



action on disability

Life beyond barriers

A Company Limited by Guarantee

**Company No. 4237604
Charity No. 1091518**

Report and financial statements

For the year ended

31 March 2021

Action on Disability

Report and financial statements
For the year ended 31 March 2021

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Report and financial statements
For the year ended 31 March 2021

Reference and administrative information

Trustees:	Victoria Brignell, Chair David Isaac, Vice Chair Patrick McVeigh, Vice Chair (term ended on 16 th November 2020) Peter Harden, Treasurer Kate Betteridge Mike Gannon Cllr Sharon Holder Mustafa Karim (new term started on 16 th November 2020) Cllr Patricia Quigley (appointed on 29 th February 2020) Amy Rait Angeleca Silversides Gabriella Zepf
Co-opted Adviser:	Patrick McVeigh (appointed on 29 th November 2020)
Company Secretary:	David Buxton
Chief Executive:	David Buxton
Company number:	4237604
Charity number:	1091518
Registered office:	Normand Croft Community School, Lillie Road, London, SW6 7SR
Auditors:	Goldwins Limited 75 Maygrove Road West Hampstead London NW6 2EG
Bankers	Lloyds Bank, 417 North End Road, Fulham, London, SW6 1NS

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Trustees' Annual Report

For the year ended 31 March 2021

Trustees Annual Report 2020-21

The trustees are pleased to present the annual report and accounts for the year 1st April 2020 to 31st March 2021.

Vision

To be part of, and promote, an inclusive society free of disabling barriers, where all individuals are equal.

Mission

As a user-led organisation, managed and controlled by disabled people, our mission is to:

- Deliver high quality, professional, accessible activities which promote independent living.
- Give disabled people the knowledge and confidence about their rights, enabling them to access opportunity, make choices and live independently.
- Campaign for the rights of disabled people and influence local and national policy and practice.

Achievements and performance 2020-21

Employment Service

We have a good reputation for setting up and delivering supported internships for people with learning disabilities. This year we provided management, job-coaching, and employer engagement for 33 young people with learning difficulties/ASD across our 3 internship partners.

We have also continued our new Supported employment Projects which have been going well, but not as well as we hoped due to the pandemic. Those two projects are;

- Equip Inclusive Employment project funded by ESFA
- Follow on Support Service for former interns funded by Inclusion London

This brings the total number of employment projects to 5. All projects are aimed at promoting accessible recruitment and jobs for disabled people, whilst supporting employers in the development of a diverse work force through consultation and training. We are proud to be working with several employers and partners who are committed to change.

We are also due to start the ABLE2 project with Barnet & Southgate College, funded by the Mayor's European Social Fund Programme. This project will run for 3 years and will support 17-24 young people who are physically impaired and NEET.

Here are some of the employers with whom we have worked this year:

- Building 245 Hammersmith
- Ashdown Phillips

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- Renault
- Holiday Inn
- Imperial College London, Charing Cross
- Imperial College London University
- NHS Covid Centres, Hammersmith and Fulham and Imperial Sites
- London Borough of Hammersmith and Fulham
- Lyric
- Nandos
- National Theatre
- NHS
- Pret
- Primark
- Royal Borough of Kensington and Chelsea
- London Borough of Ealing
- British Heart Foundations (BHF)

Case Story – Kabir's Supported Internship Journey

Kabir joined the High Street Supported Internship programme because

'I needed to develop my employability skills to prepare for my future job ... especially if you may have been excluded from apprenticeships or traineeships ... none would get back to me'.

Kabir was keen to pursue technical and supportive roles where he could assist other deaf people but felt unable to do so due to his own barriers – he had previously sought support for his impairment. During his first placement - he worked as a Business Support Officer in Kensington and Chelsea councils Children's services. Due to the pandemic, this was a remote role.

Kabir wished to develop his data-processing skills during this time and spent most of this placement updating a database of disability-confident employers in the local area. Other aspects of his role involved co-production; Kabir investigated access issues with the local offer's website, gave his opinion on how deaf people could access the material on the site, as well as other functionalities he believed the site should consider.

Kabir discussed performance pressures with his job coach – where he found regular meetings tiring but wanted to show his hearing colleagues and mentors that he was present/ paying attention during those meetings, alongside other issues such as ergonomic issues (strain signing on screen whilst using a keyboard). Kabir's job coach worked with him to develop better ergonomics and his self-advocacy skills to discuss with his workplace mentors about what reasonable adjustments he would require as a deaf autistic person to do his job remotely.

The Equality Act 2010 places a duty on an employer to make reasonable adjustments for disabled employees. By the second term Kabir negotiated to have bullet-pointed notes of

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meetings sent to him, a detachable keyboard and a change in his role (titled: SEND Local Offer Officer in Employment Pathways and Participation) to focus primarily on co-produced tasks. Action on Disability staff also negotiated a 'check-in' system and a timetable with planned in screen-time and ergonomic breaks to elevate these issues that were causing Kabir anxiety.

During this time, Kabir created a 'deaf friendly' video on his experience as a deaf student and why he chose to join a supported internship programme – for the purposes of informing other deaf students of vocational programmes. Kabir also enrolled on a business enterprise workshop, where he developed a business plan and a website for a deaf student support service which matches students with the appropriate support, they require to complete a chosen course (including BSL).

Once Kabir has completed the supported internship programme, he's considering a paid IT apprenticeship role within the council - developed by his workplace mentors for Kabir to continue developing his IT skills whilst in paid employment.

