

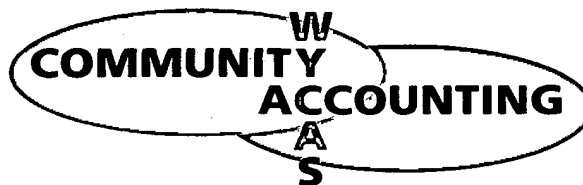
Leeds Voluntary Sector Learning Disabilities Forum

Charity number 1061315

A company limited by guarantee number 03319897

Annual Report and Financial Statements

for the year ended 31 March 2018



West Yorkshire Community Accounting Service

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Leeds Voluntary Sector Learning Disabilities Forum

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

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Prepared by West Yorkshire Community Accounting Service

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report for the year ended 31 March 2018

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

| Name | Position | Dates |
|------------------------|-----------------|--|
| Andy Rawnsley | Chair | Appointed as Chair May 2017 |
| Carol Ann Reed | Chair | Appointed as Chair June 2016, resigned October 2017 |
| Madeleine Fahy | | |
| Adam Ogilvie | | |
| Phillip Bramson | | Resigned January 2018 |
| Alison Kay | | |
| Angela Beecroft | | |
| Zoe Bawn | | Appointed August 2017 |
| Nichola Verity | | Appointed May 2017 |
| James Hill | | Appointed March 2018 |
| Alistair Hannah-Briggs | | Resigned April 2017 |

Company secretary Kathryn Lindley

Charity number 1061315 Registered in England and Wales

Company number 03319897 Registered in England and Wales

Registered and principal address

Suite C24,
Joseph's Well,
Hanover Walk,
Leeds,
LS3 1AB

Bankers

Unity Trust Bank Plc
Nine Brindley Place
4 Oozells Square
Birmingham
B1 2HB

Independent examiner

Claire Welling

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 18 February 1997. It is governed by a memorandum and articles of association which were amended by special resolution on 26 February 2013 and 11 March 2013. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £10.

The charity's working name is Tenfold.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report (continued) for the year ended 31 March 2018

Objectives and activities

The charity's objects

The relief of persons who have learning disabilities and in particular by the provision of educational, training and counselling facilities for such persons and their carers.

The charity's main activities

Tenfold engages and supports voluntary sector organisations that provide services to people with learning difficulties in Leeds and their carers. It collates the views of member organisations so that a coherent view from the voluntary sector can be presented to statutory sector bodies.

Public benefit statement

Tenfold aims to promote good practice and equal opportunities whilst supporting member organisations to work together, share information and promote the rights of people with learning disabilities.

Tenfold encourages the active participation of its membership in the strategic planning and development of local services. To this end it identifies accountable voluntary sector representatives to participate in social services, health authority and inter-agency planning. Tenfold aims to facilitate the direct influence of people with learning disabilities (and carers where appropriate) in the consultation and involvement process.

We act as umbrella or resource body sharing information with members through our website, ebulletins and at events.

Achievements and performance

ANNUAL REVIEW 2017 – 2018

Tenfold has had another very busy and productive year. The focus of our work continues to be supporting our membership to enable them to make a positive impact on the lives of people with a learning disability in Leeds. Our membership is at the heart of everything we do. During this period our membership grew once again, and stands at just over 100 member organisations. Our members provide a clear steer and direction, and our strong and inclusive engagement mechanisms give us a mandate to drive the work forward.

This was a year when we took the lead and delivered some fantastic projects, both within the field of learning disability and also in the wider health and care agenda. We continue to develop strong and productive links with a wide range of partners to drive some positive changes across the city of Leeds. Once more it was a year when we celebrated the achievements of the sector in a number of ways, raising the profile of learning disability services and the amazing work the third sector delivers, to new heights.

Our three main aims of: Connecting People, Sharing Information and Driving Change continue to be central to our vision.

KEY ACHIEVEMENTS

Connecting People

Developing Strength Based Approaches to Good Care

During this period we developed strong and sustainable links with the Care Management Team of Leeds City Council. We delivered two successful joint events, called 'Stronger Together' and were part of the Programme Board for the Being Me Project, which promotes strength based approaches in social care. We have also been involved in Peer Reviews with the Transitions Team and the Pop Up sessions continue to flourish, with regular 'mini-marketplaces' being held at the Care Management offices, to promote the work of Tenfold members.

