, 4hr
 - 5 Dec, Reasonable Adjustments, SHSCT, 1.5hr
 - 6 Dec, AGM: Supporting autistic people - member good practice, 1.25hr
 - 11 Dec, Disability Awareness, Antrim & Newtownabbey BC, 2hr
 - 12 Dec, Stress Less, NICS, 1.5hr
 - 13 Dec, Neurodiversity, UU, 2hr
 - 14 Dec, Disability Awareness, Antrim and Newtownabbey BC, 2hr
 - 9 Jan, Neurodiversity, NICS, 2hr
 - 10 Jan, Disability Absence, Policing Board, 1.5hr
 - 15 Jan, Dyslexia, QUB, 1.5hr; Neurodiversity, UU, 1.5hr
 - 15 Jan, Neurodiversity, UU, 1.5hr
 - 17 Jan, Hidden Disability, Policing Board, 1.5hr
 - 18 Jan, Hearing Loss, UU, 1.5hr
 - 24 Jan, Disability Positive, UU, 4.5hr
 - 25 Jan, Autism & Dyslexia, NIPSO, 1.5hr
 - 31 Jan, DDA, NIHE, 1hr
 - 31 Jan, St Mary's University College, Autism, 1.5hr,
 - 6 Feb, Disability Positive, NICS, 4hr
 - 8 Feb, Autism & Dyslexia, NIPSO, 1.5 hr
 - 19 Feb, Autism & ADD/ADHD, Translink, 1.5hr
 - 19 Feb, Autism & ADD/ADHD, EANI, 1.5hr
 - 22 Feb, Neurodiversity, WHSCT, 2.5hr
 - 23 Feb, Reasonable Adjustments, BBC 1.5hr x 2
 - 28 Feb, Sight Loss, NIHE, 1hr
 - 1 Mar, Dyslexia, Dyscalculia & Dyspraxia, EANI, 1.5hr
 - 5 Mar, Mental Health Managers, NICS, 2hr
 - 5 Mar, Hearing Loss, EANI, 1hr
 - 6 Mar, Disability Awareness, COPNI, 3hr
 - 6 Mar, Dyslexia, BHSCT, 1.5hr
 - 7 Mar, MHFA Support Needs workshops, ABC, 2 x 2hr
 - 11 Mar, Autism, BHSCT, 1.5hr
 - 12 Mar, Physical Disability, NIHE, 1hr
 - 15 Mar, Reasonable Adjustments, EA, 1hr
 - 19 Mar, Dyslexia, Dyscalculia & Dyspraxia, Translink, 1.5hr
 - 25 Mar, Hidden Disability, NIHE, 1.5hr
 - 26 Mar, Hidden Disability, NICS, 1.5hr
-

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

- 27 Mar, Disability Positive Training and Accreditation, UU, 4.5hr
- 28 Mar, Neurodiversity, NICS, 2hr

Staff Training Attended

- Aware Ireland, 1) Gut-brain axis: How diet can be used in association with conventional therapies to improve outcomes 2) Impact of Relationships on Physical & Mental Health
- The Pension's Trust Webinar
- Eating Disorders Awareness, Eating Disorders NI
- Inclusive Communication, Business Disability Forum
- Understanding self-harm
- Suicide awareness
- Equality Commission for NI & Allstate: All about Autism
- OxCADAT: Panic Disorder, PTSD
- Aware NI: ADHD and Mental Health

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSCT Disability Steering Group
- EA Stakeholder Disability Consultation Group

3. Partnership Working

Partnership with Head Injury Support (Carers' Community Fund Project):

Ongoing work has taken place, funded by this project, which is in its second and final year, supporting Carers through the MindBody Social Enterprise.

Charity Partnership with Belfast Solicitors' Association:

This has been a very successful partnership with a total of £3,410.95 raised from the pub quiz, marathon, golf day and the 80th Anniversary Gala Dinner at Belfast City Hall on 10th June. Employers for Disability NI presented a short video on our work, and we took the opportunity to express our appreciation for their support.

Many thanks to Emma Patterson for facilitating the development of the video by Joseph Scott from Screen NI, who is on placement with BBC. The video is excellent and is a great resource for marketing purposes.

A huge thank you to Sarah Wilson (Chairperson) for the nomination.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2024

Think People Partnership:

We worked with Think People to have input into a tender they were submitting for equality and diversity work with SEUPB, supporting them with the disability aspects of this.

Kilbroney Vintage Show

Huge thanks to Kilbroney Vintage Show for a donation of £2,000. Their support is much appreciated and beneficial to the work of EFDNI.

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

Board Membership

We are very sorry that John Gow has (reluctantly) had to resign from the Board as he has moved to the NI Assembly (a non-member), although he hopes to continue to be a supporter. Our thanks for his support and fantastic contribution over the years and we wish him every success in the future.

Financial review

During the year the charity received £4,711 in donations which has contributed to a surplus of £4,746 in the year.

Small company provisions

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

The trustees' annual report was approved on 23 October 2024 and signed on behalf of the board of trustees by:

Gabrielle Fitzpatrick-McCrickard
Charity Secretary

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2024

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2024

		2024		2023
		Unrestricted	Total funds	Total funds
	Note	funds		
		£	£	£
Income and endowments				
Donations and legacies	5	4,711	4,711	1,850
Other trading activities	6	62,224	62,224	55,532
Total income		<u>66,935</u>	<u>66,935</u>	<u>57,382</u>
Expenditure				
Expenditure on raising funds:				
Costs of raising donations and legacies	7	62,189	62,189	55,328
Total expenditure		<u>62,189</u>	<u>62,189</u>	<u>55,328</u>
Net income and net movement in funds		<u>4,746</u>	<u>4,746</u>	<u>2,054</u>
Reconciliation of funds				
Total funds brought forward		19,346	19,346	17,292
Total funds carried forward		<u>24,092</u>	<u>24,092</u>	<u>19,346</u>

