

**CHARITY REGISTRATION NUMBER: 1163478**

**Disability Advice Resource Team  
Unaudited Financial Statements  
31 March 2018**

# **Disability Advice Resource Team**

## **Financial Statements**

**Year ended 31 March 2018**

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# **Disability Advice Resource Team**

## **Trustees' Annual Report**

**Year ended 31 March 2018**

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2018.

### **Chair's report**

I am very happy to present my sixth Annual Report as Chairperson of Calderdale DART.

During the last 12 months we have continued to deliver our service to clients in the Calderdale area, in what has been a very difficult period due to ongoing funding issues. We have been in a similar situation for many years, and despite everything we have still continued to deliver a service in Calderdale.

I had hoped this year would be a lot better from my previous report from last year, but it's the general climate we are in, not just our organisation but many others in the voluntary sector all trying to find funding pots to keep going.

We have had a lot more pressure on us, due to Government changes to the benefits system. The introduction of Universal Credit and the continuing Personal Independence Payment (PIP) migration process means more people want to access our service whilst at the same time our funding is decreasing. We have to turn people away and signpost them to other services knowing that other advice services are also struggling. We are also finding more and more people are turned down for benefits particularly PIP due to the tightening of the criteria.

Calderdale DART could not function without the help of our dedicated, hardworking staff and volunteers. On behalf of the Trustees I would like to thank them all for their effort and dedication during this past difficult year. I know it has been stressful at times due to the funding issues and the not knowing what's going to happen next, but as Chairperson, I am very proud of you all and I am sure the Trustees would agree with this.

Next year will be full of challenges as we continue to identify new funding streams and hopefully submit more funding applications to keep the service going. DART has now been delivering support to clients for over 33 years and this support is now needed more than ever.

I would like to thank Tony and Ruth for their work on funding applications whilst delivering a service at the same time, this is not an easy task.

I would also like to thank Robert and Claire from Peel Walker Accountants for examining our accounts and Helen from WYCAS for keeping our books in good order which is difficult at times due to us having multiple funding streams.

# **Disability Advice Resource Team**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

I would also like to thank VAC for the continued support and our Landlord for being so understanding with the issues we are facing.

I would also like to thank our clients and my colleagues on the Management Committee, without all their hard work, service and dedication, DART would not be where it is now.

A personal thank you goes out to Trevor our Vice Chairperson for stepping in as my health has not been good these past two years as I await further heart surgery. This time has given me a real insight into what our clients have to endure when accessing the benefits system. From my own personnel experience it is a very daunting task to try and receive any help, due to how complex the system is.

J D McGall  
Chairperson

### **Reference and administrative details**

**Registered charity name**            Disability Advice Resource Team

**Charity registration number**    1163478

**Principal office**                    Suite 5  
Rimani House  
14 - 16 Hall Street  
Halifax  
HX1 5BD

### **The trustees**

J D McGall (Chair)  
J T Wilson (Vice Chair)  
J Tetley (Honorary Treasurer)  
P Dolan  
P Dawson  
I Richardson  
T Ward  
R Thompson

# Disability Advice Resource Team

## Trustees' Annual Report *(continued)*

Year ended 31 March 2018

### **Personnel sub-committee**

J T Wilson (Chair)

J D McGall

P Dolan

J Tetley

A Kay

### **Fundraising sub-committee**

J D McGall (Chair)

J Tetley

P Dolan

P Dawson

R Thompson

### **Selection panel: Paid staff**

J D McGall

J T Wilson

A Kay

R Booth

### **Selection panel: Volunteers**

A Kay

R Booth

### **Manager**

A Kay

### **Secretary**

A Kay

### **Independent examiner**

Peel Walker  
11 Victoria Road  
Elland  
West Yorkshire  
HX5 0AE

# **Disability Advice Resource Team**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

### **Structure, governance and management**

Disability Advice Resource Team is also known as Calderdale DART and its constitution was established on 1 July 2015 and last amended on 26 August 2015.

The policy of the general management of the charity is directed by a Board of Trustees, who are also members of the CIO. The Board shall consist of -

- Members appointed annually by organisations or societies, which have an interest in or connection with people with disabilities in Calderdale.
- A minimum of three members but not more than 15 who may be appointed at any time as individuals of the Board.
- A majority of people with disabilities.

The first charity trustees are eligible to serve for between two and four consecutive years. All other trustees must be appointed for a term of three years by a resolution passed at a convened meeting of the charity trustees. Any person retiring as a trustee is eligible for reappointment. Trustees may be removed from office by the Board.

The Board of Trustees may appoint any special, standing or sub-committee of its members as it may deem necessary and determine their membership and powers provided that all action and proceedings of such committees are reported back to the Board as soon as possible.

The Board of Trustees may also appoint any such staff not being a member of the Board as it may deem appropriate.

In the event the CIO is wound up the liability of each member is limited to £1.

### **Objectives and activities**

The Charity was established for the benefit of those persons with physical or learning disabilities, mental illness, sensory impairment or any other disability of whatever nature or cause who live in Calderdale.