Kabir would prefer to complete functional skills to Level 2 next year, however he has a dependant and he needs to evidence £18,600 earnings as a home-office requirement.

Kabir is currently working with Action on Disability staff to find full-time paid employment and assistance to setup Access to Work arrangements once in-work.

"It was pleasant speaking with Kabir at team meetings and we value his positive contributions to the project ... he was very pro-active with his approach to the tasks we were working on together".

Marianna, Kensington and Chelsea Register Office

2020-21 Highlights:

- All 3 Supported Internships managed to continue during the pandemic and a new cohort was recruited during the first lockdown
- Follow on Support Project continued during the pandemic and steady support was delivered to disabled clients working from home; we supported 5 clients continuously
- We created additional workshops and sessions to continue supporting former Interns and keeping them motivated despite the lockdown and lack of job opportunities
- We have supported 5 graduate interns into paid employment in this time period

Future plans:

- We are still planning on starting our partnership with John Lyons Charity to set up a new style of Supported Internship
- Create a business plan to support more Supported Internship sites with our follow-on support service
- Continue growing the In-work support service

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- Work with Ashdown Phillips to establish a partnership with AoD to offer additional work experience and placements for our supported employment projects.

AoD continues to set the agenda for disability employment in West London and has devised new approaches that are achieving great results. We have carved out a role, and a reputation, for setting up and delivering supported internships for people with learning difficulties.

Direct Payment Support Service

The Direct Payment Support Service aims to support Hammersmith and Fulham residents to manage their Direct Payments.

We work closely with the Direct Payment Peer Support Group and local residents to ensure that the service is co-produced and that we are working together in an active way to plan, deliver and review the service.

We believe that a good Direct Payment Support Service should promote choice, control and independence for local residents and that their views should inform our service delivery every step of the way.

The Direct Payment Support Service aims to:

- Support residents to set up their Direct Payments
- Support residents to recruit and employ their own support staff
- Support residents to find a suitable payroll service and manage their staff, or identify a suitable care agency or provider
- Support residents to manage their Direct Payment budget
- Signpost and refer residents to other organisations where applicable
- Support residents to use their Direct Payments flexibly and creatively (e.g. pooling budgets)
- Introduce residents to other people who use a Direct Payment through the Peer Support Group.

Project Outcomes:

- Residents are enabled to optimise the opportunities available to them through increased choice and control
- Through an ethos of self-help residents feel empowered and have the ability and confidence to manage their own direct payments
- Residents feel safe, secure and supported to achieve greater independence with minimal support
- Residents have improved quality of life.

2020-21 Highlights:

- In the first full year of delivery we received 83 referrals.
- We provided one-off information and advice on 422 occasions.

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- We delivered 22 Peer Group sessions via Zoom, with a total of 75 residents in attendance.
- We delivered 22 training sessions to social workers and social care staff on a range of topics including an introduction to our service, Employment Law and Nominated and Authorised Persons.
- We continued to deliver our vital services online and via the telephone.

Challenges:

- Delivering a new service during the COVID-19 pandemic was extremely difficult.
- Building relationships with the council and social services.
- Staff sickness.

How we have overcome these:

- We have continued to work closely with Alexander Payne, Acting Independent Living Lead, to build relationships within the council and social services. We have Developed and delivered a series of social work training sessions.
- Continued to develop our service to meet the needs of residents at this time.
- Prioritised our to-do lists and shared referrals amongst ourselves.

Feedback: Having Support from AoD has helped me to...

- "Increase the number of hours of help for our 90 year old mother who has dementia and now needs 24 hour care. It will certainly make a difference and is much appreciated".
- "Set up support and increased my independence".
- "Employ my husband as my pa during covid as I am in extreme vulnerable group and am afraid of exposure by agency carers and resolve DP problems".
- "Speak with social services about my mother's care and get the budget increased. Understand the employer responsibilities if I were to employ a carer on behalf of my mother".
- "Get the care I need. Jennifer is so kind to me, just chatting to me helped me so much. I cannot thank her enough".

Future Plans:

The COVID-19 pandemic has been a huge challenge, but we have reviewed and developed our service delivery to meet the needs of clients. We have learnt a lot from this and will continue to develop our service every step of the way, and even continue to deliver some aspects of the revised service in the future. For example, when restrictions begin to ease we will deliver our Peer Group sessions via Zoom and in person, as a "blended" session.

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As restrictions begin to lift, we will work closely with other voluntary sector organisations, day centres, supported living providers and community centres to promote our service more widely. We hope to deliver a 're-launch' of our service in the community in September/October time depending on the situation with the pandemic. This would be held at a central location where residents and other providers would be invited to attend.

We will look to promote the Find-a-PA service more widely, by visiting job centres and university job fairs to encourage people to sign up as PAs.

We will continue to co-produce our service by holding a series of co-production workshops with residents to look at various council documents and reflect on the service delivery so far.

Welfare Benefits Advice Service

AoD Welfare Benefits Service (WBS) offers free benefits advice and assistance to disabled adults and children of all ages – including parents and carers of disabled children – living in the borough of Hammersmith and Fulham. The help given is hands-on casework up to First-Tier Tribunal level, and, in some cases, Upper Tribunal level.

During the past year, the AoD WBS dealt with 398 cases as well as giving advice by telephone and e-mail. It also handled 2,150 phone calls and emails, of which about half entailed giving one-off advice to other organisations and disabled or ill people in the H&F borough.