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

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	12	276	368
Current assets			
Debtors	13	1,848	532
Cash at bank and in hand		33,084	33,926
		<u>34,932</u>	<u>34,458</u>
Creditors: amounts falling due within one year	14	11,116	15,480
Net current assets		<u>23,816</u>	<u>18,978</u>
Total assets less current liabilities		<u>24,092</u>	<u>19,346</u>
Net assets		<u>24,092</u>	<u>19,346</u>
Funds of the charity			
Unrestricted funds		<u>24,092</u>	<u>19,346</u>
Total charity funds	16	<u>24,092</u>	<u>19,346</u>

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

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 23 October 2024, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

The notes on pages 12 to 19 form part of these financial statements.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2024

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Donations				
Donations type 1	4,711	4,711	1,850	1,850

6. Other trading activities

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023 £
Subscriptions	59,707	59,707	47,553	47,553
Other income	2,517	2,517	7,979	7,979
	<u>62,224</u>	<u>62,224</u>	<u>55,532</u>	<u>55,532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2024 £	Unrestricted Funds £	Total Funds 2023
Wages and salaries	44,332	44,332	41,864	41,864
Pension costs	4,895	4,895	4,443	4,443
Training	822	822	-	-
Rent	2,559	2,559	1,875	1,875
Postage and stationery	323	323	193	193
Light & heat	767	767	1,311	1,311
Computer costs	750	750	566	566
Insurance	316	316	302	302
Other motor and Travel expenses	251	251	649	649
Repairs	0	0	5	5
Accountancy	950	950	1,150	1,150
Legal & Professional	773	773	-	-
Telephone	1,286	1,286	869	869
Other office costs	807	807	541	541
Events	527	527	1,205	1,205
Depreciation	92	92	123	123
Bank Fees & Interest	288	288	232	232
Other Expenses	1,900	1,900	-	-
Equipment	549	549	-	-
	----- 62,187 =====	----- 62,187 =====	----- 55,328 =====	----- 55,328 =====

8. Net income

Net income is stated after charging/(crediting):

	2024 £	2023 £
Depreciation of tangible fixed assets	92	123

9. Independent examination fees

	2024 £	2023 £
Fees payable to the independent examiner for: Independent examination of the financial statements	500	500

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

10. Staff costs

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

	2024	2023
	£	£
Wages and salaries	44,332	41,864
Employer contributions to pension plans	4,895	4,443
Other employee benefits	822	–
	<u>50,049</u>	<u>46,307</u>

The average head count of employees during the year was 2 (2023: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2024	2023
	No.	No.
Number of staff - type 1	<u>2</u>	<u>2</u>

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

11. Trustee remuneration and expenses

no remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2023 and 31 March 2024	<u>12,976</u>
Depreciation	
At 1 April 2023	12,608
Charge for the year	92
At 31 March 2024	<u>12,700</u>
Carrying amount	
At 31 March 2024	<u>276</u>
At 31 March 2023	<u>368</u>

13. Debtors

	2024	2023
	£	£
Other debtors	<u>1,848</u>	<u>532</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2024

14. Creditors: amounts falling due within one year

	2024	2023
	£	£
Bank loans and overdrafts	1,400	–
Accruals and deferred income	1,143	1,487
Social security and other taxes	–	403
Other creditors	8,573	13,590
	<u>11,116</u>	<u>15,480</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,895 (2023: £4,443).

16. Analysis of charitable funds

Unrestricted funds

	At 1 April 2023	Income	Expenditure	At 31 Mar 2024
	£	£	£	£
General funds	<u>19,346</u>	<u>66,935</u>	<u>(62,189)</u>	<u>24,092</u>

	At 1 April 2022	Income	Expenditure	At 31 Mar 2023
	£	£	£	£
General funds	<u>17,292</u>	<u>57,382</u>	<u>(55,328)</u>	<u>19,346</u>

17. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2024
	£	£
Current assets	<u>24,092</u>	<u>24,092</u>

	Unrestricted Funds	Total Funds 2023
	£	£
Current assets	<u>19,346</u>	<u>19,346</u>

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Accounts

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2023

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2023

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

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

Reference and administrative details

Registered charity name EMPLOYERS FORUM ON DISABILITY (N.I.)

Charity registration number 101609

Company registration number NI030939

Principal office and registered office Banbridge District Enterprises
Scarva Road Industrial Estate
Banbridge
Co. Down
BT32 3QD

The trustees

C Christy	
A Getty	
J Gow	
P O'Rourke	
M McDermott	
E Patterson	(Appointed 14 October 2022)
T Steed	(Appointed 14 October 2022)
C Woods	(Appointed 14 October 2022)
C Campbell	(Resigned 1 October 2022)
P Ludlow	(Resigned 1 October 2022)
E McAree	(Resigned 1 October 2022)

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfil our mission the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long-term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

We have had a busy year delivering a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. However, as with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Getting assessment for person with ADD
- Adjustments for person with anxiety
- Adjustments for person with dyslexia
- Information on Workable programme
- Car parking for person with MS
- Support for person with cancer
- Advice on managing person with stress
- Advice on managing person with severe endometriosis
- Overview of policy paper for a member on closing employment gap of disabled people
- Managing return to workplace for disabled employees
- Advice on managing employee with long-covid
- Advice on assessment and adjustments for autistic person
- Interviewing good practice for disabled candidates
- Managing grief and sleep difficulties
- Advice on appropriate disability language for monitoring
- Information on supporting people with cystic fibrosis
- Advice on managing disability absence for a person with mental health issues
- Advice for a person with anxiety in the workplace
- Signposting to autism resources

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This "review clinic" approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

e) Member Update Bulletin

Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.

f) Member News and Information Update

Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.

g) Jobs Bulletin Board

Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated and we intend to develop and promote this service further with our members.

h) CBT Service

Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.

i) Professional Services' Discounts

Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skillboosters, autism training by Specialistern and dyslexia products by TextHelp.

j) Disability Positive Accreditation

We have worked hard updating the information guide for this initiative and have worked with the marketing person to progress this project close to the point of being ready to launch.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

k) Factsheets

A St Mary's University College final year student (Liberal Arts and Sports Studies) undertook a six-week placement (two days per week) with Employers for Disability NI, working remotely, to produce a series of factsheets on exercise suitable for a range of disabilities, first two will focus on a) wheelchairs users and b) people with cerebral palsy.