The Charity aims to provide advice and information to enhance equal access to work, state benefits, education, sport, leisure and all other facilities enjoyed by the community at large. The Charity is also committed to educating the public towards equal rights and opportunities for people with disabilities.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

# Disability Advice Resource Team

## Trustees' Annual Report *(continued)*

Year ended 31 March 2018

### Achievements and performance

#### Current funding and service delivery position

During the year we have delivered a number of different projects and services. Some of them started and some ended. Along with many other organisations, we continue to be able to offer a service from a patchwork of different funding streams. The problem in securing core funding has become much more difficult as funders seek to fund project work and the previous traditional core funders like local authorities and health services face their own financial pressures and are no longer in a position to offer much in the way of core funding to the voluntary sector. Dealing with multiple funding streams brings its own difficulties in terms of delivery; accounting and multiple reporting to all of the separate funders, whilst at the same time searching for new funding streams to replace the ones that are coming to an end. We are proud of the fact that we have now been delivering services for over 33 years, and that funders continue to have belief in what we have to offer to the clients who use our service.

During the year we delivered seven different projects as follows:

#### **Calderdale Council funded: "Home Visiting Service" (Funding period: April 2017 to March 2018)**

This service received funding from Calderdale Council for the period April 2017 to March 2019 with a third year to March 2020, subject to satisfactory performance in years one and two.

#### Summary of Service

To provide a home visiting service to people who are unable due to physical or mental disability, caring responsibilities, geography or any other relevant reason to access fixed based advice services.

Meeting the aims of Calderdale's Advice Strategy to make sure that people's rights are protected, their needs are met and to work towards reducing demand on other services. In responding to a changing need, we target advice and support appropriately to meet individual needs. In offering a Tier 3 advice service, DART provides a level of support for vulnerable disabled people that is not currently provided by other voluntary and statutory organisations in Calderdale.

During the year we achieved the following outputs:

- We received 131 direct and indirect referrals from a variety of sources.
- We dealt with 1,293 issues from 260 contacts which is 5 issues per client contact.
- We undertook 175 home visits.
- We generated £296,228 of additional income for clients of this service when calculated on an annual basis.
- We helped clients with a total of 211 benefit claims. The target was 75 benefit claims, which means we have delivered well above target. A high number of these PIP claims were DLA to PIP migration claims. The PIP migration process is still far from completed and the timescale for completion keeps getting moved back by the DWP.
- In addition to the PIP support we gave to clients, we also helped with claims for a range of other benefits including ESA, Attendance Allowance, Housing Benefit, Council Tax Support, Carers Allowance and Universal Credit. At the time of writing this report 93 claims had successful outcomes, 24 were unsuccessful, one claim was withdrawn and 92 claims were still pending either because the client had not reported the outcome or the DWP were still processing the claims.
- Of the claims that had been decided, 79% had successful outcomes and 21% were unsuccessful. The increased income when calculated on an annual basis was £296,578 or an average of £3,189 per benefit award.

# **Disability Advice Resource Team**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

### **Service User Satisfaction**

Comments we received from clients in our User survey illustrate how our benefits work helped to improve their economic well-being.

Examples include:

"I have been able to hire a Carer to help me. This has relieved the worry from my family" (Sowerby Bridge woman)

"Increased income has made a difference as I can replace things that were outdated, inefficient or worn out with time" (Todmorden man)

The extra income we have obtained for clients who have reported outcomes during the year, when calculated on an annual basis equates to £12.35 for every £1 of funding we received from Calderdale Council.

DART's home visiting service is invaluable to clients who are unable to access advice services in any other way. Our service reaches the most vulnerable clients. We believe that many of these clients would not have received the support they needed if we hadn't been able to help them, as advice services in the area are already over-stretched and some do not offer home visits.

We have exceeded the target of 150 home visits by delivering 175 visits, which is nearly 20% above target.

The funding we receive from Calderdale MBC has been and continues to be used to try to obtain match funding from other sources to help us to create additional capacity within DART which in turn helps other services who do not deal with the same client group. During the first year of funding we have managed to obtain £30,500 in additional funding for project work and towards core costs not met by project funding. New funding has come from Awards For All (£10,000 for 16 hours per week of adviser time for a six month project), The Allen Lane Foundation (£9,113 for ten hours per week of Adviser time for 12 months) The Santander Foundation (£5,000 for a 15 hour per week of adviser time for four months) and from the Community Foundation for Calderdale Comic Relief Fund (£6,367) towards our core costs, although the Comic Relief funding and Allen Lane funding will be used next year (2018-19).

Disabled people receiving support have a better understanding of and access to the health and social care services and providers and are more aware of support groups, social networks and statutory and voluntary services that can meet their needs.

To obtain the information we need to monitor our work with clients, we used a two part survey. The first part was completed when we had our initial contact with the client and they self-scored against a range of health and well-being indicators. Then when we had given advice/information/support to clients and a period of time elapsed, we asked them to complete the second part of the survey to let us know how the advice we gave helped them.

