



Disability Sheffield
Centre for Independent Living

**Disability Sheffield Centre for Independent Living
Limited**

**Annual Report and
Unaudited Financial Statements
for the year ending 31 March 2019**

**Registered Charity Number: 1112712
Company Number: 04639160**

Contents

	Page
Introduction and vision	1
Purposes and activities	2
Overview of the year's activities	3 - 7
Governance, legal and administrative information	8 – 10
Independent examiner's report	11
Financial statements	12 - 21

Disability Sheffield Centre for Independent Living Limited Report of the trustees for the year ending 31 March 2019

The trustees are pleased to present their annual trustees' report together with the financial statements of the charity of the year ending 31 March 2019 which are also prepared to meet the requirements for a director's report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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)

Our vision is for Sheffield to be a place where disabled people have freedom, equality and independence

Disability Sheffield Centre for Independent Living Limited (Disability Sheffield) is a registered charity and a Disabled People's User Led Organisation (DPULO). DPULOs are organisations run by disabled people, for disabled people.

Since 2003, our small local charity has been enabling disabled people in Sheffield to overcome the barriers that prevent them from being fully included in society.

We are committed to and promote the 'Social Model of Disability'. We believe that people with impairments are disabled by the barriers they face in everyday life – e.g. inaccessible communication formats, people's attitudes or inaccessible buildings – not by the way their minds and bodies work.

A high percentage of our dedicated team (i.e. trustees, staff and volunteers) have personal experience of living with an impairment. We are therefore well placed to equip disabled people with the knowledge and confidence to address the challenges they face.

During 2018/19 our fantastic and dedicated team included 14 trustees, 15 volunteers, 12 paid workers along with a number of freelance workers on our cycling project, all contributing to the work of the organisation and making a difference. Our volunteers provided over 3000 hours of volunteering time.

Our purposes and activities

The purposes of the charity are:

To promote the benefit of participants (person with substantial and long term impairments who is thereby subject to disability) and their dependents and families resident in the city of Sheffield and elsewhere by:

- Providing, or encouraging provision of, services aimed at improving their condition of life
 - Facilitating their active participation and full inclusion in society.
 - Providing services for the relief of effects of disability, such as providing specialist advice, equipment or accommodation or providing access to services and adaptations for disabled people
- To advance education amongst participants (as defined above) and their dependants and families
- To promote and/or provide training in skills of all kinds, particularly such skills as will assist the participants (as defined above) or those who assist in their care, in pursuing an independent life and in promoting their inclusion within the community generally.
- To promote social inclusion for the public benefit by preventing people from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society
- To promote equality and diversity for the public benefit by the elimination of discrimination on the grounds of race, gender, disability, sexual orientation or religion
 - Advancing education and raising awareness in equality and diversity;
 - Conducting or commissioning research on equality and diversity issues and publishing the results to the public
- To promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations)
 - Monitor abuses of human rights
 - Comment on proposed human rights legislation
- To provide advice and counselling
 - Where appropriate the provision of advocacy and assistance to persons who, through lack of means, would otherwise be unable to obtain such advice

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance the guidance 'public benefit: running a charity (PB2)'.

Our Aims

We work alongside disabled people, organisations that represent them, the statutory and voluntary sectors, and the wider community to:

- Promote inclusion, choice and control.
- Encourage independent living.
- Give a collective voice to one of Sheffield's lesser heard communities.
- Challenge negative perceptions of disability.

We achieve our aims by:

❖ Campaigning for change through strengthening the voice of disabled people

Disability Hub

We are in the 2nd year of a 3 year grant from SCC to enable us to continue facilitating the Disability Hub as part of the Equality Hub Network, raising issues of concern for disabled people in the City, for example challenging barriers to accessing transport. During the year the Hub worked with over 350 individuals and groups, held 4 Hub meetings, hosted monthly blogs and discussed issues around Hate Crime, Social Care, Transport, Disability Rights and Welfare Reforms. One meeting was given over to the Festival of Debate with an event focused on social care. The experiences of people we work with fed into wider policy work, including submitting a response to the Local Government Association consultation 'The Lives We Want to Lead'.

The Hub has representation on the Access Liaison Group and has worked jointly on issues such as access to the City's cultural sites. More information is available in the annual monitoring report. As in previous years one of our volunteers spoke at Holocaust Memorial Day.

Sheffield Voices

Our learning disability group continued to meet on a weekly basis to discuss issues such as hate crime and began to develop some resources to take into schools. Thanks to support from Virgin Lounge the group continued to meet bi-monthly in the Virgin Lounge basement. This fantastic facility provides an opportunity for people with a learning disability to come together to socialise and also talk about barriers faced by people with a learning disability.

DWP Secondment

Kathryn Littlewood continued her secondment with the Department for Work and Pensions (DWP) for 20 months. Kathryn is working with job centre staff to increase their understanding of disability and to improve the way support is delivered to disabled people.