These were distributed to members and are also available on our website.

2. Events

Zoom training has continued to be the chosen format for many of our sessions and we incorporate varied information formats and maintain a good level of interaction. Face-to-face is once again an option.

- 4 May, Hearing Loss, Ulster University, 1.5 hr
- 19 & 26 May, SEUPB 2 x General Disability Awareness, 1.5 hrs
- 28 September, DfC, Autism Awareness, 2 x 1.5hrs
- 5 October, DfC, Autism Awareness, 2 x 1.5hrs
- 6 October, DfC, Autism Awareness, 2 x 1.5hrs
- 7 October, DfC, Autism Awareness, 2 x 1.5hrs
- 12 October, UU, Neurodiversity Awareness, 1.5hrs
- 14 October, Belfast HSC Trust, Autism Awareness, 1.5hrs
- 19 October, UU, Neurodiversity Awareness, 1.5hrs
- 28 October, BCC, Disability Awareness, half-day
- 3 November, BCC, Disability Awareness, half-day
- 9 November, Education Authority for NI, Autism Awareness, 1.5hrs
- 10 November, Education Authority for NI, Dyslexia Awareness, 1.5hrs
- 16 November, NICS, Disability Awareness, 1.5hrs
- 17 November, BHSC, Managers Managing Mental Health, 1.5hrs
- 23 November, NICS, Stress Less, 1.5 hrs
- 17 November, Belfast HSC Trust, Managing Mental Health in the Workplace, 1.5hrs
- 25 November, BCC, Disability Awareness, half-day
- 30 November, NICS, 1.5hrs
- 3 December, NICS staff disability network - sharing good practice 1.5hrs
- 7 December, UU, Hearing Loss, 1.5hrs
- 7 December, NICS, 1.5hrs
- 8 December, BHSC, Stress Less, 1.5hrs
- 18 January, NICS, Mental Health Awareness, 1.5hrs
- 25 January, NICS, Physical Disability, 1.5hrs
- 1 February, NICS, Hidden Disability, 1.5 hrs
- 8 February, NICS, Hearing Loss, 1.5 hrs
- 10 February, WHSCT, Disability Awareness, 1.5 hrs
- 15 February, NICS, Sleep Well for Life, 1.5 hrs
- 2 March, Mid-Ulster Council, Autism Awareness, 1.5 hrs
- 9 March, Mid-Ulster Autism Awareness, 1.5 hrs
- 10 March, BBC, Hidden Disability, 1.5 hrs
- 15 March, QUB, Autism, 1.5 hrs
- 22 March, NICS, EFDNI/RNIB Sight Loss
- 23 March, BBC, Neurodiversity, 1.5 hrs

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Staff Training Attended

- BITC – Where will we work 2021?
- NIPHRN Webinar: Workplace wellbeing
- NIPHRN Webinar: Innovation using behavioural science within government
- NIPHRN Webinar: Brain Health
- Introduction to Safeguarding
- EC Mental Health Charter & Good Practice
- Aware Mood Matters
- Calming the anxious brain: using neuroscience to end anxiety, panic and worry
- Healing from the bottom up
- Assessment and intervention with suicidal clients
- Using a mood scale for suicide assessment
- Safety planning with suicidal clients
- Working with suicidal clients
- David Burns Webinar, Depression Treatment
- Holistic Treatment of Trauma
- Core Beliefs
- Suicide Awareness

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSCT Disability Steering Group
- EA Stakeholder Disability Consultation Group
- Advisory panel of Harkin Summit

3. Partnership Working

Partnership with Head Injury Support (National Lottery Community Fund Project):

Head Injury Support invited Employers for Disability NI to be a partner in a funding application to the National Lottery Community Fund for a two-year project supporting the mental health of head injury survivors and carers. This was successful and will bring in funding of approximately £7,000 per annum. After much work putting the project together and securing funding, we are delighted that the project was launched with carers and survivors on 31 March 2022. Work has been ongoing for a two-year period.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

We have engaged a marketing assistant, Kimberley O'Hare, on a freelance basis to undertake some key pieces of work, with a budget of £2,000 including all costs. Kim looked at the marketing of our services, and supported us in making the most of our website and promoting events.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

Note	Unrestricted funds	2023	2022
		Total funds	Total funds
	£	£	£
Income and endowments			
Donations and legacies	5	1,850	8,848
Other trading activities	6	55,532	47,474
Total income		<u>57,382</u>	<u>56,322</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	7	55,328	52,835
Total expenditure		<u>55,328</u>	<u>52,835</u>
Net income and net movement in funds		<u>2,054</u>	<u>3,487</u>
Reconciliation of funds			
Total funds brought forward		17,292	13,805
Total funds carried forward		<u>19,346</u>	<u>17,292</u>

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

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	12	368	491
Current assets			
Debtors	13	532	937
Cash at bank and in hand		33,926	33,561
		<u>34,458</u>	<u>34,498</u>
Creditors: amounts falling due within one year	14	15,480	17,697
Net current assets		<u>18,978</u>	<u>16,801</u>
Total assets less current liabilities		<u>19,346</u>	<u>17,292</u>
Net assets		<u>19,346</u>	<u>17,292</u>
Funds of the charity			
Unrestricted funds		19,346	17,292
Total charity funds	17	<u>19,346</u>	<u>17,292</u>

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 6 December 2023, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations type 1	1,850	1,850	2,289	2,289

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Government grant income	–	–	6,559	6,559
	<u>1,850</u>	<u>1,850</u>	<u>8,848</u>	<u>8,848</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Subscriptions	47,553	47,553	45,968	45,968
Other income	7,979	7,979	1,506	1,506
	<u>55,532</u>	<u>55,532</u>	<u>47,474</u>	<u>47,474</u>