In the second part of the survey we asked clients to answer the statement "I have a better understanding of other services that could help me and how to access these services" and asked clients to indicate "Yes/No/Not applicable/Don't know."

# Disability Advice Resource Team

## Trustees' Annual Report *(continued)*

Year ended 31 March 2018

### **Achievements and performance** *(continued)*

The overwhelming majority of clients completing the survey form indicated a "Yes" to this statement and some also illustrated examples of support services they had accessed using the information we had provided such as Insight, the Access Bus, Gateway to Care (to obtain aids adaptations and other services to help them), the Motability Scheme (to use PIP mobility awards to lease a car), Memory cafes and online support groups.

Examples from the survey responses include:

"I really cannot imagine what I would do without DART. My mental health issues escalate under stress and I can become ill very quickly. The peace of mind I get once DART say they can help me is immeasurable. The help they give is priceless" (Todmorden man)

"The adviser was non-judgemental and didn't make me feel like a scrounger for relying on benefits. Kind, helpful and friendly, but also professional, I offloaded all my worries and was given the right support whilst explaining how to access tailored support for me and my son" (Hebden Bridge woman)

Disabled people receiving support have improved overall health and well-being as a result of the advice given.

Our two part survey asked clients to self-score on their physical and mental health at the start of their involvement with DART and at a stage later in the process. We also asked them to self-score on a range of other well-being factors (happiness, tiredness, stress, motivation, self-confidence, coping with problems, control and being informed about health and self-care). In the survey results, the vast majority of clients (over 90%) reported some health and well-being improvements from the sample we undertook.

Examples of some of the responses in the survey are as follows:

"Spent money on improving my diet" (Town man)

"Because I don't like traditional medication I use alternatives but these are expensive. My extra benefit means I can buy alternative pain relief to help me" (Illingworth woman)

"I have reduced smoking and am trying vapes" (Illingworth man)

Our service has clearly had an impact in improving the overall health and well-being on the clients we have assisted over the last 12 months.

### **Carers Project Funded: "Carers Support Service" (Funding period: April 2017 to March 2018)**

#### **Summary of Service**

We receive direct referrals from the staff of the Carers Project who fund this service. We provide an agreed number of hours per week of adviser time to deal with complex issues such as transfer from DLA to PIP, appeals, advice, representation and other issues of the carers and cared for. Cases are referred on a single issue basis.

During the year the number of hours per week of service delivery ranged from six hours to twelve hours. We delivered the following outputs:

- We received 56 referrals from the Carers Project
- We dealt with 535 issues from 114 contacts which is 4.7 issues per client contact

# **Disability Advice Resource Team**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

### **Achievements and performance *(continued)***

- We undertook 41 home visits
- We generated £153,849 of additional income for clients of this service when calculated on an annual basis.

### **People's Postcode Trust Funded: "Healthy Futures Project" (Funding period: February 2017 to January 2018)**

#### **Summary of Service**

We applied to the People's Postcode Trust to deliver a service to support those wishing to improve their mental and physical health. Our "Healthy Futures" project aimed to pilot outreach sessions in community venues, to inform and empower disabled people to use free resources, enabling them to work towards stabilising their long-term finances and health. We delivered sessions to those living in local areas of deprivation, reducing barriers around access, travel, income and disability by offering targeted and tailored support to those who needed it most. Attendees were supported to complete online financial/benefit checks/applications as appropriate and advised of what support was available to get those able, back into work, giving budgeting advice and health information such as low-cost healthy meal ideas, smoking cessation and trained to use self-monitoring resources. Those who were identified as needing more support were referred to appropriate voluntary and statutory services, including internal referrals to other DART services where appropriate. Overall the project was very successful.

Although we delivered fewer sessions than expected, being 25 instead of the projected 35, this was in part due to some venues being booked for several sessions e.g. those held in local libraries, which had a lower than expected attendance at the first few sessions. This caused us to reassess the value of running further sessions at some venues.

Instead, we focused on delivering longer sessions, giving more one to one support to attendees, and doing more follow up work than we had initially expected.

Attendees were keen to develop their technology skills, but we found that their expectations were often that we would offer more welfare benefits advice. In part, we feel that this is because of our reputation as a Disability Advice Service whose focus has historically been on benefits work.

Whilst this was not something we were planning to do, the reduction in drop in sessions meant that we could give those most vulnerable a little more one to one support than we would otherwise have been able to do. We are confident that in doing so, we were able to meet the predicted outcomes around improving attendee's technology skills and ability to access benefit advice. By spending additional time on this area, the service users gained skills that they felt more confident to share with their peers and the wider community. They also reported increased confidence in using technology for other issues such as how to access relevant support and information services. Those identified as eligible for additional benefits/income were assisted to complete online claim forms. Those needing more personalised assistance with benefits were referred into DART's home visiting services as appropriate. Many clients reported increased income because of this support.