2020-21 Highlights:

- In supporting **398** ill and disabled residents of H&F, the WBS secured one-off backdated payments totalling **£134,697.21**.
- Increased *weekly income* totalled **£13,137.74**. As most benefits are awarded for at least a year, the total yearly figure is **£683,162.30** (i.e. £13,137.74 x 52)

Once again, the AoD WBS would like to acknowledge the tremendous input of its volunteers. The smooth running and success of the AoD WBS would not be possible without their dedication and hard work. They help our clients and members throughout lockdown to complete Personal Independence Payment (PIP), Disability Living Allowance (DLA) and Employment and Support Allowance Work Capability forms. They continue to achieve high success rates.

Case Stories

- Mrs A has a 5-year-old disabled son in receipt of DLA. She contacted the WB service for a benefit check after claiming Universal Credit (UC). We quickly established Mrs A should be receiving additional elements in her UC payments; a Disabled Child Element (£402.41 pcm) in respect of her son's DLA entitlement and a Carer Element (163.73 pcm) as Mrs A is a full-time carer for her son. We contacted UC to inform them of our findings. As a result, the family are now £566.14 better-off each month.

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- Ms B had both physical and mental health issues. She needed assistance to appeal the DWP's decision after being refused Personal Independence Payment (PIP). The WBS wrote a submission and supported Ms B at her Tribunal hearing. The Tribunal increased Ms B's Daily Living component from Standard to Enhanced rate. Having previously not been awarded any rate of the Mobility component, the Tribunal changed the DWP's decision and awarded the Enhanced rate. This resulted in a lump sum payment of £6,756.46 backdated to November 2019, **PLUS** an annual payment of £7,911.80 for a period of two and a half years.
- Mr C came to us after he had submitted an unsuccessful Mandatory Reconsideration request for his PIP; he did this with no help. He had been referred to our WBS by his Labour Councillor who requested our assistance with an appeal for Mr C. With our support, the DWP revisited their decision and changed it without the need for Mr C to go to appeal. Mr C was awarded a lump sum of £800 and a 3-year award totalling £9313.20.

Youth Service

Action on Disability's Youth Service provides opportunities for young disabled people aged 11-25 to participate in positive activities, and, through partnerships, supports the development of inclusion across LBH&F. Young people have access to fun, informal learning where they can gain new skills and challenge themselves through a varied curriculum programme of activities, accreditation, and volunteering.

173 young disabled people are registered with our service during 2020/21 and 48 different young people accessed our projects. Ordinarily, AoD Youth service engages, on average, 120 unique young people through all projects each year, however restrictions applied to delivery meant a very controlled offer to a limited number of young people throughout 2020/21. AoD Youth service did not offer volunteering opportunities to young people as this would impact on the numbers of young people accessing the delivery spaces, and there was limited access to the DofE awards.

2020-21 Highlights:

- No one needs reminding of the year 2020/21 and the impact Covid-19 had on all of our lives. That said, AoD Youth Service was quick to adapt with, initially, all delivery going to the zoom platform. As the world around us developed strategies for managing services through the pandemic, our Youth Service waited for guidance from National Government and the National Youth Agency. Once guidance was in place for out of school provision, AoD Youth Service quickly stepped up to deliver face to face offers to young disabled people and have continued to do so throughout the year.
- Increased partnership working with LBH&F disabled children's team and the short breaks service to identify those families most in need of a service during the pandemic.
- We provided 8 families who were significantly impacted on by the consequences of the pandemic, with substantial supermarket vouchers over the Christmas period.
- We secured London Community Response fund Wave 3 income to offset a reduced value contract from LBHF Youth Services (17% reduction in annual contract value).

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- We achieved the London Youth Bronze Quality Mark.
- We delivered a restricted offer on all LBH&F youth service contracts, including:
 - School holiday projects
 - A weekly after school project
 - A weekly youth club
 - The Duke of Edinburgh (DofE) awards scheme
- 3 young people participated in the DofE awards scheme completing sections of their bronze award.
- We completed the delivery of our Youth Music funded offer to young people in partnership with Lyric Hammersmith and Tigersonic Studios.
- In partnership with Lyric Hammersmith, we delivered a summer digital filming making project for young disabled people which was accessed through the zoom platform.
- We continued to support Dance West when their delivery of Move it Mondays moved to the zoom platform.
- Young people created a mural for the new AoD offices which will be on display at the reception area. They also created two time capsules which will be planted on the site. This was made possible with thanks to Dr Edwards and Bishop Kings Fulham Charity.
- Thanks to a donation from the Daisy Trust, Young people created a selection of Christmas Cards which went on sale in December 2020 generating further income to the Youth Service.
- Thanks to the Fit & Fed program by Street Games, all young people accessing our holiday projects enjoyed a healthy meal and had access to regular exercise every day of delivery.
- Over the course of the past year, young disabled people accessed 7 different projects, amounting to 154 different sessions of activities.
- The expected impact of the pandemic on the voluntary sector in terms of funding, presented significant challenges, However AoD Youth Services secured core funding City Bridge Trust, John Lyons Charity, Addison Youth Trust, London Community Response Fund Wave 3 & 5 which has provided security of access for young disabled people.

Challenges:

- A restricted offer meant that not all young people registered to access our services did.
- It is unclear what the impact may have been on those who could not access our service due to restrictions in terms of mental health, physical health, safeguarding and growth.
- There were safeguarding concerns raised around young people who did access our service which did include a suicide attempt and an emergency placement
- Sadly, one young person passed away after contracting COVID-19.