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Wages and salaries	41,864	41,864	42,803	42,803
Pension costs	4,443	4,443	2,306	2,306
Rent	1,875	1,875	1,875	1,875
Postage and Stationery	193	193	142	142
Light & heat	1,311	1,311	711	711
Computer Costs	566	566	930	930
Insurance	302	302	261	261
Other motor and Travel expenses	649	649	83	83
Repairs	5	5	1,560	1,560
Accountancy	1,150	1,150	795	795
Telephone	869	869	488	488
Other office costs	541	541	487	487
Events	1,205	1,205	–	–
Depreciation	123	123	162	162
Bank Fees & Interest	232	232	232	232
	<u>55,328</u>	<u>55,328</u>	<u>52,835</u>	<u>52,835</u>

8. Net income

Net income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>123</u>	<u>163</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

9. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	500	500

10. Staff costs

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

	2023	2022
	£	£
Wages and salaries	41,864	42,803
Employer contributions to pension plans	4,443	2,306
	<u>46,307</u>	<u>45,109</u>

The average head count of employees during the year was 2 (2022: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of staff - type 1	<u>2</u>	<u>2</u>

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

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2022 and 31 March 2023	<u>12,976</u>
Depreciation	
At 1 April 2022	12,485
Charge for the year	123
At 31 March 2023	<u>12,608</u>
Carrying amount	
At 31 March 2023	<u>368</u>
At 31 March 2022	<u>491</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

13. Debtors

	2023	2022
	£	£
Other debtors	532	937

14. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	1,487	1,005
Social security and other taxes	403	416
Other creditors	13,590	16,276
	<u>15,480</u>	<u>17,697</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,443 (2022: £2,306).

16. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2023	2022
	£	£
Recognised in income from donations and legacies:		
Government grants income	—	6,559

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
General funds	17,292	57,382	(55,328)	19,346

18. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£
Current assets	19,346	19,346	17,292

Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Annual report

Employers for Disability NI Trustees' Report: April 2022 – March 2023

We provide a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision.

We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues about a diverse range of disabilities and issues. As with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Ongoing support and advice for employee with autism including communication and reasonable adjustments
- Advice on devising training specific to needs
- Supporting person with anxiety to help identify Ras
- Statistics around disability in the workplace
- Advice on supporting employee with dyslexia
- Advice on accessing assessment for employee potentially with autism
- Advice on how to raise disability-related issues with employee
- Advice on performance management issues for disabled employee
- Ongoing support and advice for an autistic employee and his manager including communication and adjustments
- Advice on workplace adjustments for an employee with PTSD
- Advice on adjustments to an interview for a person with a number of neurodiverse conditions
- Advice on managing interpersonal communication difficulties due to underlying disability
- Advice on supporting an employee to overcome disability-related performance issues through adjustments
- Advice on communication adjustments and practice for employee with Autism
- List of assessors who identify neurodiverse conditions
- Sources of support for employee with mental health issues
- Information on supporting employees with anxiety
- Information on supporting employees with dyslexia
- Information on disability hate crime
- Comments and suggestions on a Disability Adjustment Passport
- Software and other adjustments for person with dyslexia
- Supporting employee with anxiety
- Advising employer of adjustments for employee with anxiety
- Advice and support for employer and employee with back condition
- Advice and support for employer and autistic employee

- Advice on disability survey
- Advise on adjustments for employee with hearing loss
- Supporting autistic staff
- Advice for person with ADHD
- Disability Positive language

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This “review clinic” approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

e) Member Update Bulletin

Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.

f) Member News and Information Update

Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.

g) Jobs Bulletin Board

Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated and we intend to develop and promote this service further with our members.

h) CBT Service

Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.

i) Professional Services' Discounts

Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skillboosters, autism training by Specialistern and dyslexia products by TextHelp.

j) Disability Positive Accreditation

This initiative, after much hard work and a pilot project, was launched in June 2022. We are very pleased with the uptake to date and hope to promote this further in the future to both members and non-members.

2. Events

Training has continued to be a key focus for serving members and we have invested a lot of time and resources in designing and delivering up-to-date, tailored sessions. Evaluations have been most positive and work is ongoing to continually improve our sessions. These are delivered via Zoom, Teams and face-to-face.

- 5 April, **free member event**, Hidden Disability, 1.5 hrs
- 7 April, BBC, Being a Disability Positive Manager, 1.5 hrs
- 3 May, COPNI, Hidden Disability, 1.5 hrs
- 17 May, HIS Carers, Stress Less, 1.5 hrs Evening Zoom
- 20 May, HIS Carers, Stress Less, 3 hrs
- 24 May, WHSCT, Disability Awareness, 1.5 hrs
- 25 May, Executive Office (NICS), Neurodiversity, ½ hr
- 24 June and 5 July, QUB, Neurodiversity, 1.5 hrs (online)
- 28 June, Police Ombudsman, Neurodiversity, 1.5 hrs (online)
- 22, 24 and 26 August, NI Public Services Ombudsman, Disability Awareness (face to face)
- 30 August, Autism Awareness, Cambridge House School (face to face)
- 5 September, Police Ombudsman for NI, Neurodiversity Awareness
- Ongoing support and advice for an autistic employee and his manager including communication and adjustments
- Advice on guaranteed interview, essential v non-essential criteria and internal appointments
- Guidance on assessing genuine H&S risk and on seeking expert advice for person with hearing loss
- 15 September, QUB, Autism Awareness (online)
- 16 September and 29 November, Western HSC Trust, Disability Awareness (face to face)
- 20 September, Southern HSC Trust, Disability Awareness (online)
- 22 September, Education Authority, Supporting Employees' Mental Health (online)
- 26 September, Invest NI, Disability Positive Training and Accreditation for employees (online)
- 27 September (Autism), 11 October (AD(H)D and Dyspraxia), 25 October (Dyslexia and Dyscalculia), 8 November (Sight Loss), 22 November (Hidden/Non-visible Disability), 6 December (Stress Less), NICS (online)
- 5 October, Education Authority, Hidden/Non-visibility Disability Awareness (online)
- 21 October, NILGOS, Disability Awareness (face to face)
- 3 November, UU, Hearing Loss Awareness (online)
- 8 November, UU, Hidden/Non-visibility Disability Awareness (online)
- 10 November, UU, Neurodiversity Awareness (Autism and AD(H)D) (online)