A sample of surveys, carried out by session attendees, has reported an increased knowledge and understanding of how voluntary and statutory services could support them, increased knowledge that small lifestyle changes could improve their health and that the help they have received has contributed towards reducing poverty and isolation, leaving them better able to manage their mental and physical health. All attendees stated that the help received gave them an overall 'improved peace of mind'.

# **Disability Advice Resource Team**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

### **Achievements and performance *(continued)***

All attendees benefitted from health-focused resources that encouraged long term health improvements. The resources were well used and each attendee was given a service leaflet containing details of the work we were doing through this funding from the PPT and giving our contact details for further advice if they required it. We have had an increased number of referrals to our organisation because those asking for help had either attended a PPT funded session or had spoken to someone who had attended, thus indicating that the 'word of mouth effect' had been successful. We were able to refer people to other external organisations such as the Council's digital support service and other health focused services such as Gateway to Care.

We felt that having our other funding streams to offer users of the PPT funded service gave added value to the project as we were able to offer additional specialist support to those most in need.

### **Lloyds Bank Foundation Funded: "Settled Futures Project" (Funding period: June 2017 to May 2018)**

#### **Summary of Service**

This funding enabled us to provide a pilot project to deliver a two day per week holistic support service to people over 65 years of age who were facing upheaval in their lives due to deteriorating health and/or changes of circumstances which threatened their independence. The Project reached out to those who were isolated and had health problems. We worked with health and social care providers to identify those with a self-identified crisis and concerns about their future. We worked face to face over several sessions to develop trust and confidence so that the service users concerns and issues could be successfully identified and addressed. We offered support to access appropriate services e.g. housing aids adaptations, access to social activities in order to help them maintain independence and dignity. A full evaluation of the service will be included in the Annual Report for 2018-19.

### **Calderdale Clinical Commissioning Group Funded: "Cancer Support Service" (Funding period: April/May 2017)**

#### **Summary of Service**

We delivered this service funded by the Calderdale & Huddersfield NHS Foundation Trust from May 2009 until March 2015. The Trust withdrew its funding of the service in March 2015 and the Clinical Commissioning Group stepped in to fund the service until May 2017. Prior to this in January 2017, we were notified that the CCG would no longer be funding 15 local voluntary sector services (including our Cancer Support Service) for the financial year 2017-18. This was due to a need for the CCG to reduce its own expenditure costs. This therefore meant that our full cancer service project ended in May 2017.

During the period April/May 2017 we dealt with 295 issues from 65 client contacts giving an average of 4.5 issues per client contact. The income generated in benefit claims and other financial gains when calculated on an annual basis came to £233,908. We received 16 direct referrals and 5 self-referrals as we exited from the service.

In summary it is clear that the funding given to DART has benefited many people and there is clearly a high need for this service to continue at a local level.

# **Disability Advice Resource Team**

## **Trustees' Annual Report *(continued)***

**Year ended 31 March 2018**

### **Achievements and performance *(continued)***

**Pink Ribbon Funded: "Breast Cancer Support Service" (Funding period: August 2016 to July 2017)**

#### **Summary of Service**

In 2016 we were successful with an application to the Pink Ribbon Foundation to deliver a new targeted Pilot Project aimed at reaching newly diagnosed breast cancer patients. This project was to be delivered alongside our existing cancer support service with the aim to develop existing relationships with the Breast Cancer CNS's and their team, with The Macmillan Advice Centre and with other appropriate local Cancer services to identify and reach this target group. Clients also receive general advice around healthy eating, smoking cessation etc. The project commenced in August 2016 and ended in July 2017. For the period April to July 2017 we dealt with 111 issues from 49 client contacts which gave an average of 2.2 issues per client contact. The welfare benefits advice delivered a total of £100,327 on an annual basis, during the lifetime of the project in extra income for those referred to the service.

**Awards for All Funded: "Right Advice at the Right Time" (Funding period: December 2017 to May 2017)**

#### **Summary of Service**

We were successful in securing funding to deliver this service to respond to an unmet need, through the provision of a pilot project delivering an early intervention specialist advice service. This service is accessible by telephone and e-mail in which clients receive a swift response in order to give them 'The Right Advice at the Right Time' before they reach a situation leading to crisis. Piloting this service we provide a Specialist Disability Rights Adviser who responds to users' concerns within 24 hours, advises them what they need to do next and issues written confirmation of advice where appropriate. The client is also given information guides and self-help packs as appropriate and directly refers or signposts those users needing additional help to services that can support them. This includes our own services. To date this project has been very successful. The project runs until the end of May 2018 and an evaluation report will be included in the Annual Report for 2018-19.

#### **Quality for Health Quality Mark**

Our application for the Clinical Commissioning Group Quality for Health Quality Mark was submitted before Christmas 2016 and an audit visit was completed in early January 2017. All members of staff were interviewed along with Trevor Wilson on behalf of the Trustees and Stuart Wright, one of our volunteers. The auditor also sat in on a client session and interviewed the client separately afterwards. DART met the standard for Level 2 of the Quality Mark which runs until December 2018.