Impact:

- Young people, identified by LBH&F Disabled Children's Team and the Short Breaks Service, had access to projects away from the domestic environment and had access to activities, a healthy meal, and their peers. Without this service these young disabled people may have endured significant isolation, a dependence on adults in the domestic environment and potential risk to their overall wellbeing.

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- These young people have had access to their peers through the delivery of our offers, enabling them to sustain safe social networks, which encourages a greater sense of self-esteem, confidence, and resilience.
- They have also had access to physical activity and a healthy meal, ensuring that they have a greater sense of wellbeing, both physically and mentally.

Case Story

Situation:

S.M was new to our service and was 14 years old. He had cerebral palsy and quite significant and complex support needs. He used Pecs to communicate and was a wheelchair user. S.M attended a purpose-built school and lived in a residential setting. Outside of school, SM rarely had the opportunity to socialise with his peers or take part in fun and engaging activities, leaving him quite socially isolated. It was identified by staff who work with him that it was important for him to make new friends and socialise with other young people of his age.

Once referred to AoD, S.M attended our weekly junior club along with support from his individual support worker. S.M engaged in Yoga and music each week and really enjoyed spending time with his peers. He arrived each week with a huge smile on his face and really enjoyed the young people greeting him and asking him how he was. Staff who worked with S.M commented that he always looked forward to coming each week as he really enjoyed participating in the activities. He became more confident in choosing to take part in activities that he enjoyed which allowed staff and other young people to understand his interests and how he communicates.

Impact:

S.M successfully integrated as an AoD member during the junior club and became quite popular amongst other young people. He took part in activities that he enjoyed and socialised with his peers. He improved his drumming and keyboard skills and took a keen interest in music allowing him to have fun and express himself. He also improved his teamwork and communication skills. Through forming friendships, S.M confidence and self-esteem was enhanced.

Summary:

S.M attended the junior club each week and become a popular member. Through demonstrating his skills in playing musical instruments and his keen interest in music, he found much in common with the other young people and formed many friendships. He had the opportunity to socialise with his peers each week which raised his confidence and self-esteem. It is with great sadness that we report that S.M passed away after contracting COVID-19. He had such a huge impact on our service and on his peers and is greatly missed.

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Future Plans:

- 2020-21 commenced with significant challenges to all services due to the pandemic and resulting restrictions. AoD Youth Service adapted and continued to deliver on all contracted and trust funding outcomes in accordance with Government and National Youth Agency guidelines. Throughout 2021/22 our priority must be, where possible, to recover our full offer and to re-engage all those young people who have not accessed our project, and their peers.
- In partnership with the Alliance for Inclusive Education (ALFIE), LBH&F Youth Voice, Young Hammersmith & Fulham Foundation, LBH&F Co-Production we will support the development young trainers who will form part of a training offer to the youth sector to increase access for young disabled people.
- Having secured core funding for up to 2025, we will look to secure LBH&F Youth contracts once they go to tender in late 2021, and we will look to secure funding to expand our offer, in partnership with Lyric Hammersmith, through the arts.

Financial review

A successful year which ended with a surplus.

- During this financial year there has not been one significant event that has contributed to AoD's financial performance. We have been responsive to situations as they have arisen and have been careful to work within agreed budgets, control costs and new full cost recovery models.
- The principal sources of funding for the charity are derived from a number of different contracts, grant awards and earned income.
- There are no pension liabilities arising from obligations to a defined benefit pension scheme or pension asset on the financial position of the charity.
- The charity holds no material financial investments, other than our reserves account held with Lloyds Bank.

Reserves policy

Our unrestricted funds, as at 1 April 2021, were £278,010 in general funds. The current reserves policy as agreed by the trustees is a minimum of 25% of annual expenditure, or 3 months running costs in the current financial year, to preserve AoD's cash flow and to meet any unexpected contingencies. For the year a 25% target would require a reserve of £275,000 in unrestricted general funds. The present level of free reserves of £278,010, available to the charity, is just above this target level. The Board of Trustees is well aware that it is unlikely that the target range will be reached for another year due to the COVID-19 national crisis creating serious financial implications. In the short term, the Board has also considered the extent to which existing activities and expenditure could be curtailed, should this be necessary, and have agreed to set a balanced year.

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Going concern

There are no concerns about the Charity's ability to meet all of its financial and contractual obligations in the year ahead. The charity is a going concern.

Principal risks and uncertainties

The Board of Trustees has conducted a review of the major risks to which the charity is exposed. We have a Risk Register which is updated every six months. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan, which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Cash flow remains the greatest risk. With a number of grants/contract funds being released in arrears, careful planning is required. Cash flow projections enable the CEO to give advance notice to the Board of Trustees of any periods when temporary support is required from reserves.

Regular supervision and yearly appraisals for staff and volunteers ensure compliance with employment laws. Improved internal communication with staff and volunteers ensures everyone feels part of one organisation. Procedures are in place to ensure compliance with health and safety of staff, volunteers, service users and visitors to the centre.

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated in June 2001 and registered as a charity in April 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1 to the assets of the charity. The Board members have no beneficial interest in the charity

The objects of the charity are:

- a. To promote equality of opportunity, choice and independence by removing physical, social and attitudinal barriers to integration within the community for people who have a physical or sensory impairment or learning difficulty, or who experience mental health difficulties, through the encouragement and development of education, training, facilities for recreation, employment based on the ethos of independent living and who reside, work or are undergoing educational or vocational training in, but not exclusively, Greater London.
- b. To fulfil any other object which is deemed wholly and exclusively charitable by the laws of England and Wales.