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report (continued) for the year ended 31 March 2018

Achievements and performance (continued)

KEY ACHIEVEMENTS (continued)

Leeds Learning Disability Partnership Board, developing a new LD Strategy and taking the lead on Employment Work Stream

Tenfold represents the third sector at the Leeds Learning Disability Strategy Board, which meets four times a year. Tenfold is also the lead partner on Employment issues for people with learning disabilities, and have established an Employment Task Group which also meets four times a year and feeds in to and informs the work of the Partnership Board. Leeds launched a new Strategy in April 2018, and Tenfold played a key role in the writing of the new Being Me Strategy 2018-2021.

Tenfold also made links with partners from the Employment and Skills team of Leeds City Council and worked on behalf of Forum Central to deliver an event called Routes to Work, focussing on enabling more people with long term health conditions off benefits and into work, employment or training.

Tenfold has established a strong network of employers, including White Rose, Victoria Leeds and Trinity Leeds Shopping Centres and John Lewis.

Local Offer Live, Family Leadership Programme and Links with Children's Services

During 2017 / 18 Tenfold worked closely with Children's Services of Leeds City Council in a new venture to signpost 14 – 19 year olds who have learning disabilities, to a range of third sector and educational services and activities in Leeds.

We delivered two events called Local Offer Live, (June and November 2017), where we had more than 40 organisations showcasing their services. We worked closely with the SILCs in the city to promote the event to young people and their families and carers.

We also worked as part of a wider cross partner team to deliver a new support project called the Family Leadership Programme. This was aimed at informing and signposting around families of young people with a learning disability to services which they may not know about. It was also about promoting greater independence and encouraging new ways of thinking about support, such as pooling budgets, and starting up self support groups, etc. Tenfold wrote and delivered one of the, as part of a seven week programme delivered to around 20 families.

Transformation of Services

During this period, Tenfold played a part in the Transformation of a range of services in the city. We are part of the Transforming Care Plan (TCP) Board, which aims to support people with the most complex needs in more effective ways, including creating new services which enable them to stay in the area of Leeds. Tenfold provides the voice for the third sector in these discussions and we have worked with other delivery partners, including Commissioners, to encourage third sector organisations to play a greater part in this work. One of these areas is promoting the concept of 'Boutique Providers'. We have supported co-production of services, and helped to promote an opportunity for a person with a learning disability to be part of the TCP Board

Tenfold was also part of the Service Transformation Board of the Leeds and York Partnership Foundation Trust. The Trust underwent a radical overhaul of their services, and Tenfold was on the Board to ensure that the concerns of the third sector were listened to and acted on, and that the sector also had opportunities to influence the outcomes of this work.

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report (continued) for the year ended 31 March 2018

Achievements and performance (continued)

KEY ACHIEVEMENTS (continued)

Membership and Tenfold Member Meet Ups

We continue to hold regular Member Meet Ups, where we see around 30 organisations represented at each event. The Member Meet Ups last about two hours and are a mix of guest speakers, facilitated discussions, news from members and provide a networking opportunity for members.

Staff and Board Development

The Tenfold Board is a committed, dedicated and knowledgeable group of people who provide strong and strategic leadership to the organisation. The development of Board Members is important to us, and we seek to attract new trustees from a range of relevant organisations. A training session for trustees with a local law firm was organised to look at the roles and responsibilities of trustees. Staff also received development during this period.

The Director was part of the Leeds Improvement in Quality Healthcare Programme, which was delivered through the CCG and involved a range of partners including GPs, clinical staff from the hospitals, care managers from the council, pharmacists and commissioners. Useful links were made and sustained.

Sharing Information

Tenfold continues to have a strong voice that is heard across the city of Leeds, and beyond. We are seen as the voice of learning disability. We maintain a strong identity and brand which is also recognised across other sectors, whilst being a key part of the Forum Central work.