Individual Employer and PA Development Group

The Individual Employer and PA Development Group continued to meet to discuss and raise issues of concern for people in receipt of employing their own personal assistant. This included raising issues around levels of PA pay, sharing of templates to support people employing PAs and discussion of research carried out by SHU and York University on PAs in the workplace.

❖ **Developing and delivering services which promote inclusive living – and promote good practice across Sheffield and Nationally**

Health Advocacy and Information Service

This year we celebrated 10 years of our advocacy and information service with an event at Virgin Lounge, kindly sponsored by Switalski Solicitors and Sainsbury. The event, attended by over 60 people, was a great opportunity to celebrate the work and impact of the service over the years. We produced a video about the service, which can be viewed on our website, and also presented awards to Keith Campbell and Val Bowen who have both delivered the service from the beginning.

We continued to provide advocacy support for people struggling to access health care and an information service for disabled people through our grant from Sheffield CCG. This included developing our factsheets and regular e-news. We entered our 2nd year working with Citizens Advice Sheffield Cloverleaf as part of the Advocacy Hub for the City, providing statutory advocacy. More information is available in the services annual review. Over the year 141 people accessed advocacy support and we responded to enquiries on over 970 different issues.

We were pleased to secure a 3rd year of funding from Sheffield Association in Aid of the Adult Deaf Community Fund enabling us to continue to provide an advocacy service specifically for the Deaf Community. We expanded this work through a grant from the Talbot Trusts focused on breaking down the barriers Deaf people experience in accessing mental health services.

MS Benefits Service

Thanks to continued funding from the MS Society, Sheffield and Rotherham Branch we were able to carry on providing benefits advice to people with MS living in, Rotherham and Sheffield. The project is supported with input from Citizens Advice Sheffield. Despite the success of the project and its impact in securing income for people, unfortunately continuation funding was not secured and we heard in March that the service would not continue beyond the end of April 19. More information can be found in the final service report.

Training for PAs

We secured a 2nd year of funding from Skills for Care to offer a training programme for over 60 personal assistants employed by people in receipt of a direct payment. This was supported by more people accessing our PA register.

Sheffield Cycling 4 All

Over the year Sheffield Cycling 4 All continued to expand reaching more people each week, thanks to our 2nd year of Peoples Health Trust funding. With a dedicated group of cycle trainers and volunteers up to 60 people accessed the bikes at the Tuesday and Thursday sessions, along with the provision of some group specific sessions. We began to look at funding in order to ensure the future sustainability of the project.

Accessible Sheffield

We continued to promote the Access Card, funded by SCC, as a means of breaking down barriers for disabled people. We have found that whilst the take up of the card has not been as high as we would have hoped the conversations with businesses have led to changes in practice. Alongside this we continued to explore ways to support organisations to become more accessible for disabled people. As part of this we began working with Sheffield Health and Social Care Trust to gain their Disability Confident Level 3. We also secured funding from Zachery Merton and George Woofinden Convalescent Trust to develop our work around access audit and to fund one of our workers to attend some access audit training.

Uber Training

In the Autumn Transport4London secured a contract to deliver Disability Equality Training to Uber drivers. One of our workers undertook Transport4London's training for trainers enabling us to become a partner organisation delivering training sessions in Sheffield and Leeds.

Training for 'Sheffields Working' Staff

Voluntary Action Sheffield were commissioned to provide some training to staff employed by a range of organisations delivering 'Sheffields Working'. Disability Sheffield was contracted to develop a one hour training session on 'Person Centred Planning' which was developed and delivered by our information officer to over 50 people through a series of workshops.

❖ Working in partnership with a range of organisations:

We have worked in partnership with a range of organisations including amongst others; Healthwatch Sheffield, Sheffield Hallam University, University of York, Sheffield City Council, Sheffield Clinical Commissioning Group and Disability Rights UK. Trustees, staff members and volunteers represent the organisation on a number of local, regional and national boards, committees and partnerships. This included presenting at a regional Skills for Care conference. The Chief Executive regularly meets with other social leaders in the city through the Sheffield Social Leaders Network.

Alice, one of our advocacy workers was invited to take part in the week long 'Active citizenship and political participation of young disabled people as a pathway towards Independent Living' programme, which took place in Strasbourg in July, organised by the European Network on Independent Living. Alice wrote a blog reflecting on her experiences for our website.

Skills for Care (SfC) Innovation Fund

On behalf of the Individual Employer and PA development group we once again secured SfC innovation funding. Working in partnership with the group, SCC and Sheffield CCG we commissioned Sandy Marshall and Stephen Hodgkinson to co-produce a person centred supervision and appraisal guide. This guide, which includes a workbook and video will be used to support improved practice across health and social care. The project feeds into city-wide work aiming for Sheffield to become a Person Centred City.