- 17 November, UU, Neurodiversity Awareness (Dyslexia, Dyscalculia and Dyspraxia) (online)
- 17 November, GLS NI, disability Awareness (face to face)
- 30 November, UU, Disability Awareness (face to face)
- 2 December, AGM, ECNI, Lessons from DDA Caselaw
- 3 December, NICS staff disability network - sharing good practice 1.5hrs
- 7 December, UU, Hearing Loss, 1.5hrs
- 7 December, NICS, 1.5hrs
- 8 December, BHSCT, Stress Less, 1.5hrs
- 18 January, NICS, Mental Health Awareness, 1.5hrs
- 25 January, NICS, Physical Disability, 1.5hrs
- 1 February, NICS, Hidden Disability, 1.5 hrs
- 8 February, NICS, Hearing Loss, 1.5 hrs
- 10 February, WHSCT, Disability Awareness, 1.5 hrs
- 14 February, NICS Hearing Loss
- 15 February, NICS, Sleep Well for Life, 1.5 hrs
- 21 February, NICS, Managers Managing Mental Health
- 21 February, WHSCT, Disability Awareness
- 23 February, Mid-Ulster, Learning Disability
- 28 February, NIHE, Hidden
- 7 March, NICS, ADD, ADHD, Dyspraxia
- 9 March, Mid-Ulster, Disability Positive Recruitment
- 9 March, NIHE, Reasonable Adjustments for Service Users
- 14 March, NICS, Dyslexia and Dyscalculia
- 14 March, NIHE Neurodiversity
- 22, 23, 24 March, Aware, second assessed delivery
- 28 March, NIHE, Learning Disability and employment opportunities provision

Staff Training Attended

- MHFA – 2 days
- MHFA T4T – 3 days
- ADUK, Assistance Dogs webinar
- Introduction to Safeguarding
- EC Mental Health Charter & Good Practice
- Aware Mood Matters
- How Thoughts Trap Us, Dr Rick Hanson
- Irene Lyon Summer School, The Nervous System
- 2 x half-day ACE (Playboard, Level 1 + Level 2)
- Half-day Lego-based therapy workshop
- MHFA Zoom - shadow for training purposes
- Irene Lyon Anxiety Workshop
- Understanding eating disorders and developing communication skills

Mental Health First Aid

Staff have been working towards becoming accredited MHFA trainers. This has

required a huge investment in time and effort by staff. Two mentored, assessed deliveries have taken place to date, with a third and final such delivery planned for April 2023, in line with PHA guidelines. Following this, we will offer this training for members.

Staff participation in members' working groups

- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NI Civil Service Disability Working Group
- Advisory panel of Harkin Summit

3. Partnership Working

Partnership with Head Injury Support (National Lottery Community Fund Project):

Head Injury Support invited Employers for Disability NI to be a partner in a funding application to the National Lottery Community Fund for a two-year project supporting the mental health of head injury survivors and carers. This was successful and will bring in funding of approximately £7,000 per annum. After much work putting the project together and securing funding, we are delighted that the project was launched with carers and survivors on 31 March 2022. Work will be ongoing for a two-year period.

Leonard Cheshire Grad Employ Programme

The final part of this programme took place this year involving consultation calls with employers who participated on this programme. This was a useful and practical way to finalise the work of this project.

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

We have engaged a marketing assistant, Kimberley O'Hare, on a freelance basis to undertake some key pieces of work, with a budget of £2,000 including all costs. Kim looked at the marketing of our services, and supported us in making the most of our website and promoting events.

Board Membership

We are delighted to welcome Emma Patterson, BBC to board membership.

Membership

We were pleased to welcome Labour Relations Agency, North West Regional College and Southern Health & Social Care Trust to membership this year.



Employers' Forum on Disability NI

Northern Ireland - Charity number 101609

Annual return

COMPANY REGISTRATION NUMBER: NI030939
CHARITY REGISTRATION NUMBER: 101609

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Unaudited Financial Statements

31 March 2023

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Financial Statements

Year ended 31 March 2023

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EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

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

Reference and administrative details

Registered charity name EMPLOYERS FORUM ON DISABILITY (N.I.)

Charity registration number 101609

Company registration number NI030939

Principal office and registered office Banbridge District Enterprises
Scarva Road Industrial Estate
Banbridge
Co. Down
BT32 3QD

The trustees

C Christy	
A Getty	
J Gow	
P O'Rourke	
M McDermott	
E Patterson	(Appointed 14 October 2022)
T Steed	(Appointed 14 October 2022)
C Woods	(Appointed 14 October 2022)
C Campbell	(Resigned 1 October 2022)
P Ludlow	(Resigned 1 October 2022)
E McAree	(Resigned 1 October 2022)

Company secretary Gabrielle Fitzpatrick-McCrickard

Independent examiner Seamus Ryan FCA
35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Structure, governance and management

Employers' Forum on Disability (N.I.) is overseen by a board of director drawn from within its membership of employer representatives. The Board of director is voted on at the Annual General Meeting and has a chair, Honorary Treasurer and Honorary Secretary. There are quarterly Board meetings where a report of activities is discussed as well as strategic overview and development is undertaken.

Detailed financial reports are made available and discussed at each Board Meeting.

The company secretary is Gabrielle Fitzpatrick-McCrickard, Manager of the organisation.