Tenfold continues to have a place on several strategic decision making forums, including:

- * Learning Disability Partnership Board
- * Third Sector Leeds
- * Better Lives Leeds Board
- * Market Development Forum
- * Leeds City Council Equality Hubs
- * Links to the Strategic Hate Crime Board where we have secured a representative from a Tenfold member organisation, and also a service user to represent the views of learning disabled people.
- * Learning Disability Health Task Group and engagement with Leeds Teaching Hospitals Patient and Public Involvement group and the LD and Autism Steering Group
- * Safe Places Group and meetings with the West Yorkshire Police and Crime Commissioner
- * Community Task Group (to plan the annual Learning Disability Week programme)
- * Person Centred Planning Group
- * Meetings of the West Yorkshire Transport Executive Bus Operators Group
- * Leeds Equalities Assembly

Leeds Learning Disability Awards

During this period we began work on the 2018 Leeds Learning Disability Awards. Some of this work involved identifying new sponsors, cementing relationships with previous sponsors, securing the venue and the host, negotiating with suppliers, approaching potential judges and reviewing the awards categories and nomination criteria. We embarked upon the publicity campaign for the 2018 awards during this period.

Partnership working with PSI Volition and Leeds Older People's Forum in the Forum Central contract

The work of Forum Central has grown in strategic importance and also workload. We have a good working relationship with the other delivery partners, and have regular team and managers meetings to ensure our work is connected and supportive. The wider Forum Central team has had two team building away days.

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report (continued) for the year ended 31 March 2018

Achievements and performance (continued)

KEY ACHIEVEMENTS (continued)

Partnership working with PSI Volition and Leeds Older People's Forum in the Forum Central contract (continued)

Forum Central has developed a network of third sector leaders who meet regularly to drive forward the third sectors involvement in the transforming care agenda, and the development of the Sustainability and Transformation Plan (STP) for the city.

- STP Workforce development
- Health and Care Academy link
- Leeds Academic Health Partnership link
- Representative support and development
- Tenfold led on the delivery of a Massive Market Place event, (July 2017), where we had more than 100 third sector and partner organisations exhibiting and signposting information to a huge audience of service users commissioners, managers from all health and care delivery partners, regional representatives, and carers.

Student Placement

Tenfold has a long and successful history of working with students from the various Leeds Universities. In 2017 / 18 Tenfold supported Katie a Geography student from Leeds University, who helped deliver a piece of work to scope and update the whole list of Forum Central Members, (Tenfold, Leeds Older People's Forum and PSI Volition).

LGBT+ Project

Tenfold was part of a wider piece of work that mapped out service provision for LGBT+ people in Leeds. As a result of this, we were successful in appointing an intern from the University of Sheffield to work on a 100 hour long project focussing on needs and gaps for LGBT+ people who also have a learning disability.

Driving Change

Tenfold supports voluntary, community and faith organisations to drive positive change for learning disabled people. We seek change that removes the barriers which prevent learning disabled people having real choice and control in their lives, and stops them from engaging fully in their communities. Building on and sharing the ethos of partnership working, a collaborative strength in numbers and a can-do attitude continue to be factors helping us to drive real change and making a positive difference to people's lives.

Conclusion

Once again our achievements and successes have been many. From a relatively small amount of funding, and through the commitment of dedicated staff and Board Members, we continue to punch above our weight and are recognised as one of the leading infrastructure organisations in Leeds.

Financial review

The net income for the year was £3,078, including net income of £1,876 on unrestricted funds and net income of £1,202 on restricted funds.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £28,636.

It is the Management Committee's policy to hold in Unrestricted Reserves a balance of between 3 and 9 months operating expenses, to cater for contingencies (including any orderly winding up in the event that such action were necessary) and to provide funding to wholly or match fund projects.

Leeds Voluntary Sector Learning Disabilities Forum

Trustees' report (continued) for the year ended 31 March 2018

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.