Sheffield Hallam University and University of York

SHU and University of York were keen to develop their research around PAs in the Workplace into some practical guidance. We worked with them to develop some training for people who are considering employing a workplace PA or are considering it as a support option. The training will be piloted with university students and made available to download from the Workplace PA website.

Healthwatch Sheffield

As part of an ongoing Healthwatch Sheffield project we partnered with them to facilitate a voluntary, community and faith sector health and wellbeing forum focused on Continuing Health Care Assessments.

We also continued to work with Healthwatch as they progressed recommendations from the 'Not equal: The experiences of Deaf people accessing health and social care in Sheffield' report as part of a project we were involved in during the previous financial year.

Get Yourself Active

Working with Disability Rights UK we continued to support the Get Yourself Active project which aims to increase the number of disabled people who are physically active. This included working with SIV to set up a Disability Inclusion Steering Group.

How we funded our work

We are grateful to our funders who have enabled us to continue working with disabled people in Sheffield.

Our largest funders this year were NHS Sheffield Clinical Commissioning Group, Sheffield City Council, Skills for Care and Peoples Health Trust. Funding also came from Sheffield City Council via Citizens Advice Sheffield as lead partner for the Advocacy Hub.

We are also grateful to our other funders including: Rotherham & Sheffield MS Branches, Sheffield Association in Aid of the Adult Deaf Community Fund, Sheffield Futures (Doing Good Business), Talbot Trusts, Zachery Merton & George Woofindin Convalescent Trust, Peoples Postcode Trust and Sheffield Town Trust who continue to support us through their annual subscription list,

We were grateful in July to be chosen as our local Sainsbury's charity of the year who put collection boxes on all their checkouts and donated towards our celebration event. We also held an information stall in the shop on the day of International Day of Persons with Disabilities in December.

We are especially grateful for the donations we have received from individuals in support of our work, some as a thank you for the service they have accessed and others in memory of a loved one. We would like to say thank you for the support we have received through community fundraising including; Rotary club fundraising event, Santander Bikeathon, The Barrel Inn raffle, Project Change Crowdfunding, Hallamshire House collection box, Martin Eggleston's sponsored bike ride.

Developments

Following the generous donation we received in 2017-18 we have been able to update our IT system. This has included new computers and laptops which has provided the opportunity for more flexible working and increased the capacity of staff and volunteers in the office. We have also de-commissioned our old server and moved over to cloud-based resource management. The transfer was relatively smooth thanks to the support we receive from Connect Network Support and they continue to be responsive in dealing with any teething problems we encounter.

In December we were delighted to achieve the Advocacy Quality Mark which highlights the quality of the advocacy we provide. Alongside this all our paid advocates have completed or are working towards their Level 3 Certificate in Independent Advocacy. In order to increase our capacity and to provide development opportunities we employed one of our volunteers to enable them to undertake the formal qualification in Care Act Advocacy.

Having gained the Advocacy Quality Mark we are keen to build on this work and will be working towards obtaining the Sheffield Volunteer Standard. As an organisation we really value the work of our volunteers and all they contribute to the organisation. The Volunteer Standard will provide us with an opportunity to standardise and streamline the way we train and support volunteers across the organisation.

Unfortunately due to a lack of funding Tess Daly, our individual employer development worker was made redundant at the end of March. Tess has been key in much of our work over the years supporting individual employers and we wish her well with her new ventures.

Our Chief Executive gained a place on the Kings Fund Cascading Leadership Programme this will provide free coaching and mentoring with an opportunity to take time out to reflect and plan future developments and priorities for the organisation. Alongside this, thanks to the support of the organisation Emily gained her Masters in Charity Resource Management.

Space in the office continues to be a challenge as we look to expand the services and projects we provide. Early in the year we rented a small meeting room in the building to alleviate some of the pressures and towards the end of the year we were able to swap to a larger meeting room. This has provided some capacity for hosting meetings but desk space for staff and volunteers continues to be an issue. During the coming year we will look to explore alternative accommodation options.

Over the coming year we will continue to look at raising funds in a range of ways to enable us to increase the number of disabled people we are reaching. This will include exploring community fundraising further and developing our paid for services such as disability equality training and disability confident accreditation.

Financial results of activities and events

The total income for the year was £342,384 (2018: £339,080) and total expenditure amounted to £354,032 (2018: £337,884) Disability Sheffield saw an increase in income for this financial year of £3,304 and an increase in expenditure of £16,148 This resulted in a net deficit of £11,648, of which £6,289 related to unrestricted funds and £5,359 to restricted funds. Over the last couple of years the organisation has managed surpluses and maintained a good level of unrestricted reserves to guard against sudden changes. However with the continued pressure on resources the Board recognise the importance of building up continuing to ensure that the organisation has sufficient unrestricted reserves.

