

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Annual Report and Financial Statements for the year ended 31 March 2018

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Greater Merseyside Community
Accountancy Service

Halton Disability Partnership

Annual Report and Financial Statements for the year ended 31 March 2018

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Prepared by the Greater Merseyside Community Accountancy Service

Halton Disability Partnership

Trustees' report continued

Chairmans Opening Remarks

The overriding priority for HDP over the last year has been to continue to support people in Halton who have a disability to access real, safe choice in the care via personal budgets, and thus enjoy full citizenship.

In order to achieve this fundamental objective HDP has been required to become "sustainable" as the lottery funding came to an end and without action HDP may have needed to close at the end of 2017.

HDP has established a small agency to support those service users who are unable to carry out the employer role for PAs.

HDP has further developed welfare rights service into the area of power of attorney support.

HDP has been further commissioned to do more work with children with special educational needs (SEN).

This work has helped sustain HDP and to a certain extent replaced the former lottery funding.

The public benefit of these developments is that people with mental health, SEN needs as well as people with a disability can now access real, safe choice in their care in Halton.

This significant development in HDP has been monitored and supported by the trustees. There are regular board meetings and also a finance and business planning sub committees.

HDP commissions an independent external evaluator who reviews our lottery funding outcomes.

New developments sustained HDP in the short term. Our C.E.O. initiated a longer term sustainability option:-

(1) A new lottery bid based on our unique selling point of both choice and safeguarding. This required 1.5 years of intense work by John and Vicky and was eventually successful in attracting £417,000 lottery investment into HDP which will support the charity up to 2021. During this period John and the team will explore funding and sustainability options both inside and outside of Halton

(2) A significant cost reduction / budget management strategy was implemented by the CEO to ensure HDP prevailed until the arrival of lottery funds.

The board appreciated all the efforts of John and the team over this period.

Halton Disability Partnership

Trustees' report continued

Achievements and Performance:

The developments and commissions initiated by our CEO have ensured HDP sustainability.

The CEO together with the office manager/finance officer have carried out a thorough budget review. The trustees now receive an accurate accessible financial report/overview of spending. All spending has been reviewed and former expensive providers replaced by value for money alternatives. This has helped maximize resources to focus on our core business of supporting people accessing choice in their care.

HDP has developed, expanded and reached out to more people across Halton. HDP has had to change and become more efficient and focussed. Some staff struggled to adjust and as a result moved on. New enthusiastic staff have been recruited to join the team. As a result HDP is poised to move forward.

Volunteers continue to be an important part of HDP as a disabled people's user led organisation (DPULO). A sign of success has been the number of volunteers we have lost as they have gained confidence and experience and moved into education and employment. Our volunteer coordinator is currently on a recruitment drive.

Our current 8 staff are all part time and have lead roles in the areas previously mentioned.

HDP is achieving our funding goals, however our work over the last two years has identified a significant, local unmet need. When people are granted a personal budget, they are effectively closed to local authority until their annual review. The council can react to abuse or concerns after one year but there is no preventive adult protection during this period. At HDP we feel this gap in service for vulnerable people is inappropriate. We seek to act as "alerters" at the early stage of any concerns but are restricted in this due to capacity.

With this situation in mind HDP has successfully submitted a new lottery bid to establish a safeguarding service, we are developing a much needed, local preventative safeguarding service within HDP.

HDP has attained financial sustainability, developed and expanded our service without losing our key focus and values. The majority of our volunteers, staff and trustees are people with disabilities which helps underpin in a real way us being a Disabled People User Led Organisation (DPULO).

Achieving a second lottery investment in the 3rd sector is remarkable and says much for all the input, research and hard work put in by John and Vicky, and the work and values of HDP are perceived.

This achievement has secured HDP for the medium term so we can expand and develop our service based on DPULO values. The board have expressed their thanks to the whole staff team.

Halton Disability Partnership

Financial Review

The deficit of the charity for the year amounted to £21,115 (£17,104 ~ 2017)

Reserves Policy

the charity is to maintain a level of reserves that is equivalent to 3 months of the centre's running costs.