Company law requires the trustees to prepare financial accounts for each financial 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 charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Signed on behalf of the board of trustees:

Signed  (Trustee)

Name Andy Rawley

Date 14th August 2018

Leeds Voluntary Sector Learning Disabilities Forum

Independent examiner's report to the trustees of Leeds Voluntary Sector Learning Disabilities Forum

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2018, which are set out on pages 9 to 15.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable 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 your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts 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 accounts 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 have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Claire Welling

Date: 30/10/2018

West Yorkshire Community Accounting Service

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Leeds Voluntary Sector Learning Disabilities Forum
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2018

| | Notes | 2018 Unrestricted funds £ | 2018 Restricted funds £ | 2018 Total funds £ | 2017 Total funds £ |
|---|-------|------------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income from: | | | | | |
| Grants and donations | (2) | 39,717 | 1,350 | 41,067 | 39,659 |
| Bank interest | | 25 | - | 25 | 20 |
| Sundry income | | 3,062 | 1,000 | 4,062 | 900 |
| Tenfold awards | | 5,000 | - | 5,000 | - |
| Donated services | (3) | 3,690 | - | 3,690 | 3,690 |
| Total income | | 51,494 | 2,350 | 53,844 | 44,269 |
| Expenditure on: | | | | | |
| Salaries, Nics and pension | (4) | 38,367 | - | 38,367 | 35,100 |
| Payroll cost | | 377 | - | 377 | 375 |
| Travel and subsistence | | 472 | - | 472 | 566 |
| Bookkeeping and admin charges | | 1,170 | - | 1,170 | 1,230 |
| Forum events | | - | 48 | 48 | - |
| Rent | | 2,520 | - | 2,520 | 2,520 |
| Phone and broadband | | 445 | - | 445 | 515 |
| Postage, printing and stationery | | 27 | - | 27 | 16 |
| Promotion and publicity | | 344 | 804 | 1,148 | 228 |
| Insurance | | 745 | - | 745 | 717 |
| Accountancy and independent examination | | 480 | - | 480 | 480 |
| Sundries (including subscriptions) | | 98 | - | 98 | 49 |
| AGM and annual report | | 130 | - | 130 | - |
| Meeting expenses | | 477 | - | 477 | 3,793 |
| Computing | | 403 | - | 403 | 346 |
| Website | | - | - | - | 271 |
| Equipment | | - | - | - | 360 |
| Consultancy | | - | - | - | 600 |
| Tenfold awards | | 3,050 | - | 3,050 | - |
| Legal fees | | 126 | - | 126 | - |
| Refreshments | | 315 | 296 | 611 | 1,142 |
| Depreciation | | - | - | - | 187 |
| Finance charges | | 72 | - | 72 | - |
| Total expenditure | | 49,618 | 1,148 | 50,766 | 48,495 |
| Net income / (expenditure) | | 1,876 | 1,202 | 3,078 | (4,226) |
| Fund balances brought forward | | 26,760 | - | 26,760 | 30,986 |
| Fund balances carried forward | (5) | 28,636 | 1,202 | 29,838 | 26,760 |

All incoming resources and resources expended derive from continuing activities.

Leeds Voluntary Sector Learning Disabilities Forum

Balance sheet

as at 31 March 2018

| | 2018 | 2018 | 2018 | 2017 |
|--|--------------|------------|--------|--------|
| | Unrestricted | Restricted | Total | Total |
| | £ | £ | £ | £ |
| Fixed assets | | | | |
| Tangible assets (6) | - | - | - | - |
| Total fixed assets | - | - | - | - |
| Current assets | | | | |
| Debtors | 5,000 | - | 5,000 | 32 |
| Cash at bank and in hand (7) | 24,269 | 1,202 | 25,471 | 28,509 |
| Total current assets | 29,269 | 1,202 | 30,471 | 28,541 |
| Current liabilities: | | | | |
| amounts falling due within one year | | | | |
| Creditors and accruals (8) | 633 | - | 633 | 1,781 |
| Total current liabilities | 633 | - | 633 | 1,781 |
| Net current assets / (liabilities) | 28,636 | 1,202 | 29,838 | 26,760 |
| Total assets less current liabilities | 28,636 | 1,202 | 29,838 | 26,760 |
| Net assets | 28,636 | 1,202 | 29,838 | 26,760 |
| Funds | | | | |
| Unrestricted funds | 28,636 | - | 28,636 | 26,760 |
| Restricted funds | - | 1,202 | 1,202 | - |
| Total funds | 28,636 | 1,202 | 29,838 | 26,760 |

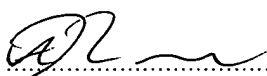
For the year ending 31 March 2018 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2015).