Reserves policy

Disability Sheffield Centre has agreed that reserves are maintained at a level which ensures that the organisation's core activity could continue during a period of unforeseen difficulty, and could meet all known liabilities, both contingent and actual involved in winding up the organisation including redundancy costs should that be necessary.

The reserves target is calculated annually and reviewed at the end of each financial year in line with the Reserves Policy. Within the annual accounts where the reserves are above the agreed total in the policy the Directors will be explicit about how this funding should be deployed. The directors consider it prudent that the level of unrestricted reserves held should be no less than £80,000.

As at 31st March 2019 unrestricted reserves stood at £82,722 which is above the sum required by Disability Sheffield Centre for Independent Living.

In additional £13,696 was held in designated funds for ongoing projects.

Future Aims with regard to Reserves

Disability Sheffield Centre for Independent Living will continue to ensure that sufficient grant funding and revenue income is sought in a timely manner to retain reserves at the agreed level within each financial accounting period.

Monitoring and Reviewing

The adequacy of the level of reserves required will be reviewed on an annual basis by the directors.

Governing documents

The organisation is a charitable company limited by guarantee, incorporated on 16th January 2003 and registered as a charity on 13th January 2006. 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 total number of such guarantees at 31 March 2019 is 36 (2017 - 14). The Directors' have no beneficial interest in the charity.

Recruitment and appointment of new 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 Directors. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve a year after which they must be re-elected at the next Annual General Meeting. Temporary vacancies are filled by the Directors until the following AGM and can be re-elected. The Board appoints the honorary officers at its first meeting after the Annual General Meeting.

At the AGM in December Kate Whittaker stood down as Interim Chair of the Board and Geoff Pick stood down as Vice Chair. We thank them both for their commitment and the leadership provided during their time in office. Darren Lee was voted in as Chair and Natalie Yarrow as Vice Chair. New directors are subject to a recruitment process, to encourage individuals to think about what they will bring to the organisation. It gives the Chair, Vice Chair and directors an opportunity to meet with candidates before joining the Board.

The Board seeks to represent the voice of disabled people in the City and we strive to ensure that 75% of its members are disabled people. This is an important part of our structure and one that ensures Disability Sheffield remains a Disabled People's User Led Organisation (DPULO).

Organisational structure

All directors serve on the Board, which meets a minimum of 4 times per year to review performance and long term strategies for Disability Sheffield. Task and finish groups are established as required to support one-off projects.

During 2018-19 The Chief Executive Emily Morton and Advocacy Manager Lucy Davies made up the senior management team leading a team of 10 staff (majority part-time) and fifteen volunteers.

Overall strategic responsibility for the organisation lies with the directors who serve on the Board to set policy and monitor performance. The Chief Executive implements the policies; manages day to day affairs, and report to the Board. The Chief Executive is supported by a team of staff underpinned by robust governance and decision-making arrangements to ensure the effective running of the organisation.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

04639160 (England and Wales)

Registered Charity number

1112712

Registered office

The Circle
33 Rockingham Lane
Sheffield
South Yorkshire
S1 4FW

Directors and Trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law. The trustees and officers serving during the year and since the year end were as follows:

D R Lee	Chair from 5 December 2018	
K J Whittaker	Interim Chair until 5 December 2018	
N Yarrow	Vice Chair from 5 December 2018	
A G Pick	Vice Chair until 5 December 2018	
M D Gibson	Treasurer	
S Cropton		Resigned on 15 May 2019
C Griffiths		
J K Fuller		
L M Harker		
B E Hodges		
G Lindars-Hammond		
Z Malik		Appointed on 16 May 2019
N J Simpson		
L Newark		Resigned on 18 April 2018
A Purcell		Resigned on 18 April 2018

Company Secretary

E Morton, Chief Executive Company Secretary until 5 Dec 2019 (voted at AGM not to have a company secretary going forward)

Independent examiner

Sarah Lightfoot
Voluntary Action Sheffield
The Circle
33 Rockingham Lane
Sheffield S1 4FW

Exemptions

The trustees have taken advantage of the exemptions available to small companies including the audit exemption (see statement on balance sheet).