The issues that AoD seeks to tackle cover every part of a person's life and can affect any person from any culture and any walk of life. It covers the following, though this is by no means an exhaustive list:

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- Poverty
- Discrimination
- Lack of access, exclusion and segregation
- Health inequalities and lower life expectancy
- Internalised oppression

The trustees have agreed the following strategies to ensure the charity meets both its objects and the public benefit.

- Inclusion – where possible delivering services inclusively in mainstream settings and influencing other organisations (public, private and voluntary) to do the same.
- Specialist services – where necessary providing tailored, specialist services for disabled people only.
- Campaigning for equality – arguing for equality of outcome over opportunity and supporting organisations to identify whether inclusion or specialist provision is required to achieve equality of outcome.

The charity fulfils its objects and the public benefit requirement through the following activities:

- Information, signposting and referrals – ensuring people have accurate information and are connected with appropriate services is an essential first step to tackle the issues above.
- Advice and guidance – supporting people through the complex maze of public services is essential.
- Advocacy – ensuring that people have their voice heard when they have been denied, or are not happy with, a service.
- One to one support and person-centred planning – providing direct support to tackle individual issues.
- Employment and volunteering opportunities – providing and supporting people to access opportunities that can lift them out of poverty and to give them a purpose.
- Campaigning and influencing – working with politicians and officers in the public sector, and directors and managers in the private and voluntary sectors, to change attitudes and remove barriers to inclusion.

At the first meeting after each Annual General Meeting, the Trustees will review how the charity meets the public benefit and the CEO also takes them through their specific responsibilities as charity trustees. Each Trustee is provided with the location of all Charity Commission guidance online and specific toolkits are printed and given to them.

Recruitment and appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law and, under the company's Articles, are known as members of the Board of Trustees. Under the requirements of the Memorandum and Articles of Association, the members of the Board are elected to serve for a period of three years, after which they must be re-elected at the next AGM. Each year those trustees who have served their 3-year term must step down, but may be re-elected for another three-year term up to a maximum of 9 years of service. Temporary

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vacancies are filled by the Board until the following AGM when they can be re-elected. The Board appoints its honorary officers at its first meeting after the AGM.

The Board of Trustees represent the voice of local disabled people and, constitutionally, 75% of its members must have a disability. This is an important part of our structure and one that ensures Action on Disability remains 'user-led'.

Trustee induction and training

Most trustees have personal experience of disability and all subscribe to the 'Social Model of Disability' which is the guiding principle of the organisation. However, as part of induction, all trustees will attend our internal disability equality training course.

We encourage new trustees to participate in short training sessions to familiarise themselves with the charity and the context within which it operates. These sessions cover:

- The obligations of the Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Basic charity law.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives for the charity.
- Disability Equality Training & Social Model understanding.

The induction programme gives new trustees an understanding of the work of individual projects, funding of the organisation and various Charity Commission publications. The Chair and senior managers deliver a brief induction shortly after the AGM. Trustees are encouraged to take an interest in a specific area of Action on Disability covering both operations and a strategic interest in the organisation's future developments.

All trustees serve on the Board of Trustees, which meets quarterly, to review performance and long-term strategies for Action on Disability (AoD). The Officers Group meets at least four times a year to ensure that the policies of AoD are implemented and that the work is properly managed.

The trustees delegate the day to day running of the charity to the CEO. He is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The CEO leads a team of 16 full and 4 part-time staff, 44 sessional staff and around 25 volunteers. The senior management team ensures the effective and efficient operation of AoD services to disabled people with the primary focus being Hammersmith and Fulham.

Volunteers

AoD relies on volunteers to staff its reception function. They are the frontline and first contact for people visiting, calling or emailing the charity. Individuals benefit from the role, increasing their social contact, improving their skills and their chance of paid employment. However, the charity could not be run effectively without these volunteers, many of whom work several shifts a week and stay with us for years.

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Like all charities, our trustees give unpaid time to run the charity. They take the legal responsibility for the organisation, set strategy, monitor the finances and ensure that we comply with all regulations. Trustees take an active role in fundraising and are each encouraged to get involved in an area of activity.

Across the organisation our volunteers contributed well over 4,200 hours this year. If this was calculated just at the living wage level it would equate to £42,630 per year. Many of the roles volunteers carry out would attract salaries above the living wage.

Related parties and relationships with other organisations

The charity has a formal agreement with partner organisation Ruils for the Direct Payments Support Service. AoD is the lead partner and is responsible for all monitoring, evaluation and performance reporting to the funders. There are agreements with all colleges that are part of our supported employment internship activities, and outline roles/responsibilities and funding agreements.

Statement of responsibilities of the trustees

The trustees confirm that the financial statements comply with current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities: SORP applicable to charities preparing their accounts in accordance with FRS 102.

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

- Select suitable accounting policies and then 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 and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Action on Disability

Trustees' Annual Report

For the year ended 31 March 2021

Statement as to disclosure to our auditors

Insofar as the trustees are aware:

- There is no relevant audit information of which the charitable company's auditors are unaware; and
- The trustees have taken all steps that they ought to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Goldwins Limited were re-appointed as the auditors of the charitable company during the year and have expressed their willingness to continue in that capacity.