Risk Management

The trustees actively review the major strategic, business and operational risks that the charity faces on a regular basis and acknowledge that the key risks relate to reduction in room hire and any major building issues.

Statement of Directors' responsibilities

Company law requires the directors to prepare financial accounts for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charity for that period. In preparing those financial statements, the trustees are required to:

select suitable accounting policies and apply them consistently;

observe the methods and principles in the Charities SORP

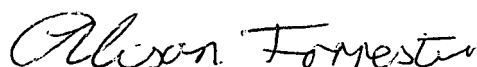
make judgements and estimates that are reasonable and prudent;

state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.

prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business;

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Board on 10th December 2018 and signed on behalf of the directors by:



Alison Forrester
Trustee / Director

Reference and Administrative Details

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

The trustees, who are the directors of the company for the purposes of company law, are pleased to present their report and financial statements together with the independent examiner's report for the year ended 31 March 2018.

Name	Position	Dates
Tom Baker	Chair	
Peter Bates	Treasurer	removed 11 October 2017
Pauline Sinnott		till 1 December 2017
Lorna Plumptre		till 18 September 2018
Alison Forrester		appointed 13 September 2017
James Owen		appointed 1 December 2017
Terri Kearney		appointed 9 July 2018

Members of the board of trustees, who are the directors for the purpose of company law and trustees for the purpose of charity law who served during the year are set out above. The trustees meet monthly and receive reports from management to manage their charity's affairs.

Method of appointment

Trustees are elected by the members at the AGM

Registered address

Sefton House
Public Hall Street
Runcorn
WA7 1NG

Bankers

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Governing document

The organisation is a company limited by guarantee, incorporated on 4th August 2010 in the name of Halton Disability Partnership. The Company was established under a Memorandum of Association, which established the objects and powers of the company and is governed under its Articles of Association.

Objects of the organisation

The relief of people with disabilities or long-term conditions in the Halton and adjoining areas.

Accountant

on behalf of:

Greater Merseyside Community Accountancy Service

St Maries
Lugsdale Road
Widnes
WA8 6DB

Independent Examiner's report to the trustees of Halton Disability Partnership

I report on the accounts of the charity for the year ended 31st March 2018 set out on pages 7 to 16

Respective responsibilities of the Trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- ☐ examine the accounts under section 145 of the 2011 Act;
- ☐ to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- ☐ state whether particular matters have come to my attention.

Basis of Independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- ☐ to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Jane Williams
MAAT

Greater Merseyside Community Accountancy Service
St Maries
Lugsdale Road
Widnes
WA8 6DB

10th December 2018

Halton Disability Partnership
Statement of Financial Activities
(Including Income & Expenditure Account)
for the year ended 31 March 2018

	Notes	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Income from:					
Income from donations	(4)	1,150	59,738	60,888	79,672
Income from charitable activities	(5)	1,296	21,780	23,076	1,552
Other incoming resources	(6)	-	-	-	-
Bank interest		-	-	-	8
Total incoming resources		<u>2,446</u>	<u>81,518</u>	<u>83,964</u>	<u>81,232</u>
Resources expended					
Charitable activities	(7)	<u>23,923</u>	<u>81,156</u>	<u>105,079</u>	<u>98,336</u>
Net incoming / (outgoing) resources		(21,477)	362	(21,115)	(17,104)
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds		(21,477)	362	(21,115)	(17,104)
Reconciliation of funds					
Total funds as at 01 April 2017		<u>18,363</u>	<u>10,022</u>	<u>28,385</u>	<u>45,489</u>
Total funds as at 31 March 2018	(7a)	<u>(3,114)</u>	<u>10,384</u>	<u>7,270</u>	<u>28,385</u>

The above statement includes all gains and losses recognised during the year.
All activities are regarded as continuing.
Comparative figures for the previous year by fund type are shown in Note 13.
The Notes on pages 10 to 16 form an integral part of these accounts.