Approved by order of the board of trustees on 29/11/19 and signed on its behalf by:



.....
M D Gibson
Treasurer, Trustee

Independent examiner's report to the directors of Disability Sheffield Centre for Independent Living Limited ('the Company')

I report to the charity directors on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the directors of the Company 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 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 company's accounts as carried out under section 145 of the Charities Act 2011 ('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

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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

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 organisations 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: 
Sarah Lightfoot, ACA DChA

VAS Community Accountancy
The Circle
33, Rockingham Lane
Sheffield S1 4FW

Date: 3 December 2019

Balance Sheet
As at 31 March 2019

	Notes	2019 £	2018 £
Tangible fixed assets	7	10,468	5,334
Current assets			
Debtors	8	48,092	52,002
Cash at bank and in hand		110,371	123,006
Total current assets		158,463	175,008
Creditors: amounts falling due within one year	9	(39,737)	(39,500)
Net current assets		118,726	135,508
Total assets less current liabilities		129,194	140,842
Creditors: amounts falling due after more than one year		-	-
Total net assets		129,194	140,842
Represented by:			
Funds of the Charity			
General funds		83,222	89,511
Designated funds	11	13,696	-
Total unrestricted funds		96,918	89,511
Restricted income funds	12	32,276	51,331
		129,194	140,842

For the year ending 31 March 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

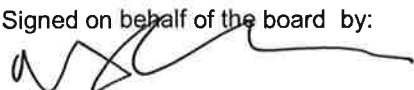
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director's acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

Approved by the board of trustees on 29/11/19

Signed on behalf of the board by:



M D Gibson
Treasurer, Trustee

Statement of financial activities
(incorporating the income and expenditure account)
For the year to 31 March 2019

	Notes	Unrestricted funds £	Restricted funds £	Total 2019 £	Unrestricted funds £	Restricted funds £	Total 2018 £
Income from:							
Donations and grants	2	16,828	198,759	215,587	15,634	191,094	206,728
Charitable activities	3	107,347	20,050	127,397	81,431	50,721	132,152
Fundraising activities		-	-	-	200	-	200
		124,175	218,809	342,984	97,265	241,815	339,080
Expenditure on:							
Fundraising		142	-	142	544	-	544
Charitable activities	4	120,631	233,859	354,490	91,630	245,710	337,340
		120,773	233,859	354,632	92,174	245,710	337,884
Net income/(expenditure)		3,402	(15,050)	(11,648)	5,091	(3,895)	1,196
Total funds brought forward		89,511	51,331	140,842	84,420	55,226	139,646
Total funds carried forward		96,918	32,276	129,194	89,511	51,331	140,842

Notes to the Accounts For the year to 31 March 2019

1 Accounting Policies

(a) General

Disability Sheffield Centre for Independent Living Limited is a charitable company in the United Kingdom limited by guarantee. In the event that the charity is wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements.

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) issued on 16 July 2014 (as updated through Update Bulletin1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice. The financial statements have adopted Charities SORP (FRS102) Bulletin 1, and taken advantage of the option not to prepare a Statement of Cashflows.

Disability Sheffield Centre for Independent Living Limited meets the definition of a public benefit entity under FRS 102. The financial statements are prepared under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and are rounded to the nearest £.

(b) Income

Income is recognised when the organisation has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income for multi or split financial year projects, as specified by the funder, has been recognised in that year. This may result in deferred income or income received in advance.

Income from services provided is included in the year in which the service took place. Investment income is included when receivable.

(c) Donated goods and services

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item 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.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

(d) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

(e) Fixed Assets

Depreciation has been calculated to write down the cost or valuation, less estimated residual value, of all tangible fixed assets over their expected useful life, as follows:

Fixtures, fittings & equipment	- straight line over 3 to 5 years
Bicycles	- straight line over 3 to 5 years

(f) Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

(g) Trade debtors

Trade debtors are amounts due from customers for services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

Notes to the accounts (continued)
For the year to 31 March 2019

1 Accounting Policies (continued)

(h) Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

(i) Fund accounting

Unrestricted funds are donations and other income receivable or generated for the objects of the organisation without further specified purpose and are available as general funds.

Restricted funds are to be used for specific purposes as laid down by the funder.

(j) Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

(k) Taxation

As a charity, the organisation is exempt from tax on income and gains falling within the available tax exemptions to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

(l) Leases

Rental payable and receivable under operation leases are charged to the SOFA on a straight line basis over the period of the lease.

(m) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that the charity will continue to operate for 12 months from authorising these financial statements. Not all funding streams are secure this far in advance however the trustees will develop a plan of action to be taken to reduce costs, should the required income not be secured.

2 Income from grants and donations

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Funder						
NHS Sheffield CCG- Disability Health Advocacy & Info Services	-	80,750	80,750	-	80,750	80,750
Department for Works and Pensions - Access to Work	-	28,447	28,447	-	18,810	18,810
Sheffield City Council - Carer and Access Card	-	7,150	7,150	-	13,788	13,788
Sheffield Cycling 4 All - Bruce Wake Charitable Trust	-	2,286	2,286	-	-	-
Sheffield City Council - EF16029 Equality Hub	-	15,000	15,000	-	15,000	15,000
Sheffield Association in Aid of the Adult Deaf Community Fund (SYCF)	-	5,000	5,000	-	-	-
Peoples Health Trust (Health Rich)	-	14,661	14,661	-	28,231	28,231
SfC training WP3.1A-DSC-18007 2018-19	-	13,925	13,925	-	12,750	12,750
SfC Innovation Fund INN-DIS-18010 2018-19	-	22,040	22,040	-	20,340	20,340
Zachery Merton & George Woofindin Convalscent Trust	-	1,000	1,000	-	-	-
The Talbot Trusts	-	5,000	5,000	-	-	-
People's Postcode Trust	-	2,500	2,500	-	-	-
Healthwatch Speak Up small grant	-	-	-	-	500	500
Sheffield Town Trust	2,350	-	2,350	2,350	-	2,350
Other donations	14,478	1,000	15,478	13,284	925	14,209
	16,828	198,759	215,587	15,634	191,094	206,728