The trustees' annual report has been approved by the trustees on 26th July 2021 and signed on their behalf by;

Victoria Brignell
Chair of Trustees

Action on Disability

Independent Auditors' Report For the year ended 31 March 2021

Opinion

We have audited the financial statements of Action on Disability (the 'Charity') for the year ended 31 March 2021 which comprise the Statement of Financial Activities, the Balance Sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2021 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Action on Disability

Independent Auditors' Report For the year ended 31 March 2021

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the Charity and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Annual Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the Charity or to cease operations, or have no realistic alternative but to do so.

Action on Disability

Independent Auditors' Report For the year ended 31 March 2021

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud are set out below.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- We enquired of management, which included obtaining and reviewing supporting documentation, concerning the charity's policies and procedures relating to:
- The internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations.
- We inspected the minutes of meetings of those charged with governance.
- We reviewed the financial statement disclosures and tested these to supporting documentation to assess compliance with applicable laws and regulations.
- In addressing the risk of fraud through management override of controls, we tested the appropriateness of journal entries and other adjustments, assessed whether the judgements made in making accounting estimates are indicative of a potential bias and tested significant transactions that are unusual or those outside the normal course of business.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation..

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Action on Disability

Independent Auditors' Report For the year ended 31 March 2021

This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Anthony Epton (Senior Statutory Auditor)
for and on behalf of
Goldwins Limited
Statutory Auditor
Chartered Accountants
75 Maygrove Road
West Hampstead
London NW6 2EG

DATE:
:

Action on Disability

Statement of Financial Activities For the year ended 31 March 2021

	Notes	Restricted £	Unrestricted £	2021 Total £	Restricted £	Unrestricted £	2020 Total £
Income from:							
Donations and fundraising		4,584	24	4,608	-	7,268	7,268
Charitable activities:							
Disability projects		504,812	384,026	888,838	829,926	111,979	941,905
Total income	2	509,396	384,050	893,446	829,926	119,247	949,173
Expenditure on:							
Raising funds		(4,904)	-	(4,904)	-	(14,028)	(14,028)
Charitable activities							
Disability projects		(486,790)	(285,542)	(772,332)	(853,850)	(12,671)	(866,521)
Total expenditure	3	(491,694)	(285,542)	(777,236)	(853,850)	(26,699)	(880,549)
Net income / (expenditure) for the year		17,702	98,508	116,210	(23,924)	92,548	68,624
Transfers between funds		(990)	990	-	45,409	(45,409)	-
Net movement in funds		16,712	99,498	116,210	21,485	47,139	68,624
Funds at 1 April 2020		39,331	246,547	285,878	17,846	199,408	217,254
Funds at 31 March 2021		56,043	346,045	402,088	39,331	246,547	285,878

All of the above results are derived from continuing activities. There are no other recognised gains and losses other than those stated above.

Action on Disability

Balance Sheet

As at 31 March 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible fixed assets	7		23,250		17,469
Current assets					
Debtors	8	58,357		24,197	
Cash at bank and in hand		394,817			
				290,194	
		<u>453,174</u>		314,391	
Creditors: amounts falling due within one year	9	<u>(74,336)</u>		<u>(45,982)</u>	
Net current assets			378,838		268,409
Net assets	10		402,088		285,878
Funds	11				
Restricted funds			56,043		39,331
Unrestricted funds					
Designated funds			68,035		18,035
General funds			278,010		228,512
Total funds			402,088		285,878

Approved by the Board of Trustees on..... and signed on its behalf by:

Victoria Brignell - (Chair)

Company Registration No. 4237604

Action on Disability

Statement of Cashflows

For the year ended 31 March 2021

	Note	2021 £	2021 £	2020 £	2020 £
Net cash provided by / (used in) operating activities	13		118,853		60,870
Cash flows from investing activities:					
Interest/ rent/ dividends from investments		15		21	
Sale/ (purchase) of fixed assets		(14,245)		(13,280)	
Sale/ (purchase) of investments		-		-	
Cash provided by / (used in) investing activities			(14,230)		(13,259)
Cash flows from financing activities:					
Cash inflows from new borrowing			-	-	
Receipt of endowment			-	-	
Cash provided by / (used in) financing activities			-		-
Change in cash and cash equivalents in the year			104,623		47,611
Cash and cash equivalents at the beginning of the year			290,194		242,583
Cash and cash equivalents at the end of the year	14		394,817		290,194

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

1. Accounting policies

- a) The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 - effective 1 January 2015) - (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy or note.

- b) Donated professional services and donated facilities are recognised as income when the charity has control over the item or received the service, any conditions associated with the donation have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised so refer to the trustees' annual report for more information about their contribution.
- c) Grants are recognised in full in the statement of financial activities in the period in which they are received or receivable whichever is earlier. Grants received which are clearly specified for a future accounting period are shown as deferred.
- d) Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund. Where a fixed asset is donated to the charity for its own use, it is treated in a similar way to a restricted grant.

Expenses are recognised in the period in which they are incurred. Most expenditures include VAT which cannot be recovered.

- e) Expenses are allocated to the particular activity where the cost relates directly to that activity. However, the cost of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, is apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

Disability projects	98%
Fundraising and publicity	2%

- f) Depreciation and amortisation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rates in use are as follows:

Computer equipment	2 years / 5 years (straight line)
Fixtures, fittings and equipment	20% (straight line)
Intangible assets	over 10 years

Items of equipment are capitalised where the purchase price exceeds £500. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

- g) Cost of generating funds relate to the costs incurred by the charity in inducing others to make voluntary contributions to it.
- h) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with a fair allocation of management and support costs.
- i) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity.
- j) Designated funds are unrestricted funds earmarked by the Board of Trustees for a particular purpose.

