

Registered no
04542527
England and Wales
Charity Registration No:1097010



disability network hounslow
hounslow's centre for independent living

Disability Network Hounslow

A company limited by guarantee and
not having a share capital

Report and Accounts

Year Ended 31 March 2020

Disability Network Hounslow Registered no 04542527
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Year ended 31 March 2020

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Disability Network Hounslow Registered no 04542527
Charity Details
Year ended 31 March 2020

Name: Disability Network Hounslow

Status: Disability Network Hounslow has charitable status and is a company limited by guarantee and not having a share capital.

Trustees
Caroline Carney and Penny Ledger: Co Chairs
Virginia Fassnidge Company Secretary
Harvir Sahota
Christine Hay
Beatrice Ani
Pat McCarthy
Margaret Krowicki
Mukesh Malhotra
Councillor Mel Collins [Nominated by London Borough of Hounslow]

Company Secretary Virginia Fassnidge

Chief Executive Officer John Seear

Registered Office: 63-65 Bell Road
Hounslow
Middlesex. TW3 3NX

Charity Registration No: 1097010

Company Registration No: 04542527

Bankers Caf Cash Limited
PO Box 289
West Malling
Kent KT1 4ET

Independent Examiner: Jane Spencer-Davis
4-6 Peterborough Road
Harrow
Middlesex. HA1 2BQ

Disability Network Hounslow Registered no 04542527
Report of the Trustees
For the year ending 31 March 2020

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Disability Network Hounslow (the charitable company) for the year ended 31 March 2020. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP), 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).

Since the charitable company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required

1. CHAIR'S INTRODUCTION

The staff, John Seear and Ashi Dhillon have maintained and developed DNH services throughout the year. Demand for advice and support keeps growing. Our services are greatly appreciated by their clients and by other Hounslow organisations.

John Seear and Mel Collins have been involved in the Vision Strategy group to develop improved co-ordinated services for people with varying degrees of visual impairment. This is widening its remit to include all forms of sensory impairment.

As well as supporting the work of staff and volunteers, John manages all the contracts and financial arrangements that enable DNH to function effectively.

Ashi's expertise in casework, benefits and languages enables her to help people who have difficulty accessing other services and those who have complex needs. She checks benefits, housing and support and acts as an advocate.

DNH, our members and the community we serve are severely affected by local and national changes in benefits and services for people with disabilities and their families. Many enquiries are from people who have qualified for Disability Living Allowance (DLA) for many years, but have been refused Personal Independence Payment (PIP). If possible we help with the PIP form so that their claim is as thorough as possible. Otherwise we help with Mandators Reconsideration appeals and applications for tribunal hearings. Because of this process each person may need several appointments over a year or more with similar processes for Employment Support Allowance and Attendance Allowance. We also help with Blue Badge, Dial-a-ride and taxicard applications. People also come to DNH with health, housing and social care issues. Some people have continuing support from Ashi and volunteers in addition to help with specific issues.

Disability Network Hounslow Registered no 04542527

Report of the Trustees for the year ending 31 March 2020 [continued]

The Advice and Information Service can be accessed by disabled people, their families, friends, carers or professionals involved with them. The service is free at the point of delivery and is available to anyone who has a disability related enquiry who lives or works in Hounslow. The service operates drop in or booked appointments or home visits if necessary. Enquiries are also answered over the telephone or via email. About 400 calls a year come to the office. The advice services are based completely on the issues people bring to us. If we are unable to help directly we try to find out who can.

Ashi gives talks to local groups to highlight what we can offer, especially under-claimed benefits such as Attendance Allowance for older disabled people. After Ashi gave a talk to the parents of students at a local special school we were surprised at how many of them contacted her for basic advice on benefits for disabled young people and their carers. We had assumed that the school would be checking that they were receiving sufficient advice and information. We want to do more for these families in future.

Our trustees have personal and/or professional experience of disability and long-term health conditions. We attend the Disability Community Forum which allows people with disabilities to ask questions about local services so that we are aware of their concerns.

From the start of the Covid-19 lockdown in March 2020 DNH staff and trustees switched to working from home and meeting online.

Ashi was busy arranging deliveries of cooked meals and shopping to people unable to go out. She worked with local organisations including faith groups. Her usual casework continued but the Star Centre and Gurdwara meeting rooms were no longer available. Most of her work is by telephone and follow-up letters.

Funding

Our advice services are funded by London Borough of Hounslow, Pathways for a Brentford advice project and by donations of money, volunteer time, equipment for the office and resources such as the office Gurdwara Sri Guru Singh Sabha provide for Ashi every Friday. The Heathrow Community fund awarded us £1,500 for Christmas and Spring activities

We do our best to keep administrative costs as low as possible. Our office rent is £250 including the use of the Star Centre meeting room. Our other expenses include insurance and telephone.