# Disability Advice Resource Team

## Trustees' Annual Report *(continued)*

Year ended 31 March 2018

### Achievements and performance *(continued)*

#### Equality Monitoring

Like most organisations we use equality monitoring forms to check on the status of clients who access our service. During 2017-18 we sampled a range of clients across all of our projects. The results of this monitoring are as follows:

**Gender** - 58% Female, 42% Male

**Age** - (0-17) 0.5%, (18-24) 4%, (25-49) 20.5%, (50-64) 35%, (65-79) 27%, (80+) 13%

**Ethnic Background** - White British 80.5%, Other White 3%, Irish 5.5%, Pakistani 5.5%, Indian 1.5%, Chinese 0.5%, White Asian 2%, Other Mixed Multiple Ethnic Groups 1.5%

**Marriage & Civil Partnership** - Married 33%, Widowed 21%, Single 21%, Divorced 9.5%, Co-habiting 9.5%, Separated 5%, Same Civil Sex 1%

**Sexual Orientation** - Heterosexual 91%, Gay 2%, Lesbian 1%, Prefer not to say 6%

**Religion** - Christianity 43%, No Religion 44%, Prefer not to say 3.5%, Buddhism 1%, Islam 7.5%, Sikhism 1%

**Disability** - Yes 74%, No 25%, Prefer not to say 1%

**Disability Type** - (some clients identified as having more than one disability) Long Standing Health Problem 32%, Physical/Mobility 50%, Visual 2%, Hearing 4%, Learning disability 6%, Other 2%, Prefer not to say 2%

**Caring Responsibility** - Yes 22%, No 75.5%, Prefer not to say 2.5%

**Council Wards** - in addition to the above information we also monitored where our clients lived. We had most contacts from the following Council Wards: Town, Todmorden, Calder, Warley, Illingworth and Mixenden. We had fewest contacts from Skircoat, Rastrick, Hipperholme and Lightcliffe.

#### Volunteers

Our two volunteers have been with us for many years and help us with administrative and reception tasks. They are Stuart Wright and Sarah Brompton. Our thanks go to both Stuart and Sarah for their invaluable support.

# **Disability Advice Resource Team**

## **Trustees' Annual Report** *(continued)*

**Year ended 31 March 2018**

### **Achievements and performance** *(continued)*

#### **Thanks**

Thanks go to the trustees, staff and volunteers for their hard work, dedication and support over the last twelve months. Thanks too to Paul Nutton, Robert Keighley and Claire Allworthy of Peel Walker Elland. Thanks to Juliana Ejsymontt for helping us with our payroll and to Helen Galvin from WYCAS for sorting out our accounts and budgets.

Special thanks go to Bob Widdowson who has been a great help to DART not just in the last twelve months but over many years. Without his expertise and guidance we would probably not still be delivering our service.

Our thanks go to our many different funders for their financial support. Thanks too to the clients who have supported us through voluntary donations. Without this support the financial struggle would be that much greater than it already is.

#### **Financial review**

During the year DART had income of £105,243 and spent £93,039 leaving net incoming resources of £12,204 to carry forward.

#### **Investment Policy**

The trustees invest funds in an interest bearing bank account when possible.

#### **Reserves Policy**

##### **Purpose of the policy**

Many organisations have only one or two sources of income and these are not always guaranteed. It is crucial therefore to ensure we have sufficient reserves to tide us over whilst fundraising is done or to allow us to wind-down the organisation whilst meeting our obligations to staff and service users should existing sources of income be lost completely.

##### **Review and monitoring of the level of reserves and the policy**

The level of reserves should be calculated and monitored every six months by the Manager and Personnel Sub-Committee. This policy will be reviewed annually or whenever there are significant changes in staff hours or numbers.

A calculation of the amount of money required for the organisation to continue operations at a minimum level for three months include staff salaries, pensions and payments to HMRC, rent, basic office running costs and other expenses as well as an allowance for redundancy payments to eligible staff should the organisation be forced to close. If service delivery to vulnerable clients is a key factor, reserves may also take into account the costs of moving users on to other alternative services during the three month period of wind down.

# Disability Advice Resource Team

## Trustees' Annual Report *(continued)*

Year ended 31 March 2018

### Plans for future periods

#### New projects in the year April 2018 to March 2019

We will continue to deliver our Council funded Home Visiting service and the Carers Project funded service in 2018-19. In addition we will deliver the following new projects:

- **The Allen Lane Foundation funding.** This project will be specifically targeted at adults aged 60 and over who suffer from mental health issues and will run from June 2018 until May 2019.
- **The Santander Foundation funding** to deliver our 'healthy futures' project. This project will deliver outreach sessions at community venues to provide advice and information on financial management and income maximisation to combat the effects of rural and urban deprivation.
- **The Todmorden Wind Farm Fund.** This project will deliver an advice service to vulnerable people living in the Todmorden area. The project will run for the period July 2018 to March 2019.