Halton Disability Partnership

Charity number 1138404

A Company limited by guarantee number 7335794

Balance sheet

as at 31 March 2018

	2018 Unrestricted £	2018 Restricted £	2018 Total £	2017 Total £
Current Assets				
Debtors and prepayments	(6) -	-	-	-
Cash at bank and in hand	(7) (3,114)	10,384	7,270	28,414
Total current assets	<u>(3,114)</u>	<u>10,384</u>	<u>7,270</u>	<u>28,414</u>
Current liabilities:				
amounts falling due within one year				
Creditors (due within one year)	(8) -	-	-	30
Total current liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>30</u>
Net Assets	<u>(3,114)</u>	<u>10,384</u>	<u>7,270</u>	<u>28,385</u>
Funds of the charity				
Restricted Funds	-	10,384	10,384	10,022
Unrestricted funds	<u>(3,114)</u>	<u>-</u>	<u>(3,114)</u>	<u>18,363</u>
Total Funds	<u>(3,114)</u>	<u>10,384</u>	<u>7,270</u>	<u>28,385</u>

The trustees (who are also the directors of the company for the purposes of company law) confirm that for the year ended 31 March 2018

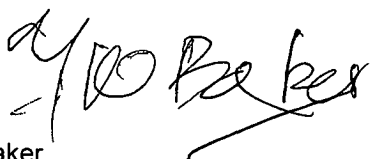
the company was entitled to exemption from audit under section 477 of the Companies Act 2006, and

the members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Act

the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

The notes on pages 10 to 16 form an integral part of these accounts.

These accounts, which have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies, were approved by the trustees on 10th December 2018 and signed on their behalf by:



Tom Baker
Director / Trustee

Halton Disability Partnership
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 March 2018

		2018 Total £	2017 Total £
Cash flows from operating activities:			
Net income/(expenditure) per SoFA		(21,115)	(17,104)
Investment income		-	(8)
(Increase)/decrease in debtors	(9)	-	-
Increase/(decrease) in creditors	(11)	(30)	193
		<u>(21,145)</u>	<u>(17,305)</u>
Cash flows from investing activities			
Investment income		<u>(8)</u>	<u>8</u>
Net increase/(decrease) in cash:		(21,153)	(17,297)
Total cash as at 01 April 2017		<u>28,414</u>	<u>45,711</u>
Total cash as at 31 March 2018		<u>7,261</u>	<u>28,414</u>

The notes on pages 10 to 16 form an integral part of these accounts.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2018

1 Basis of preparation

These accounts (financial statements) have been prepared under the historical cost convention,

- 1.1** with items recognised at cost or transaction value, unless otherwise stated in the relevant note(s), in accordance with:

- (a) The Charities Act 2011
- (b) The Companies Act 2006
- (c) The Financial Reporting Standard applicable in the UK and the Republic of Ireland: FRS 102
- (d) Accounting & Reporting by Charities: Statement of Recommended Practice (Charities SORP FRS 102) (effective January 2015)

- 1.2** The charity meets the definition of a public benefit entity as defined by FRS 102

- 1.3** The trustees consider that there are not material uncertainties about the charity's ability to continue as a going concern.

2 Accounting Policies

2.1 Fund accounting

- (a) Unrestricted funds are those that can be expended at the discretion of the trustees in the furtherance of the objects of the charity.
- (b) Restricted funds are those that may only be used for specific purposes. Restrictions arise when specified by the donor, or when funds are raised for specific purposes.
- (c) The purposes of the funds are shown in Note 7a.

2.2 Income

- (a) Income is recognised and included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to the income; receipt is probable; and the monetary value can be measured with sufficient reliability.
- (b) Where income has related expenditure (e.g. creche), the income and related expenditure are reported gross in the SoFA.
- (c) Bank interest is recognised when credited to the account.
- (d) Gift Aid, where appropriate, is recognised in the same accounting period as the donation to which it relates.
- (e) Income, which is subject to conditions that the charity has yet to fulfil, or which is specifically for use in a future accounting period, is treated as deferred income.