In September 2019 Ashi organised a very successful fundraising meal for DNH at Kingsway Benqueting with musical entertainment. Thank you everyone who attended, including our mayor, Tony Loki and both our members of Parliament, Seema Malhotra and Ruth Cadbury. Many people donated raffle prizes and gave donations to DNH. Thanks also to Soroptimist International Kingston on Thames for their recent donation of £250 and support in the past. Collection boxes displayed in two local shops contained about £65 which paid for a new answerphone for the DNH office.

Report of the Trustees for the year ending 31 March 2020 [continued]

The trustees have been working hard to support DNH staff, members, volunteers and other people who use our services. Virginia deals with financial and secretarial duties as well as organising our stalls at many community events, assisting with events at DNH and organising our gardening projects. We had a successful vegetable harvest and planted herbs, onions and broad beans to pick in Spring.

Members' meetings in the Star Centre are funded by donations at events. Many DNH trustees and other members are also volunteers, helping to run events and stalls and raising money. Coffee mornings have continued with sandwich lunches and afternoon activities. Our volunteers are able to offer informal support to people attending our events and refer more complex issues to Ashi.

Members support Disabled People Against Cuts in protests against the effect of change in benefits, services and transport. Members attend the Disability Community Forum which gives disabled people the opportunity to hear and question providers of local services. Penny and Virginia attend meetings in connection with the community arts projects managed by Watermans.

On behalf of the trustees and everyone at DNH we would like to thank our volunteers, funders and donors for their continued interest, support and generosity. This includes all the "donations in kind" of goods and services which DNH would otherwise have to buy, leaving more money for running services. We would particularly like to thank Gurdwara Sri Guru Singh Sabha for providing a free private accessible office for Ashi every Friday and for hosting a joint Culture and Diversity event every two years.

Objectives and Activities

To relieve the experience of disability DNH will support people with physical, mental or sensory impairments living or working within the London Borough of Hounslow. DNH will enhance their independence, freedom of choice and opportunities for full participation in the community.

At the discretion of the Trustees, it will also support people within neighbouring boroughs if funded to do so.

The Aims are:

To continue to develop services in response to identified need of people living with disabilities in the London Borough of Hounslow

To ensure services are accessible to any person whatever their disability

To provide services within a quality framework that offers best practice and continuing quality development

Report of the Trustees for the year ending 31 March 2020 [continued]

The Objectives are:

To address any limitations in current service delivery

To develop services by:

- Identifying needs
- Developing outreach services
- Developing advocacy
- Developing training and awareness services
- To provide a high quality, confidential service
- To secure premises adequate for the needs of the services
- To develop partnership working

- To promote DNH services and awareness of the needs of people living with disabilities
- At all times, to ensure full implementation of the DNH Equal Opportunities Policy, best practice and continuing quality.

Through the information, advice, advocacy & support services offered by Disability Network Hounslow, we help disabled people and/or carers by:

- Increasing income and reducing money worries and debt
- Supporting disabled people with issues with housing to prevent eviction of vulnerable people from their homes
- Enabling people to continue to live at home independently by ensuring they have the correct equipment and social services assessments in place to support them, or directing them to where they can personally obtain disability aids to make life manageable again.
- Making disabled people and carers aware of their rights and the services they should be able to access e.g. Direct Payments, Housing, Benefits
- Supporting them, particularly those most at risk of social isolation, to be more involved in the community and live happier, healthier, more fulfilled lives, by advising on community & social events, courses/training/employment, volunteer opportunities at DNH & elsewhere, leisure activities, outings & access options
- Helping people on a 1-2-1 basis if necessary, with completing application forms, including benefit forms, taxi card applications and job applications
- Through the work of the Advice and Information project we also monitor issues that arise for disabled people and make their voices heard at local and national level.

Communications

We send our newsletter to members. This includes information about our services as well as local or national items of interest.

We use our Facebook page to tell people about DNH and issues affecting people with disabilities. We also have a Facebook page to spread information on the themes of the Hounslow People's Parade - human rights, the environment and humanitarian responses to crises.

We have a website: <https://tinyurl.com/dnh636518>.

Statement of public benefit

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months, including the success of each key activity and the benefits they have brought to the people we are set up to help.

The review also helps us ensure our aim, objectives and activities remain focused on our stated purposes. We have had regard to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aim and objectives and in planning our future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives they have set.

How our activities deliver public benefit

All our charitable activities focus on enabling people with disabilities to take a more active, independent role in society and are undertaken to further our charitable purposes for the public benefit.

Who used and benefited from our services?