The financial statements were approved by the board of trustees on

Date: 14th August 2018

Signed: 

(Trustee)

Name: Andy Rawnsley

Leeds Voluntary Sector Learning Disabilities Forum

Notes to the accounts

for the year ended 31 March 2018

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015). The charity constitutes a public benefit entity as defined by FRS 102. There has been no change to the accounting policies since last year. No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Donated assets, facilities or services are valued at their estimated value to the charity. This is the price that the charity estimates it would pay in the open market for equivalent items; or services and facilities of equivalent utility to the charity.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £250 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:
Computer equipment: over 3 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Leeds Voluntary Sector Learning Disabilities Forum

Notes to the accounts continued

for the year ended 31 March 2018

1 Accounting policies (continued)

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

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

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

| | 2018 | 2018 | 2018 | 2017 |
|----------------------------------|---------------|--------------|---------------|---------------|
| | Unrestricted | Restricted | Total | Total |
| | funds | funds | funds | funds |
| | £ | £ | £ | £ |
| Joint Commissioning Service | 38,833 | - | 38,833 | 38,239 |
| West Riding Football Association | - | - | - | 120 |
| Hammersons | - | - | - | 300 |
| Land Securities | - | 500 | 500 | 500 |
| Morrish Solicitors | - | 400 | 400 | 500 |
| Irwin Mitchell | - | 250 | 250 | - |
| Grant Thornton | - | 200 | 200 | - |
| LCC Events Management | 1,416 | - | 1,416 | - |
| Historic sponsorship written off | (532) | - | (532) | - |
| | <u>39,717</u> | <u>1,350</u> | <u>41,067</u> | <u>39,659</u> |

3 Donated services

Donated services are rent (valued at £2,520) and bookkeeping (valued at £1,170) paid by Volition on behalf of LVSLDF.

4 Staff costs and numbers

| | 2018 | 2017 |
|-----------------------|---------------|---------------|
| | £ | £ |
| Gross salaries | 36,206 | 33,429 |
| Social security costs | 2,600 | 2,490 |
| Employment allowance | (2,600) | (2,490) |
| Pensions | 2,161 | 1,671 |
| | <u>38,367</u> | <u>35,100</u> |

The average number employees during the year was 2.2, being an average of 1.2 full time equivalent (2017: 2, 1.2 FTE).

Defined contribution pension scheme

| | 2018 | 2017 |
|---|-------|-------|
| | £ | £ |
| Costs of the scheme to the charity for the year | 2,161 | 1,671 |

Leeds Voluntary Sector Learning Disabilities Forum

Notes to the accounts continued

for the year ended 31 March 2018

| 5 Restricted funds | Balance b/f | Incoming | Outgoing | Transfers | Balance c/f |
|---------------------------|-------------|----------|----------|-----------|-------------|
| | £ | £ | £ | £ | £ |
| Land Securities | - | 500 | - | - | 500 |
| Morrish Solicitors | - | 400 | 400 | - | - |
| Irwin Mitchell | - | 250 | 250 | - | - |
| Grant Thornton | - | 200 | 200 | - | - |
| Leeds City Council | - | 1,000 | 298 | - | 702 |
| | - | 2,350 | 1,148 | - | 1,202 |

| Fund name | Purpose of restriction |
|--------------------|-------------------------------|
| Land Securities | Learning Disability Week |
| Morrish Solicitors | Massive Event |
| Irwin Mitchell | Massive Event |
| Grant Thornton | Massive Event |
| Leeds City Council | Learning Partnership Board |

6 Tangible assets

| | Computer Equipment | Total |
|-----------------------|-----------------------|-------|
| <u>Cost</u> | £ | £ |
| At 1 April 2017 | 1,150 | 1,150 |
| At 31 March 2018 | 1,150 | 1,150 |
| <u>Depreciation</u> | | |
| At 1 April 2017 | 1,150 | 1,150 |
| At 31 March 2018 | 1,150 | 1,150 |
| <u>Net book value</u> | | |
| At 31 March 2018 | - | - |
| At 31 March 2017 | - | - |