2.3 Expenditure and liabilities

- (a) Expenditure is recognised on the accruals basis.
- (b) The charity is not registered for VAT, thus all costs are shown inclusive of VAT charged.
- (c) Liabilities are recognised as soon as there is a legal or constructive obligation to pay out resources.
- (d) Governance costs include the costs of preparation and examination of the statutory accounts, the cost of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2018

2.4 Tangible Fixed Assets

(a) Tangible fixed assets are capitalised if they can be used for more than one year and cost at least £1,000. They are valued at cost or, if gifted, at their value on receipt.

Rates of depreciation

Building Improvements: 20% straight line basis to nil

Fixtures and fittings: 15% straight line basis to nil

Equipment: 20% straight line basis to nil

2.5 Debtors

(a) Debtors are recognised at the settlement amount due.

(b) Prepayments are valued at the amount prepaid.

2.6 Cash

(a) Cash comprises bank deposits repayable on demand and any short-term highly liquid investments with a maturity date of three months or less from the date of acquisition or opening of the deposit or similar account.

2.7 Creditors

(a) Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount, usually the invoice amount.

(b) Accrued charges are normally valued at their settlement amount.

2.8 Taxation

The charity is not liable to income tax or capital gains tax on its charitable activities.

3 Transactions with trustees and related parties

No trustees received any remuneration or expenses during the accounting period.

Owing to the nature of the charity's activities and the composition of the board of trustees (being drawn from local statutory and voluntary organisation), it is inevitable that transactions will take place with organisations in which a trustee may have an interest. All transactions in which a trustee may have an interest are conducted at arm's length and in accordance with the charity's financial regulations and expenditure procedures. No transactions were identified which should be disclosed under FRS 102.

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2018

4 Income from donations

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Halton Borough Council	-	2,995	2,995	2,995
Halton Borough Council: DPS Services	-	8,583	8,583	5,042
Halton Borough Council: Co-Production	-	-	-	9,000
Halton Borough Council: Mental Health Services	-	9,950	9,950	-
NHS Halton CCG	-	9,500	9,500	500
The Big Lottery Reaching Communities	-	-	-	48,468
Donations	1,150	-	1,150	365
Care Act Information Portal	-	19,458	19,458	12,666
Halton People into Jobs	-	9,252	9,252	636
	<u>1,150</u>	<u>59,738</u>	<u>60,888</u>	<u>79,672</u>

5 Income from charitable activities

	2018 Unrestricted funds £	2018 Restricted funds £	2018 Total funds £	2017 Total funds £
Project Income	1,296	21,780	23,076	1,552
	<u>1,296</u>	<u>21,780</u>	<u>23,076</u>	<u>1,552</u>

6 Other Incoming resources from charitable activities

	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Other Incoming Resources	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2018

7 Expenditure of charitable activities

	2018 Unrestricted funds	2018 Restricted funds	2018 Total funds	2017 Total funds
	£	£	£	£
<u>Direct Costs</u>				
Salaries & NI	19,394	71,606	91,000	80,243
Payroll Costs	-	108	108	216
Premises	316	6,877	7,193	7,374
Telephone, postage & Stationery	1,385	591	1,976	1,633
Travel expenses	683	166	849	1,316
Volunteer Expenses	39	86	125	-
Bank Charges	32	72	104	208
Events	193	10	203	-
Membership	755	690	1,445	1,930
Computers & IT	-	-	-	2,558
Training Forum	67	92	159	272
Cleaning & Materials	-	140	140	-
Repairs & Renewals	67	261	328	-
Insurance	861	267	1,128	936
Food and Drink Expense	76	45	121	262
DBS Checks	55	145	200	110
Facilitation	-	-	-	720
Governance Costs	-	-	-	558
Total resources expended	23,923	81,156	105,079	98,336