Notes to the accounts (continued)
For the year to 31 March 2019

3 Income from charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Sheffield Hallam University - placement fee	4,000	-	4,000	2,000	-	2,000
Disability UK - get Yourself Active partner	-	-	-	1,750	-	1,750
SOHAS, Disability Research on Independent Living Learning (DRILL)	-	-	-	-	27,199	27,199
MS Benefits Service	-	20,000	20,000	-	14,570	14,570
Sheffield Cycling 4 All	8,511	-	8,511	-	3,421	3,421
Other service income	94,836	50	94,886	77,681	5,531	83,212
	107,347	20,050	127,397	81,431	50,721	132,152

4 Expenditure on charitable activities

Note	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Unrestricted Funds £	Restricted Funds £	Total 2018 £
Transcription and interpreter	-	3,388	3,388	-	1,972	1,972
Project costs	161	7,364	7,525	(901)	6,935	6,034
Staff salary costs	104,354	132,673	237,027	74,626	150,619	225,245
Consultancy	972	45,513	46,485	2,198	43,278	45,476
Staff training	15	3,053	3,068	1,930	2,181	4,111
Staff travel, meeting and subsistence costs	262	5,878	6,140	246	3,565	3,811
Volunteer travel, meeting and subsistence costs	170	3,784	3,954	47	2,161	2,208
Payroll administration	-	1,201	1,201	485	891	1,376
Rent, rates and room hire	7,130	15,851	22,981	8,155	17,565	25,720
Insurance	934	723	1,657	174	871	1,045
Printing, stationery and office costs	799	6,147	6,946	1,302	3,121	4,423
Advertising	-	-	-	-	72	72
Publications and subscriptions	-	222	222	-	270	270
IT maintenance, support and equipment	3,045	2,807	5,852	1,489	6,281	7,770
Depreciation	489	3,046	3,535	-	1,446	1,446
Other expenses	337	1,062	1,399	933	767	1,700
Bank charges	201	35	236	193	-	193
Trustees' travel expenses	454	32	486	174	140	314
Legal and professional fees	48	1,080	1,128	(136)	184	48
Independent examination fees	1,260	-	1,260	715	305	1,020
Repayment of unspent grant	-	-	-	-	3,086	3,086
	120,631	233,859	354,490	91,630	245,710	337,340

Notes to the accounts (continued)
For the year to 31 March 2019

5 Fees payable to Independent examiner's organisation

	2019 £	2018 £
Independent examination fees	<u>1,260</u>	<u>1,020</u>
Payroll administration	1,201	1,376
Training	-	50
Rent rates and room hire	23,064	24,439
IT maintenance, support and equipment	1,966	2,049
Printing, stationery and office costs	1,631	807
	<u>27,862</u>	<u>28,721</u>

The charity operates from the VAS building - this is the independent examiner's organisation.

6 Staff salary costs

	2019 £	2018 £
Salaries	211,286	201,875
Employer's National Insurance	13,080	11,361
Employer's pension contribution	12,661	12,009
	<u>237,027</u>	<u>225,245</u>

No employee received emoluments of more than £60,000. The average monthly number of employees during the year was 11.9 (2018: 13.5).

7 Tangible fixed assets

	Fixtures, fittings and equipment £	Bicycles £	Total £
Cost or Valuation			
As at 1 April 2018	4,658	5,795	10,453
Additions	6,851	1,818	8,669
As at 31 March 2019	<u>11,509</u>	<u>7,613</u>	<u>19,122</u>
Depreciation			
As at 1 April 2018	3,770	1,349	5,119
Charge this period	1,770	1,765	3,535
As at 31 March 2019	<u>5,540</u>	<u>3,114</u>	<u>8,654</u>
Net Book Value			
As at 31 March 2019	<u>5,969</u>	<u>4,499</u>	<u>10,468</u>
As at 31 March 2018	<u>888</u>	<u>4,446</u>	<u>5,334</u>

Notes to the accounts (continued)
For the year to 31 March 2019

8 Debtors

	2019 £	2018 £
Trade debtors	46,219	45,920
Other debtors	-	4,570
Prepayments	1,873	1,512
	48,092	52,002