Most of the funding we have secured for the year 2018-19 so far is only short-term, therefore we are continuing to explore longer-term funding opportunities to deliver more services and build future sustainability in what is a very difficult climate for voluntary sector organisations.

We are obviously very keen to ensure the continuance of our service and will continue to do everything possible to make sure this happens.

The trustees' annual report was approved on 24 October 2018 and signed on behalf of the board of trustees by:

J D McGall  
Chairperson

# **Disability Advice Resource Team**

## **Independent Examiner's Report to the Trustees of Disability Advice Resource Team**

**Year ended 31 March 2018**

I report to the trustees on my examination of the financial statements of Disability Advice Resource Team ('the charity') for the year ended 31 March 2018.

### **Responsibilities and basis of report**

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

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

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

- (1) accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
- (2) The accounts do not accord with those records; or
- (3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I would emphasise to the readers of the accounts the going concern and uncertainty comments on pages 13 and 17 of these accounts.

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

P A Nutton

Peel Walker  
Chartered Accountants

11 Victoria Road  
Elland  
West Yorkshire  
HX5 0AE

24 October 2018

## Disability Advice Resource Team

### Statement of Financial Activities (Incorporating the Income and Expenditure Account)

Year ended 31 March 2018

		Unrestricted funds	2018 Restricted funds	Total funds	2017 Total funds
	Note	£	£	£	£
<b>Income and endowments</b>					
Donations and grants	4	34,290	69,879	104,169	41,032
Other trading activities	5	1,074	–	1,074	680
Investment income	6	–	–	–	366
<b>Total income</b>		<u>35,364</u>	<u>69,879</u>	<u>105,243</u>	<u>42,078</u>
<b>Expenditure</b>					
Expenditure on raising funds:					
Costs of raising donations and grants	7	–	–	–	(400)
Expenditure on charitable activities	8,9	(26,635)	(66,404)	(93,039)	(97,845)
<b>Total expenditure</b>		<u>(26,635)</u>	<u>(66,404)</u>	<u>(93,039)</u>	<u>(98,245)</u>
<b>Net income/(expenditure)</b>		<u>8,729</u>	<u>3,475</u>	<u>12,204</u>	<u>(56,167)</u>
Transfers between funds		1,200	(1,200)	–	–
<b>Net movement in funds</b>		<u>9,929</u>	<u>2,275</u>	<u>12,204</u>	<u>(56,167)</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		54,154	2,258	56,412	112,579
<b>Total funds carried forward</b>		<u>64,083</u>	<u>4,533</u>	<u>68,616</u>	<u>56,412</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 17 to 26 form part of these financial statements.

# Disability Advice Resource Team

## Statement of Financial Position

31 March 2018

	Note	2018 £	£	2017 £	£
<b>Fixed assets</b>					
Tangible fixed assets	15		1,456		1,070
<b>Current assets</b>					
Debtors	16	192		—	
Cash at bank and in hand		<u>82,686</u>		<u>92,616</u>	
		<b>82,878</b>		<b>92,616</b>	
<b>Creditors: amounts falling due within one year</b>	17	<u>(15,718)</u>		<u>(37,274)</u>	
<b>Net current assets</b>			<u>67,160</u>		<u>55,342</u>
<b>Total assets less current liabilities</b>			<u>68,616</u>		<u>56,412</u>
<b>Net assets</b>			<u>(68,616)</u>		<u>(56,412)</u>
<b>Funds of the charity</b>					
Restricted funds			4,533		2,258
Unrestricted funds			<u>64,083</u>		<u>54,154</u>
<b>Total charity funds</b>	20		<u>68,616</u>		<u>56,412</u>

These financial statements were approved by the board of trustees and authorised for issue on 24 October 2018, and are signed on behalf of the board by:

J D McGall  
Trustee

J T Wilson  
Trustee

The notes on pages 17 to 26 form part of these financial statements.

# **Disability Advice Resource Team**

## **Notes to the Financial Statements**

**Year ended 31 March 2018**

### **1. General information**

The charity is a registered charity in England and Wales and is a Charitable Incorporated Organisation (CIO). The address of the principal office is Suite 5, Rimani House, 14 - 16 Hall Street, Halifax, HX1 5BD.

### **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 Charities Act 2011.

### **3. Accounting policies**

#### **Basis of preparation**

The financial statements have been prepared on the historical cost basis. The financial statements are prepared in sterling, which is the functional currency of the entity.

The charity constitutes a public benefit entity as defined by FRS 102.

#### **Going concern**

The trustees of Calderdale DART are continuing to take all the necessary steps to identify and secure new funding streams to ensure the continuance of the CIO. Therefore the accounts have been prepared on a going concern basis.

#### **Disclosure exemptions**

The trustees have taken advantage of the exemption in FRS 102 Section 1A from including a cash flow statement in the financial statements on the grounds that the charity is small.

#### **Judgements and key sources of estimation uncertainty**

The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with the uncertainty as to the level of donations and grants which will be received in the future.

#### **Fund accounting**

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

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal.