7 Cash at bank and in hand

| | 2018 | 2017 |
|-----------------|--------|--------|
| | £ | £ |
| Current Account | 6,316 | 11,291 |
| Deposit Account | 19,085 | 17,165 |
| Cash | 70 | 53 |
| | 25,471 | 28,509 |

8 Creditors and accruals

| | 2018 | 2017 |
|-----------|------|-------|
| | £ | £ |
| Creditors | 153 | 1,301 |
| Accruals | 480 | 480 |
| | 633 | 1,781 |

Leeds Voluntary Sector Learning Disabilities Forum
Notes to the accounts continued
for the year ended 31 March 2018

9 Trustee expenses

No trustee received any expenses during this year or the previous year.

10 Related party transactions

Key management personnel

The key management personnel of the charity comprises the Chief Officer only. The total employee benefits of the key management personnel of the charity were £27,730 (2017: £26,127).

There were no other related party transactions during this year or the previous year.

Leeds Voluntary Sector Learning Disabilities Forum
Statement of Financial Activities including comparatives for all funds
(including summary income and expenditure account)
for the year ended 31 March 2018

| | 2018 Unrestricted funds £ | 2017 Unrestricted funds £ | 2018 Restricted funds £ | 2017 Restricted funds £ | 2018 Total funds £ | 2017 Total funds £ |
|--------------------------------------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------|-----------------------------|
| Income | | | | | | |
| Grants and donations | 39,717 | 38,239 | 1,350 | 1,420 | 41,067 | 39,659 |
| Bank interest | 25 | 20 | - | - | 25 | 20 |
| Sundry income | 3,062 | - | 1,000 | 900 | 4,062 | 900 |
| Tenfold awards | 5,000 | - | - | - | 5,000 | - |
| Donated services | 3,690 | 3,690 | - | - | 3,690 | 3,690 |
| Total income | 51,494 | 41,949 | 2,350 | 2,320 | 53,844 | 44,269 |
| Expenditure | | | | | | |
| Salaries, Nics and pension | 38,367 | 35,100 | - | - | 38,367 | 35,100 |
| Payroll cost | 377 | 375 | - | - | 377 | 375 |
| Travel and subsistence | 472 | 566 | - | - | 472 | 566 |
| Bookkeeping and admin charges | 1,170 | 1,230 | - | - | 1,170 | 1,230 |
| Forum events | - | - | 48 | - | 48 | - |
| Rent | 2,520 | 2,520 | - | - | 2,520 | 2,520 |
| Phone and broadband | 445 | 515 | - | - | 445 | 515 |
| Postage, printing and stationery | 27 | 16 | - | - | 27 | 16 |
| Promotion and publicity | 344 | 135 | 804 | 93 | 1,148 | 228 |
| Insurance | 745 | 717 | - | - | 745 | 717 |
| Accountancy and independent exami | 480 | 480 | - | - | 480 | 480 |
| Sundries (including subscriptions) | 98 | 49 | - | - | 98 | 49 |
| AGM and annual report | 130 | - | - | - | 130 | - |
| Meeting expenses | 477 | 1,926 | - | 1,867 | 477 | 3,793 |
| Computing | 403 | 346 | - | - | 403 | 346 |
| Website | - | 271 | - | - | - | 271 |
| Training | - | - | - | - | - | - |
| Equipment | - | - | - | 360 | - | 360 |
| Consultancy | - | 600 | - | - | - | 600 |
| Tenfold awards | 3,050 | - | - | - | 3,050 | - |
| Legal fees | 126 | - | - | - | 126 | - |
| Refreshments | 315 | 808 | 296 | 334 | 611 | 1,142 |
| Depreciation | - | 187 | - | - | - | 187 |
| Finance charges | 72 | - | - | - | 72 | - |
| Total expenditure | 49,618 | 45,841 | 1,148 | 2,654 | 50,766 | 48,495 |
| Net income / (expenditure) | 1,876 | (3,892) | 1,202 | (334) | 3,078 | (4,226) |
| Fund balances brought forward | 26,760 | 30,652 | - | 334 | 26,760 | 30,986 |
| Fund balances carried forward | 28,636 | 26,760 | 1,202 | - | 29,838 | 26,760 |