9 Creditors: amounts falling due within one year

	Note	2019 £	2018 £
Trade creditors		7,215	17,430
Accruals		9,660	1,020
Deferred income	10	22,862	21,050
		39,737	39,500

10 Deferred income

	2019 £	2018 £
Deferred income brought forward	21,050	21,320
Income released in the year	(15,688)	(21,320)
Income received in the year	17,500	21,050
Deferred income carried forward	22,862	21,050

11 Designated funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Sheffield Cycling 4 All	-	9,691	-	4,005	13,696
	-	9,691	-	4,005	13,696

The trustees have treated the service income of Sheffield Cycling 4 All as designated this year, and has transferred in £4,005 from the restricted fund relating to the assets and the remaining balance.

Prior year comparison

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
Advocacy Hub	549	-	-	(549)	-
Sheffield Town Trust Charitable Trust Award	1,517	-	-	(1,517)	-
	2,066	-	-	(2,066)	-

Notes to the accounts (continued)
For the year to 31 March 2019

12 Restricted funds

	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
NHS Sheffield CCG- Disability Health Advocacy & Info Services	18,576	80,750	(87,453)	-	11,873
Department for Works and Pensions - Access to Work	3,050	28,447	(28,850)	-	2,647
Sheffield Voices	7,420	50	(1,561)	-	5,909
Sheffield City Council - Carer and Access Card	229	7,150	(7,151)	-	228
Sheffield Cycling 4 All	5,147	3,286	(2,142)	(4,005)	2,286
Sheffield City Council - EF16029 Equality Hub	103	15,000	(15,000)	-	103
SfC Innovation Fund INN-DIS-17004	2,504	-	(2,504)	-	-
SfC Training WP1.2E-SHE-17012 2017-18	2,114	-	(2,114)	-	-
MS Benefits Service	296	20,000	(20,296)	-	-
Sheffield Association in Aid of the Adult Deaf Community Fund (SYCF)	47	5,000	(5,000)	-	47
Peoples Health Trust (Health Rich)	11,345	14,661	(25,740)	-	266
Healthwatch Speak Up small grant	500	-	(500)	-	-
SfC training WP3.1A-DSC-18007 2018-19	-	13,925	(13,925)	-	-
SfC Innovation Fund INN-DIS-18010 2018-19	-	22,040	(20,750)	-	1,290
Zachery Merton & George Woofindin Convalscent Trust	-	1,000	-	-	1,000
The Talbot Trusts	-	5,000	(268)	-	4,732
People's Postcode Trust	-	2,500	(605)	-	1,895
	51,331	218,809	(233,859)	(4,005)	32,276

NHS Sheffield CCG- Disability Health Advocacy & Info Services

To support the delivery of an independent, free of charge, dedicated Advocacy and Disability Information Service for all disabled people over 18 years of age living in Sheffield, and who are encountering barriers to receiving an NHS funded and/or provided health services which they feel meets their individual requirements.

Department for Works and Pensions - Access to Work

Individual payments and support provided by Access to Work - DWP to disabled employees within the organisation including travel and support worker costs.

Sheffield Voices

Reserves brought across to Disability Sheffield following the closure of SUFA, a self-advocacy organisation for people with learning difficulties. The reserves are held in a cost centre to support the project costs of the Thursday group who meet on a regular basis at The Circle. The group is now known as Sheffield Voices.

Sheffield City Council - Carer and Access Card

Funding to support the continued develop of the Access Card and to develop a Carer's access card recognising the barriers carers and disabled people face in accessing services. The project has worked with businesses to provide discounts and offers as well as raising accessibility issues.

Sheffield Cycling 4 All

Prior to April 2016 Sheffield Cycling 4 All was operating as a small community group. In April 2016 it became part of Disability Sheffield. The community group ceased to exist and all funds were transferred across from the groups bank account to Disability Sheffield and ring-fenced for inclusive cycling. The trustees have now decided that this ring-fencing is better reflected as a designated fund, therefore £4,005 has been transferred to a new designated fund which represents the fixed asset value and remaining cash balance. The balance left of £2,286 represents unspent restricted grants for this project.

Sheffield City Council - EF16029 Equality Hub

An award from Sheffield City Council to support the development of the Equality Network and Disability Hub in Sheffield and to engage with the lesser heard voices within the disabled people's community. Disability Sheffield is supporting the development of a Disability Hub which is part of the wider Equality Hub Network in Sheffield.

Notes to the accounts (continued)
For the year to 31 March 2019

12 Restricted funds (continued)

SfC Innovation Fund INN-DIS-17004

Funding secured looking into how the Personal Assistant (PA) workforce is skilled up and develops knowledge to ensure that digital working practices including information sharing are undertaken securely, confidentially and within legal frameworks.