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 3. Accounting policies *(continued)*

#### 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.
- 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.
- investment income is included when receivable.

#### 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.

#### Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

#### 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.

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 3. Accounting policies *(continued)*

#### 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:

Equipment - 25% reducing balance

#### Financial instruments

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

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

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

#### Defined contribution plans

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

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

### 4. Donations and grants

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
Donations	23,630	—	23,630

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 4. Donations and grants *(continued)*

	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £
<b>Grants</b>			
Calderdale MBC	–	24,045	24,045
Calderdale Carers Project	10,660	–	10,660
Big Lottery Fund Awards For All	–	6,667	6,667
Calderdale Clinical Commissioning Group Cancer Support Service	–	3,333	3,333
Community Foundation for Calderdale	–	–	–
Santander Foundation	–	5,000	5,000
Lloyds Bank Foundation	–	12,500	12,500
People's Postcode Trust	–	16,667	16,667
Pink Ribbon Foundation	–	1,667	1,667
	<u>34,290</u>	<u>69,879</u>	<u>104,169</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £
<b>Donations</b>			
Donations	5,059	400	5,459
<b>Grants</b>			
Calderdale MBC	–	–	–
Calderdale Carers Project	6,240	–	6,240
Big Lottery Fund Awards For All	–	–	–
Calderdale Clinical Commissioning Group Cancer Support Service	–	21,667	21,667
Community Foundation for Calderdale	–	1,000	1,000
Santander Foundation	–	–	–
Lloyds Bank Foundation	–	–	–
People's Postcode Trust	–	3,333	3,333
Pink Ribbon Foundation	–	3,333	3,333
	<u>11,299</u>	<u>29,733</u>	<u>41,032</u>

### 5. Other trading activities

	Unrestricted Funds £	Total Funds 2018 £	Unrestricted Funds £	Total Funds 2017 £
Fundraising events	230	230	510	510
Other trading income	844	844	170	170
	<u>1,074</u>	<u>1,074</u>	<u>680</u>	<u>680</u>

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 6. Investment income

	Unrestricted Funds	Total Funds 2018	Unrestricted Funds	Total Funds 2017
	£	£	£	£
Bank interest receivable	–	–	366	366
	<u>–</u>	<u>–</u>	<u>366</u>	<u>366</u>

### 7. Costs of raising donations and grants

	Restricted Funds	Total Funds 2018	Restricted Funds	Total Funds 2017
	£	£	£	£
Donations	–	–	400	400
	<u>–</u>	<u>–</u>	<u>400</u>	<u>400</u>

### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds	Restricted Funds	Total Funds 2018
	£	£	£
Disability Advice Service	16,355	49,275	65,630
Cancer Support Service	–	5,940	5,940
Support costs	10,280	11,189	21,469
	<u>26,635</u>	<u>66,404</u>	<u>93,039</u>

  

	Unrestricted Funds	Restricted Funds	Total Funds 2017
	£	£	£
Disability Advice Service	30,028	20,918	50,946
Cancer Support Service	–	27,726	27,726
Support costs	8,803	10,370	19,173
	<u>38,831</u>	<u>59,014</u>	<u>97,845</u>

### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly	Support costs	Total funds 2018	Total fund 2017
	£	£	£	£
Disability Advice Service	65,630	21,032	86,662	64,763
Cancer Support Service	5,940	437	6,377	33,082
	<u>71,570</u>	<u>21,469</u>	<u>93,039</u>	<u>97,845</u>

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

**Year ended 31 March 2018**

### 10. Analysis of support costs

	Disability Advice Service £	Cancer Support Service £	<b>Total 2018</b> £	Total 2017 £
Premises	10,474	204	<b>10,678</b>	10,421
Communications and IT	4,202	143	<b>4,345</b>	3,659
General office	6,356	90	<b>6,446</b>	5,093
	<u>21,032</u>	<u>437</u>	<u><b>21,469</b></u>	<u>19,173</u>

### 11. Net income/(expenditure)

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

	2018 £	2017 £
Depreciation of tangible fixed assets	484	356
Operating lease costs - Land and buildings	6,450	6,450
Operating lease costs - Office equipment	1,178	1,162
	<u>8,112</u>	<u>8,968</u>

### 12. Independent examination fees

	2018 £	2017 £
Fees payable to the independent examiner for: Independent examination of the financial statements	<u>360</u>	<u>360</u>

### 13. Staff costs

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

	2018 £	2017 £
Wages and salaries	67,034	69,948
Social security costs	2,826	3,074
Employer contributions to pension plans	1,710	1,710
	<u>71,570</u>	<u>74,732</u>

The average head count of employees during the year was 4 (2017: 4). The average number of full-time equivalent employees during the year is analysed as follows:

	2018 No.	2017 No.
Management	1	1
Support staff	2	2
	<u>3</u>	<u>3</u>

No employee received employee benefits of more than £60,000 during the year (2017: Nil).

## Disability Advice Resource Team

### Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

#### 14. Trustee remuneration and expenses

The trustees received no remuneration and were not reimbursed for any of their expenses in either year.