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2018

7a Movements in funds

	As at 01/04/2017	Incoming Resources	Outgoing Resources	Transfers	As at 31/03/2018
	£	£	£	£	£
Unrestricted funds					
General funds	18,363	2,446	23,923	-	3,114
Restricted funds					
People's Health Trust	111	-	259	-	(148)
The Big Lottery RC Start Up	95	-	168	-	(73)
The Big Lottery Reach Com	(3,508)	-	1,793	-	(5,301)
Tesco Charitable Trust	548	-	-	-	548
HBC: Mental Health Services	898	9,950	10,561	-	287
HBC: DPS Services	(69)	7,750	7,242	-	439
HBC: Co-Production	2,274	-	90	-	2,184
HBC: Carers	-	2,995	1,992	-	1,003
NHS Halton CCG	4,535	9,500	11,553	-	2,482
NHS England	4,155	-	234	-	3,921
Com Dev Fund	(45)	-	-	-	(45)
Care Act Information Portal	5,978	19,458	23,888	-	1,548
Halton People into Jobs	(4,950)	9,252	10,898	-	(6,596)
St Helens MIND	-	-	68	-	(68)
Project	-	24,551	18,463	-	6,088
	<u>10,022</u>	<u>83,456</u>	<u>87,209</u>	<u>-</u>	<u>6,269</u>
Total funds	28,385	85,902	111,132	-	3,155

Purpose of restricted funds

Big Lottery provided funding for our Co-Ordinator and running costs

DWP providing funding for equipment

Halton Borough Council provided funding via carer breaks for welfare benefits advice.

NHS Halton CCG also provided funding towards our advise worker costs.

NHS England provided funding towards our Gearing Up for Personel Health Budgets project.

Care Act provided funding towards meeting the goals and aspirations of Halton Disability Partnership.

Halton Borough Council provided funding via Halton People into Jobs for meeting the goals and aspirations of Halton Disability Partnership.

8 Governance Costs

	2018 £	2017 £
Independent Examiners' fee	-	558
	<u>-</u>	<u>558</u>

9 Debtors and prepayments

	£	£
Debtors	-	-
Prepayments	-	-
	<u>-</u>	<u>-</u>

Halton Disability Partnership

Notes to the accounts

for the year ended 31 March 2018

10 Cash at bank and in hand

	£	£
Current Account: Unity Trust	3,145	28,214
Current Account: Natwest	3,980	-
Cash in hand	145	200
	<u>7,270</u>	<u>28,414</u>

11 Creditors and accruals

	£	£
Creditors	-	30
	<u>-</u>	<u>30</u>

12 Staff costs and numbers

	£	£
Gross salaries	88,953	75,506
Social security costs	1,243	3,558
Pensions	805	1,178
	<u>91,000</u>	<u>80,243</u>

No employee earned £60,000 per annum or more in the current accounting period

The average number of employees during the year was 3.8 (2017: 3.8)

The charity operates defined contribution pension schemes in respect of its employees. These contributions are made to externally administered pension schemes. The pension cost represents the contributions payable by the organisation to the fund.

Halton Disability Partnership
Notes to the accounts
for the year ended 31 March 2018

13 Comparative income and expenditure by fund type

	Unrestricted Funds		Restricted Funds	
	2018	2017	2018	2017
	£	£	£	£
Income from:				
Income from donations	1,150	3,360	59,738	76,312
Income from charitable activities	1,296	1,552	21,780	-
Other incoming resources	-	-	-	-
Bank interest	-	8	-	-
Total incoming resources	<u>2,446</u>	<u>4,920</u>	<u>81,518</u>	<u>76,312</u>
Expenditure on:				
Charitable activities	<u>23,923</u>	<u>6,787</u>	<u>81,156</u>	<u>91,549</u>
Net incoming / (outgoing) resources	(21,477)	(1,867)	362	(15,237)
Transfers between funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net movement in funds	(21,477)	(1,867)	362	- 15,237
Reconciliation of funds				
Total funds as at 01 April 2017	<u>18,363</u>	<u>20,230</u>	<u>10,022</u>	<u>25,259</u>
Total funds as at 31 March 2018	(7a) <u>(3,114)</u>	<u>18,363</u>	<u>10,384</u>	<u>10,022</u>