SfC Training WP1.2E-SHE-17012 2017-18

Funding awarded to facilitate a programme of training for Individual Employers and their PAs.

MS Benefits Service

Project funded by Rotherham & Sheffield Branch MS Society to provide benefits advice to people with MS and their family.

Sheffield Association in Aid of the Adult Deaf Community Fund (SYCF)

Funding awarded for an advocacy worker to work specifically with the Deaf Community and people with a hearing impairment.

Peoples Health Trust (Health Rich)

An award from the Peoples Health Trust (Health Rich) for 2 years to expand the amount of inclusive cycling we provide via Sheffield Cycling 4 All. This includes purchasing 2 new bikes, increasing the number of drop in sessions provided and widening out the reach of Sheffield Cycling 4 All to more groups.

Healthwatch Speak Up small grant

Funding awarded to run a 'Disability Hub Action Group Measuring Independence and Social Care' project.

SfC training WP3.1A-DSC-18007 2018-19

Funding awarded to facilitate a programme of training for Individual Employers and their PAs.

SfC Innovation Fund INN-DIS-18010 2018-19

Funding secured to develop a good practice workbook on person-centred supervision and appraisal

Zachery Merton & George Woofindin Convalscent Trust

Funding awarded to support our work with businesses, with the aim of improving accessibility for disabled people. This included money to enable a staff member to attend the Centre for Accessible Environments 'Access Auditing and Equality Act' Course.

The Talbot Trusts

A grant to develop the work of our advocacy service to support Deaf people in accessing mental health provision.

People's Postcode Trust

Funding awarded for Sheffield Voices learning disability group to develop some short films and training resources that challenge discrimination disabled people face.

Notes to the accounts (continued)
For the year to 31 March 2019

12 Restricted funds (continued)

Prior year comparison	Brought forward £	Income £	Expenditure £	Transfers £	Carried forward £
NHS Sheffield CCG- Disability Health Advocacy & Info Services	21,219	80,750	(83,393)	-	18,576
Department for Works and Pensions - Access to Work	1,440	18,810	(17,200)	-	3,050
Sheffield Voices	10,207	440	(3,227)	-	7,420
Sheffield City Council - Carer and Access Card	360	13,788	(13,919)	-	229
Sheffield Cycling 4 All	1,265	4,346	(464)	-	5,147
Sheffield City Council - PA Register	5,069	-	(5,069)	-	-
South Yorkshire Community Foundation Comic Relief	3,205	-	(3,205)	-	-
Sheffield Church Burgesses Trust	2,000	-	(2,000)	-	-
Skills for Care - Workforce Development Innovation Fund 2016/17	126	-	(126)	-	-
Skills for Care - PA Recruitment	360	-	(360)	-	-
Sheffield City Council - EF16029 Equality Hub	105	15,546	(15,548)	-	103
Sheffield City Council - EF16041 Special Olympics legacy	1,102	-	(1,102)	-	-
Zachary Merton & George Woofindin Convalescent Trust	1,000	-	(1,000)	-	-
Freshgate Trust Foundation	1,000	-	(1,000)	-	-
SOHAS, Disability Research on Independent Living Learning (DRILL)	-	27,199	(27,199)	-	-
Sheffield CCG Integrated Personal Commissioning User Engagement	-	4,545	(4,545)	-	-
SfC Innovation Fund INN-DIS-17004	-	20,340	(17,836)	-	2,504
SfC Training WP1.2E-SHE-17012 2017-18	-	12,750	(10,636)	-	2,114
MS Benefits Service	-	14,570	(14,274)	-	296
Sheffield Association in Aid of the Adult Deaf Community Fund (SYCF)	5,000	-	(4,953)	-	47
Peoples Health Trust (Health Rich)	1,768	28,231	(18,654)	-	11,345
Healthwatch Speak Up small grant	-	500	-	-	500
	55,226	241,815	(245,710)	-	51,331

13 Net asset by fund

	General funds £	Designated funds £	Restricted funds £	Total 2019 £
Fixed assets	500	1,212	8,756	10,468
Net current assets	82,722	12,484	23,520	118,726
	83,222	13,696	32,276	129,194
Prior year comparison				
	General funds £	Designated funds £	Restricted funds £	Total 2018 £
Fixed assets	-	-	5,334	5,334
Net current assets	89,511	-	45,997	135,508
	89,511	-	51,331	140,842

14 Trustees and key management remuneration, benefits and expenses

Three trustees were reimbursed for travel costs during the year totalling £486 (2018: 2 totalling £315).

The key management personnel of the charity comprise the trustees and the senior management team (the Chief Executive and Advocacy manager). The total employee benefits of the key management personnel of the Trust were £58,207 (2018 :£56,321).

15 Related Party Transactions

There were no related party transactions other than those detailed above.