#### 15. Tangible fixed assets

	Equipment £	Total £
<b>Cost</b>		
At 1 April 2017	4,143	4,143
Additions	1,200	1,200
Disposals	(1,387)	(1,387)
<b>At 31 March 2018</b>	<u>3,956</u>	<u>3,956</u>
<b>Depreciation</b>		
At 1 April 2017	3,073	3,073
Charge for the year	484	484
Disposals	(1,057)	(1,057)
<b>At 31 March 2018</b>	<u>2,500</u>	<u>2,500</u>
<b>Carrying amount</b>		
<b>At 31 March 2018</b>	<u>1,456</u>	<u>1,456</u>
At 31 March 2017	<u>1,070</u>	<u>1,070</u>

#### 16. Debtors

	2018 £	2017 £
Other debtors	<u>192</u>	<u>–</u>

#### 17. Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	412	247
Accruals and deferred income	15,306	37,027
	<u>15,718</u>	<u>37,274</u>

#### 18. Deferred income

	2018 £	2017 £
At 1 April 2017	36,667	25,000
Amount released to income	(34,167)	(21,667)
Amount deferred in year	12,446	33,334
<b>At 31 March 2018</b>	<u>14,946</u>	<u>36,667</u>

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 18. Deferred income *(continued)*

Deferred income comprises grants received in advance.

### 19. 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 £1,710 (2017: £1,710).

### 20. Analysis of charitable funds

#### Unrestricted funds

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
General funds	<u>54,154</u>	<u>35,364</u>	<u>(26,635)</u>	<u>1,200</u>	<u>64,083</u>

#### Restricted funds

	At 1 April 2017 £	Income £	Expenditure £	Transfers £	At 31 March 2018 £
CCG Cancer Support Service	1,377	3,333	(4,710)	–	–
Lloyds TSB Foundation	–	12,500	(12,500)	–	–
People's Postcode Trust	881	16,667	(16,348)	(1,200)	–
Pink Ribbon Foundation	–	1,667	(1,667)	–	–
Big Lottery Fund					
Awards For All	–	6,667	(6,233)	–	434
Calderdale MBC	–	24,045	(24,045)	–	–
Santander Foundation	–	5,000	(901)	–	4,099
	<u>2,258</u>	<u>69,879</u>	<u>(66,404)</u>	<u>(1,200)</u>	<u>4,533</u>

## Disability Advice Resource Team

### Notes to the Financial Statements *(continued)*

**Year ended 31 March 2018**

#### 20. Analysis of charitable funds *(continued)*

The CCG Cancer Support Service was funded by the CCG to deliver an advice service to people living with cancer. Referrals came from specialist nurses and other cancer support specialists and by self-referral. The service ended in May 2017 as the CCG no longer had the resources to continue its funding.

The Lloyds Bank Foundation Fund provided funding for our 'Settled Futures' project. This service targets people over 65 who face a major upheaval in their lives due to deteriorating health and/or changes in circumstances. The project commenced in June 2017 and ends in May 2018.

The People's Postcode Trust provided funding to enable us to deliver our 'Healthy Futures' project which aimed to pilot outreach sessions in community venues to inform and empower disabled people to use free resources, enabling them to work towards stabilising their long term finances and health. The project was funded for the period February 2017 to January 2018.

The Pink Ribbon Foundation Fund allowed us to deliver a small service (six hours per week) targeting newly diagnosed breast cancer patients, to be delivered alongside our Cancer Support Service. The funding was for the period August 2016 to July 2017.

The Big Lottery Fund Awards For All funding enables us to deliver our 'Right Advice at the Right Time' project. This is a pilot project delivering an early intervention specialist advice service. This project commenced in December 2017 and was due to end in May 2018.

Calderdale Council provided funding for our Home visiting service. The funding was for the first year of a three year funding agreement. The funding enables us to provide a home visiting service to people who are unable due to physical or mental disability, caring responsibilities, geography or any other relevant reason to access fixed based advice services. In responding to a change in need, we target advice and support appropriately to meet individual needs. In offering a Tier 3 advice service, DART provides a level of support for vulnerable disabled people that is not currently provided by other voluntary and statutory organisations in Calderdale.

The Santander Foundation Fund provides funding to deliver our 'healthy futures' project. The project delivers outreach sessions at community venues to provide advice and information on financial management and income maximisation to combat the effects of rural and urban deprivation.

#### 21. Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	<b>Total Funds 2018 £</b>	Total Funds 2017 £
Tangible fixed assets	1,456	—	<b>1,456</b>	1,070
Current assets	63,247	19,631	<b>82,878</b>	92,616
Creditors less than 1 year	(620)	(15,098)	<b>(15,718)</b>	(37,274)
<b>Net assets</b>	<u>64,083</u>	<u>4,533</u>	<u><b>68,616</b></u>	<u>56,412</u>

# Disability Advice Resource Team

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2018

### 22. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2018	2017
	£	£
Not later than 1 year	—	<u>7,275</u>