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

Accounting policies (continued)

- k) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities on a straight-line basis, based on the length of the lease.
- l) The company contributes to a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The company has no liability under the scheme other than for the payment of those contributions.
- m) The trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. No key judgements have been made by the charitable company which have a significant effect on the accounts. The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

2 Total Income	Fund raising	Support Services	Capital Project	Employment Services	Youth Services	Advocacy Services	Welfare Benefits Service	Independent Living Services	2021 Total	2020 Total
Restricted Income	£	£	£	£	£	£	£	£	£	£
Statutory Income	-	-	-	-	123,000	375	88,220	122,967	334,562	403,013
Charitable Income	25	-	4,524	38,374	92,246	-	7,500	27,581	170,250	70,450
Donation and Fundraising	4,584	-	-	-	-	-	-	-	4,584	-
Fee Income	-	-	-	-	-	-	-	-	-	356,186
Other Income	-	-	-	-	-	-	-	-	-	277
Total Restricted Income	4,609	-	4,524	38,374	215,246	375	95,720	150,548	509,396	829,926
Unrestricted Income	£	£		£	£	£	£	£	£	£
Statutory Income	-	10,339	-	-	-	-	-	-	10,339	3,140
Charitable Income	16	-	50,000	-	55,871	-	-	-	105,887	58,835
Investment and Interest	15	-	-	-	-	-	-	-	15	21
Donation and Fundraising	4	-	-	-	-	-	-	20	24	5,274
Fee Income	626	-	-	252,998	10,008	-	-	2,406	266,038	49,691
Membership / Subscription	-	-	-	-	357	-	-	-	357	40
Other Income	-	825	-	-	565	-	-	-	1,390	2,246
Total Unrestricted Income	661	11,164	50,000	252,998	66,801	-	-	2,426	384,050	119,247
Total Income	5,270	11,164	54,524	291,372	282,047	375	95,720	152,974	893,446	949,173

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

3 Total expenditure	Fund raising	Support services	Capital Project	Employment Services	Youth Service	Advocacy Services	Welfare Benefits Service	Independent Living Services	Total Disability Projects	2021 Total	2020 Total
	£	£	£	£	£	£	£	£	£	£	£
People Costs (see note 5)	3,655	83,970	-	227,465	165,891	213	59,231	65,615	602,385	606,040	699,094
Direct Project Expenditure	-	3,130	1,425	9,310	23,267	-	46	36,997	74,175	74,175	96,034
Direct Expenses	1,099	1,262	-	669	2,590	-	1,315	982	6,818	7,917	10,393
Premises Expenditure	-	1,111	-	740	18,179	-	1,480	1,850	23,360	23,360	17,406
Travel and Accommodation	-	34	-	53	835	-	217	86	1,225	1,225	3,757
Office Expenditure	-	11,119	-	8,795	8,665	45	5,667	9,442	43,733	43,733	37,393
Professional fees	150	1,851	2,956	2,778	1,361	-	1,487	1,739	12,172	12,322	11,897
Support Services fees	-	(104,141)	-	41,023	30,740	49	12,443	19,886	-	-	-
Depreciation	-	7,872	-	423	169	-	-	-	8,464	8,464	4,575
Total expenditure	4,904	6,208	4,381	291,256	251,697	307	81,886	136,597	772,332	777,236	880,549

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

4 Net incoming/ (outgoing) resources for the year

This is stated after charging / crediting:

	2021	2020
	£	£
Depreciation	8,464	4,575
Auditors' remuneration	4,250	4,000

5 Staff costs and numbers

Staff costs were as follows:

	2021	2020
	£	£
Salaries and wages	481,433	579,917
Social security costs	38,702	49,612
Pension contributions	12,450	12,432
Sessional and temporary workers	60,975	46,927
Other people costs	12,480	10,206
	606,040	699,094

No employee earned more than £60,000 during the year.

The total employee benefits including pension contributions and employers' NIC of the key management personnel were £59,686 (2020: £53,191).

The average number of employees during the period was as follows:

	2021	2020
	No.	No.
Disability Services and Projects	21	24
Support Services	3	3
	24	27

6 Taxation

The charity is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

7 Tangible fixed assets	Website	Fixtures, fittings & equipment	Computer equipment	Total
	£	£	£	£
Cost				
At 1 April 2020	3,000	7,067	22,174	32,241
Additions	1,161	-	13,084	14,245
Disposals	-	-	-	-
At 31 March 2021	<u>4,161</u>	<u>7,067</u>	<u>35,258</u>	<u>46,486</u>
Depreciation & amortisation				
At 1 April 2020	138	4,442	10,192	14,772
Charge for the period	398	717	7,349	8,464
Disposals	-	-	-	-
At 31 March 2021	<u>536</u>	<u>5,159</u>	<u>17,541</u>	<u>23,236</u>
Net book value				
At 31 March 2021	<u>3,625</u>	<u>1,908</u>	<u>17,717</u>	<u>23,250</u>
At 31 March 2020	<u>2,862</u>	<u>2,625</u>	<u>11,982</u>	<u>17,469</u>
8 Debtors			2021	2020
			£	£
Prepayments			23,354	1,527
Accrued income			18,865	-
Other debtors			16,138	22,670
			<u>58,357</u>	<u>24,197</u>
9 Creditors: amounts falling due within one year			2021	2020
			£	£
Taxation and social security			11	2,916
Other taxes			(2,140)	966
Other creditors			625	4,492
Accruals			500	-
Deferred income			75,340	37,608
			<u>74,336</u>	<u>45,982</u>