Objectives and activities

Mission statement:

"Employers for Disability NI is a unique, not-for-profit organisation comprising employers and service providers. It supports member organisations in implementing practices to attract and retain disabled employees, customers and service users and promotes good practice generally"

Key Strategic Objectives:

To fulfil our mission the following key strategic objectives have been developed:

1. To develop a more representative membership profile that secures the long-term viability of the organisation
2. To provide a high quality service for members
3. To raise the profile of Employers for Disability NI as the leading disability expert employer organisation.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

We have had a busy year delivering a high-quality service to members including delivering training and developing disability good practice for employers, managers and disabled employees in relation to employment and service provision. We would like to thank our members for their ongoing commitment to disability good practice despite all experiencing new challenges. Below is a summary of the year's main activities.

1. Member Support Services

a) Disability Advice Line

This is a core part of the service gained from Employers for Disability NI membership. We have answered many queries from disabled employees, line managers and colleagues. Given the diversity of disabilities and the nature of employment, there was a huge range in the types of issues raised. However, as with previous years the common themes included reasonable adjustments in relation to mental health and neurodiversity. Some examples of the queries we have dealt with are below:

- Getting assessment for person with ADD
- Adjustments for person with anxiety
- Adjustments for person with dyslexia
- Information on Workable programme
- Car parking for person with MS
- Support for person with cancer
- Advice on managing person with stress
- Advice on managing person with severe endometriosis
- Overview of policy paper for a member on closing employment gap of disabled people
- Managing return to workplace for disabled employees
- Advice on managing employee with long-covid
- Advice on assessment and adjustments for autistic person
- Interviewing good practice for disabled candidates
- Managing grief and sleep difficulties
- Advice on appropriate disability language for monitoring
- Information on supporting people with cystic fibrosis
- Advice on managing disability absence for a person with mental health issues
- Advice for a person with anxiety in the workplace
- Signposting to autism resources

b) Disability Support and Resolution Service

Employers for Disability NI provides a free, confidential resolution service employing mediation and conciliation approaches. This involves liaising with all key parties (line manager, disabled employee, HR, OH as required), facilitates discussion and advises on how issues may be resolved. This practice is informed by reasonable adjustments, disability good practice and a balanced approach. Depending on the complexity of the issue, this can be done via telephone, email or in face-to-face meetings. The key aim of the service is to support managers, colleagues and disabled employees to avoid disability discrimination and facilitate a problem-solving approach. This is a unique service and is only available to Employers for Disability NI members.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Employers for Disability NI is also available to act as an independent observer during meetings or as an emotional support for the disabled employee. Issues addressed are diverse, however, mental health, disability-related absence, reasonable adjustments and redeployment options remain the most common matters raised. To ensure confidentiality, specific details cannot be divulged.

c) Member Case Review Clinic

Employers for Disability NI offers an intensive review of complex disability-related cases. This "review clinic" approach typically involves one or more half-day sessions with managers and HR personnel involving several disabled employees. The focus is on advice and guidance based on reasonable adjustments and disability good practice.

d) Website

Many news articles, information and links to resources were added throughout the year to the website. This is a valuable source of information to members and others.

e) Member Update Bulletin

Quarterly update bulletins, in line with Board Meetings, have been sent to members to ensure they are aware of our ongoing programme of activities.

f) Member News and Information Update

Members have received regular email updates to inform them about resources, stories of interest, videos, case studies, member activities etc. We receive several requests for further information and assistance following these on an ongoing basis.

g) Jobs Bulletin Board

Many vacancies have been added and circulated to disability organisations over the past year. This is one of the most popular web pages on our website. We have extended our database of disability contacts who are notified each time the webpage is updated and we intend to develop and promote this service further with our members.

h) CBT Service

Several clients have benefitted from this service in the past year via Zoom and face-to-face. This is offered to members, project participants and others at a discounted rate.

i) Professional Services' Discounts

Substantial discounts for members are available for a number of products/services, including disability-related videos provided by Skillboosters, autism training by Specialistern and dyslexia products by TextHelp.

j) Disability Positive Accreditation

We have worked hard updating the information guide for this initiative and have worked with the marketing person to progress this project close to the point of being ready to launch.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

k) Factsheets

A St Mary's University College final year student (Liberal Arts and Sports Studies) undertook a six-week placement (two days per week) with Employers for Disability NI, working remotely, to produce a series of factsheets on exercise suitable for a range of disabilities, first two will focus on a) wheelchairs users and b) people with cerebral palsy.

These were distributed to members and are also available on our website.

2. Events

Zoom training has continued to be the chosen format for many of our sessions and we incorporate varied information formats and maintain a good level of interaction. Face-to-face is once again an option.

- 4 May, Hearing Loss, Ulster University, 1.5 hr
- 19 & 26 May, SEUPB 2 x General Disability Awareness, 1.5 hrs
- 28 September, DfC, Autism Awareness, 2 x 1.5hrs
- 5 October, DfC, Autism Awareness, 2 x 1.5hrs
- 6 October, DfC, Autism Awareness, 2 x 1.5hrs
- 7 October, DfC, Autism Awareness, 2 x 1.5hrs
- 12 October, UU, Neurodiversity Awareness, 1.5hrs
- 14 October, Belfast HSC Trust, Autism Awareness, 1.5hrs
- 19 October, UU, Neurodiversity Awareness, 1.5hrs
- 28 October, BCC, Disability Awareness, half-day
- 3 November, BCC, Disability Awareness, half-day
- 9 November, Education Authority for NI, Autism Awareness, 1.5hrs
- 10 November, Education Authority for NI, Dyslexia Awareness, 1.5hrs
- 16 November, NICS, Disability Awareness, 1.5hrs
- 17 November, BHSC, Managers Managing Mental Health, 1.5hrs
- 23 November, NICS, Stress Less, 1.5 hrs
- 17 November, Belfast HSC Trust, Managing Mental Health in the Workplace, 1.5hrs
- 25 November, BCC, Disability Awareness, half-day
- 30 November, NICS, 1.5hrs
- 3 December, NICS staff disability network - sharing good practice 1.5hrs
- 7 December, UU, Hearing Loss, 1.5hrs
- 7 December, NICS, 1.5hrs
- 8 December, BHSC, Stress Less, 1.5hrs
- 18 January, NICS, Mental Health Awareness, 1.5hrs
- 25 January, NICS, Physical Disability, 1.5hrs
- 1 February, NICS, Hidden Disability, 1.5 hrs
- 8 February, NICS, Hearing Loss, 1.5 hrs
- 10 February, WHSCT, Disability Awareness, 1.5 hrs
- 15 February, NICS, Sleep Well for Life, 1.5 hrs
- 2 March, Mid-Ulster Council, Autism Awareness, 1.5 hrs
- 9 March, Mid-Ulster Autism Awareness, 1.5 hrs
- 10 March, BBC, Hidden Disability, 1.5 hrs
- 15 March, QUB, Autism, 1.5 hrs
- 22 March, NICS, EFDNI/RNIB Sight Loss
- 23 March, BBC, Neurodiversity, 1.5 hrs