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

10 Analysis of net assets between funds

For the year ended 31 March 2021	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	-	23,250	23,250
Current assets	56,043	68,035	329,096	453,174
Current liabilities	-	-	(74,336)	(74,336)
Net assets at the end of the year	56,043	68,035	278,010	402,088
For the year ended 31 March 2020 (prior year)	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Tangible fixed assets	-	-	17,469	17,469
Current assets	39,331	18,035	257,025	314,391
Current liabilities	-	-	(45,982)	(45,982)
Net assets at the end of the year	39,331	18,035	228,512	285,878

11 Movements in funds

	As at 1 April 2020	Income	Expenditure	Transfers in/(out)	As at 31 March 2021
	£	£	£	£	£
Restricted funds:					
Fund raising	-	4,609	(4,904)	295	-
Support Services	-	-	-	-	-
Capital Project	-	4,524	(4,381)	(143)	-
Employment Services	15,000	38,374	(48,374)	-	5,000
Youth Services	-	215,246	(215,246)	-	-
Advocacy Service	1,074	375	(307)	(1,142)	-
Welfare Benefits Service	3,000	95,720	(81,885)	-	16,835
Independent Living Services	20,257	150,548	(136,597)	-	34,208
Total restricted funds	39,331	509,396	(491,694)	(990)	56,043
Designated funds:					
Fund raising	-	661	-	(661)	-
Support Services	-	11,164	(6,207)	(4,957)	-
Employment Services	-	252,998	(242,882)	(10,116)	-
Youth Services	-	66,801	(36,453)	(30,348)	-
Independent Living Services	-	2,426	-	(2,426)	-
40 th Year Capital Fund	18,035	50,000	-	-	68,035
Total designated funds	18,035	384,050	(285,542)	(48,508)	68,035

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

General funds	228,512	-	-	49,498	278,010
Total unrestricted funds	246,547	384,050	(285,542)	990	346,045
Total funds	285,878	893,446	(777,236)	-	402,088

Movements in funds (prior year)	As at 1 April 2019	Income	Expenditure	Transfers in/(out)	As at 31 March 2020
	£	£	£	£	£
Restricted funds:					
Fund raising	-	1,000	(1,000)	-	-
Employment Services	10,000	400,533	(433,671)	38,138	15,000
Youth Services		203,435	(200,191)	(3,244)	-
Advocacy Service	3,037	69,238	(71,201)	-	1,074
Welfare Benefits Service		95,720	(99,735)	7,015	3,000
Independent Living Services	4,809	60,000	(48,052)	3,500	20,257
Total restricted funds	17,846	829,926	(853,850)	45,409	39,331
Designated funds:					
Support Services	-	3,000	14,821	(17,821)	-
Employment Services	-	81,311	-	(81,311)	-
Youth Services	-	27,492	(27,492)	-	-
Independent Living Services	-	176	-	(176)	-
40 th Year Capital Fund	13,055	-	-	4,980	18,035
Total designated funds	13,055	111,979	(12,671)	(94,328)	18,035
General funds	186,353	7,268	(14,028)	48,919	228,512
Total unrestricted funds	199,408	119,247	(26,699)	(45,409)	246,547
Total funds	217,254	949,173	(880,549)	-	285,878

12. Purposes of restricted funds

Support Services

To provide management and administration of the organisations and the provision of welfare rights and information service, trust application and events fundraising.

Youth Service

To provide a range of leisure, social and educational opportunities for young disabled people throughout the year in inclusive environments and settings.

Independent Living Service

To provide a service aimed at bringing disabled people together to offer mutual support around all aspects of their lives, while sharing activities around

Action on Disability

Notes to the Financial Statements

For the year ended 31 March 2021

common interests such as Direct Payments, IT, Knitting and Healthy Lifestyles.

Employment Service To assist disabled people towards employment – through internships in partnership with businesses, schools and colleges as a route to paid work.

Advocacy Services To provide a single point of access to advocacy services for those eligible for or in receipt of adult social care services in the London Borough of Hammersmith and Fulham, delivered in partnership with MIND and MENCAP.

Welfare Benefits Services To provide welfare benefits advice and support – to tribunal level. DLA, PIP & AA form filling support for disabled people. Local authority funded children and families and adult services.

13 Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net movement in funds for the reporting period	116,210	68,624
Depreciation	8,464	4,575
Interest, rent and dividends from investments	(15)	(21)
Decrease / (increase) in debtors	(34,160)	46,263
(Decrease) / increase in creditors	28,354	(58,571)
Net cash provided by / (used in) operating activities	118,853	60,870

14 Analysis of cash and cash equivalents

	At 1 April 2020	Cash flows	Other changes	At 31 March 2021
			£	£
Cash at bank and in hand	290,194	104,623	-	394,817
Overdraft facility (repayable on demand)	-	-	-	-
Total cash and cash equivalents	290,194	104,623	-	394,817

15 Operating lease commitments

The charity had annual commitments at the year-end under non-cancellable operating leases expiring as follows:

	Equipment 2021 £	Equipment 2020 £
Within 2 to 5 years	-	-

16 Related party transactions

There were no related party transactions during the year.