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

Staff Training Attended

- BITC – Where will we work 2021?
- NIPHRN Webinar: Workplace wellbeing
- NIPHRN Webinar: Innovation using behavioural science within government
- NIPHRN Webinar: Brain Health
- Introduction to Safeguarding
- EC Mental Health Charter & Good Practice
- Aware Mood Matters
- Calming the anxious brain: using neuroscience to end anxiety, panic and worry
- Healing from the bottom up
- Assessment and intervention with suicidal clients
- Using a mood scale for suicide assessment
- Safety planning with suicidal clients
- Working with suicidal clients
- David Burns Webinar, Depression Treatment
- Holistic Treatment of Trauma
- Core Beliefs
- Suicide Awareness

Staff participation in members' working groups

- Ulster University Diversity Group – presentation about services for members and employees
- NICS Diversity Working Group (ongoing membership)
- Education Authority Stakeholders' Group (ongoing membership)
- NICS Diversity Champions presentation about services for members and employees
- NI Civil Service Disability Working Group
- BHSCT Disability Steering Group
- EA Stakeholder Disability Consultation Group
- Advisory panel of Harkin Summit

3. Partnership Working

Partnership with Head Injury Support (National Lottery Community Fund Project):

Head Injury Support invited Employers for Disability NI to be a partner in a funding application to the National Lottery Community Fund for a two-year project supporting the mental health of head injury survivors and carers. This was successful and will bring in funding of approximately £7,000 per annum. After much work putting the project together and securing funding, we are delighted that the project was launched with carers and survivors on 31 March 2022. Work has been ongoing for a two-year period.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

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

Year ended 31 March 2023

4. Administrative Matters

Fundraising Initiatives

We have continued seeking funds from external sources and partnerships to ensure sustainability.

We have engaged a marketing assistant, Kimberley O'Hare, on a freelance basis to undertake some key pieces of work, with a budget of £2,000 including all costs. Kim looked at the marketing of our services, and supported us in making the most of our website and promoting events.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Independent Examiner's Report to the Trustees of EMPLOYERS FORUM ON DISABILITY (N.I.)

Year ended 31 March 2023

I report to the trustees on my examination of the financial statements of EMPLOYERS FORUM ON DISABILITY (N.I.) ('the charity') for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of Charities Act (Northern Ireland) 2008 (the '2008 Act') and the Companies Act 2006 ('the 2006 Act'). You are satisfied that the accounts of the company are not required by charity or company law to be audited and have chosen instead to have an independent examination.

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements as carried out under section 65 of the 2008 Act. In carrying out my examination I have followed the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the 2008 Act.

Independent examiner's statement

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

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

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.

Seamus Ryan FCA
Independent Examiner

35 CHURCH SQUARE
BANBRIDGE
CO DOWN
BT32 4AP

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Activities (including income and expenditure account)

Year ended 31 March 2023

Note	Unrestricted funds	2023	2022
		Total funds	Total funds
	£	£	£
Income and endowments			
Donations and legacies	5	1,850	8,848
Other trading activities	6	55,532	47,474
Total income		<u>57,382</u>	<u>56,322</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	7	55,328	52,835
Total expenditure		<u>55,328</u>	<u>52,835</u>
Net income and net movement in funds		<u>2,054</u>	<u>3,487</u>
Reconciliation of funds			
Total funds brought forward		17,292	13,805
Total funds carried forward		<u>19,346</u>	<u>17,292</u>

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

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Statement of Financial Position

31 March 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible fixed assets	12	368	491
Current assets			
Debtors	13	532	937
Cash at bank and in hand		33,926	33,561
		<u>34,458</u>	<u>34,498</u>
Creditors: amounts falling due within one year	14	15,480	17,697
Net current assets		<u>18,978</u>	<u>16,801</u>
Total assets less current liabilities		<u>19,346</u>	<u>17,292</u>
Net assets		<u>19,346</u>	<u>17,292</u>
Funds of the charity			
Unrestricted funds		19,346	17,292
Total charity funds	17	<u>19,346</u>	<u>17,292</u>

For the year ending 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 6 December 2023, and are signed on behalf of the board by:

C Christy
Trustee

P O'Rourke
Trustee

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements

Year ended 31 March 2023

1. General information

The charity is a public benefit entity and a private company limited by guarantee, registered in Northern Ireland and a registered charity in Northern Ireland. The address of the registered office is Banbridge District Enterprises, Scarva Road Industrial Estate, Banbridge, Co. Down, BT32 3QD.

2. Statement of compliance

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

3. Accounting policies

Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

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

Going concern

There are no material uncertainties about the charity's ability to continue.

Disclosure exemptions

The entity satisfies the criteria of being a qualifying entity as defined in FRS 102. Its financial statements are consolidated into the financial statements of (enter name of group financial statements) which can be obtained from (enter detail). As such, advantage has been taken of the following disclosure exemptions available under paragraph 1.12 of FRS 102: (a) No cash flow statement has been presented for the company.

(b) Disclosures in respect of financial instruments have not been presented.

Judgements and key sources of estimation uncertainty

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. The judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies and that have the most significant effect on the amounts recognised in the financial statements are as follows: Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome. The key assumptions and other sources of estimation uncertainty that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Fund accounting

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

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

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

Incoming resources

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

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Resources expended

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

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

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

Tangible assets

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

Depreciation

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Fixtures and fittings - 25% reducing balance

Impairment of fixed assets

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Impairment of fixed assets *(continued)*

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

Government grants

Government grants are recognised at the fair value of the asset received or receivable. Grants are not recognised until there is reasonable assurance that the charity will comply with the conditions attaching to them and the grants will be received.

Where the grant does not impose specified future performance-related conditions on the recipient, it is recognised in income when the grant proceeds are received or receivable. Where the grant does impose specified future performance-related conditions on the recipient, it is recognised in income only when the performance-related conditions have been met. Where grants received are prior to satisfying the revenue recognition criteria, they are recognised as a liability.

Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs.

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

Debt instruments are subsequently measured at amortised cost.

Where investments in shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

Other financial instruments, including derivatives, are initially recognised at fair value, unless payment for an asset is deferred beyond normal business terms or financed at a rate of interest that is not a market rate, in which case the asset is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

3. Accounting policies *(continued)*

Financial instruments *(continued)*

Other financial instruments are subsequently measured at fair value, with any changes recognised in the statement of financial activities, with the exception of hedging instruments in a designated hedging relationship.

Financial assets that are measured at cost or amortised cost are reviewed for objective evidence of impairment at the end of each reporting date. If there is objective evidence of impairment, an impairment loss is recognised under the appropriate heading in the statement of financial activities in which the initial gain was recognised.

For all equity instruments regardless of significance, and other financial assets that are individually significant, these are assessed individually for impairment. Other financial assets are either assessed individually or grouped on the basis of similar credit risk characteristics.

Any reversals of impairment are recognised immediately, to the extent that the reversal does not result in a carrying amount of the financial asset that exceeds what the carrying amount would have been had the impairment not previously been recognised.

Defined contribution plans

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

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

4. Limited by guarantee

Employers Forum on Disability (N.I.) is a company limited by guarantee and accordingly does not have share capital, the liability of each member being limited to an amount not exceeding £1.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he/she is a member, or within one year after he/she ceases to be a member.

5. Donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Donations				
Donations type 1	1,850	1,850	2,289	2,289

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

5. Donations and legacies *(continued)*

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Government grant income	–	–	6,559	6,559
	<u>1,850</u>	<u>1,850</u>	<u>8,848</u>	<u>8,848</u>

6. Other trading activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Subscriptions	47,553	47,553	45,968	45,968
Other income	7,979	7,979	1,506	1,506
	<u>55,532</u>	<u>55,532</u>	<u>47,474</u>	<u>47,474</u>

7. Costs of raising donations and legacies

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Wages and salaries	41,864	41,864	42,803	42,803
Pension costs	4,443	4,443	2,306	2,306
Rent	1,875	1,875	1,875	1,875
Postage and Stationery	193	193	142	142
Light & heat	1,311	1,311	711	711
Computer Costs	566	566	930	930
Insurance	302	302	261	261
Other motor and Travel expenses	649	649	83	83
Repairs	5	5	1,560	1,560
Accountancy	1,150	1,150	795	795
Telephone	869	869	488	488
Other office costs	541	541	487	487
Events	1,205	1,205	–	–
Depreciation	123	123	162	162
Bank Fees & Interest	232	232	232	232
	<u>55,328</u>	<u>55,328</u>	<u>52,835</u>	<u>52,835</u>

8. Net income

Net income is stated after charging/(crediting):

	2023 £	2022 £
Depreciation of tangible fixed assets	<u>123</u>	<u>163</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

9. Independent examination fees

	2023	2022
	£	£
Fees payable to the independent examiner for: Independent examination of the financial statements	500	500

10. Staff costs

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

	2023	2022
	£	£
Wages and salaries	41,864	42,803
Employer contributions to pension plans	4,443	2,306
	<u>46,307</u>	<u>45,109</u>

The average head count of employees during the year was 2 (2022: 2). The average number of full-time equivalent employees during the year is analysed as follows:

	2023	2022
	No.	No.
Number of staff - type 1	<u>2</u>	<u>2</u>

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

11. Trustee remuneration and expenses

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees.

12. Tangible fixed assets

	Fixtures and fittings
	£
Cost	
At 1 April 2022 and 31 March 2023	<u>12,976</u>
Depreciation	
At 1 April 2022	12,485
Charge for the year	123
At 31 March 2023	<u>12,608</u>
Carrying amount	
At 31 March 2023	<u>368</u>
At 31 March 2022	<u>491</u>

EMPLOYERS FORUM ON DISABILITY (N.I.)

Company Limited by Guarantee

Notes to the Financial Statements *(continued)*

Year ended 31 March 2023

13. Debtors

	2023	2022
	£	£
Other debtors	532	937

14. Creditors: amounts falling due within one year

	2023	2022
	£	£
Accruals and deferred income	1,487	1,005
Social security and other taxes	403	416
Other creditors	13,590	16,276
	<u>15,480</u>	<u>17,697</u>

15. Pensions and other post-retirement benefits

Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £4,443 (2022: £2,306).

16. Government grants

The amounts recognised in the financial statements for government grants are as follows:

	2023	2022
	£	£
Recognised in income from donations and legacies:		
Government grants income	—	6,559

17. Analysis of charitable funds

Unrestricted funds

	At 1 April 2022	Income	Expenditure	At 31 March 2023
	£	£	£	£
General funds	17,292	57,382	(55,328)	19,346

18. Analysis of net assets between funds

	Unrestricted Funds	Total Funds 2023	Total Funds 2022
	£	£	£
Current assets	19,346	19,346	17,292