Our objects define the services we provide as for people with disabilities and to furthering their independence and full participation in the community. Disabled people, their carers, family or friends benefit from our services. We also provide information to professionals and others involved in service provision and improving the chances of our service users achieving greater independence & full participation in the community. Our services are also important in helping to prevent situations which lead to breakdown in a person's health, support, relationships, tenancy or employment.

No one receives any private benefit from DNH other than the services for the beneficiaries.

Disability Network Hounslow Registered no 04542527

Report of the Trustees for the year ending 31 March 2020 [continued]

Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 23rd September 2002 and registered as a charity on 23rd September 2002. The company was established under a Memorandum of Association which established the objectives 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.

Recruitment and Appointment to the Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company articles are known as members of the Board. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve by a majority membership vote at the Annual General Meeting.

The Board seeks to ensure that the diversity of the local population and a broad range of impairments are represented on the group. In an effort to maintain this broad mix, members are requested to provide a list of skills and in the event of a particular identified gap, individuals are approached (or advertised for), to offer themselves for election.

Trustee Induction and Training

Trustees are provided with information about DNH and copies of policies and procedures. Training is provided each year. Where individuals express a particular interest for professional development they are supported to undertake relevant training. Trustees have DNH email addresses and access to online documents such as policies.

Risk Management

Procedures are in place to ensure compliance with health and safety for staff, volunteers and visitors to the office and outreach points. These procedures are periodically reviewed to ensure that they continue to meet legal requirements and the needs of the charity. DNH has public liability insurance. We reviewed all our policies and procedures to ensure compliance with GDPR data protection legislation.

Organisational Structure

Disability Network Hounslow has a Board who meet at least every three months, and are responsible for the strategic direction and policy of the company. Day to day responsibility for the charity is delegated to the Chief executive Officer [CEO] who is responsible for all aspects of operational management, staff supervision and working practices.

Report of the Trustees for the year ending 31 March 2020 [continued]

Financial Review

Funding for advice and information services continues to be uncertain knowing that grants are usually for one year. However, we operate within the budgets set when we apply for grants. Donations enable us to operate more flexibly and to build up a contingency fund.

Principal Funding Sources

Principal funding sources were from the London Borough of Hounslow and Pathways. Other income was generated from individual membership fees and donations. We do not charge for advice services or social and practical activities apart from meals.

Investment Policy

All of our income is held in the current bank account.

Reserves Policy

It is deemed prudent to build reserves to cover 6 months running costs.

Plans for the future

DNH aims to continue the activities outlined above over the following year of funding can be secured and as far as Covid-19 national and local guidance permit.

Our priorities will be:

- responding to immediate urgent needs for meals, shopping and other service needed by people isolated by their health, age and/or disabilities in liaison with other local groups
- providing a telephone service for people needing advice and support with benefits and accessing services
- keeping in touch and supporting our members and regular clients

- maintaining communication and effective decision making within the staff and trustees
- fundraising to meet the immediate covid-19 emergency and to plan a transition to our previous services. It is recognised that alternative avenues of income generation need to be explored. These should include grants for both new service provision and core costs as well as securing the future of our current services.

We expect to continue sharing the Star Centre with other organisations but would prefer to be based in a wholly accessible building.

Disability Network Hounslow Registered no 04542527

Report of the Trustees for the year ending 31 March 2020 [continued]

The company has taken advantage of the small companies' exemption in preparing the report above.

The trustees declare that they have approved the trustees' report (including directors' report) above.

Signed on behalf of the charity's trustees/directors on 9 January 2021

Approved by the Board and signed on its behalf by:

.....

Christine Penelope Ledger [Co-Chair of Trustees]
9 January 2021

Independent Examiner's Report to the Trustees of Disability Network Hounslow

I report on the accounts of the Charity for the year ended 31 March 2020 which are set out on pages 12- 18.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7) of the Act whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, I do not express an audit opinion in the view given by the accounts.

Independent examiner's statement

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

1. which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act and to prepare accounts which accord with the accounting records and comply with the accounting records of the Act have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Jane Spencer-Davis BA FCCA CTA
Chartered Certified Accountant
4-6 Peterborough Road
Harrow HA1 2BQ

9 January 2021

Disability Network Hounslow Registered no 04542527
Statement of Financial Activities

Year Ended 31 March 2020

	Unrestricted Funds £	Restricted Funds £	2020 Total £	2019 Total £
Income and endowments from:				
Government grants	-	15,980	15,980	13,500
Sundry donations	3,250	-	3,250	4,620
Investment income	<u>23</u>	<u>-</u>	<u>23</u>	<u>12</u>
Total	3,273	15,980	19,253	18,132
Expenditure on:				
Charitable activities	1,927	15,750	17,677	10,477
Governance costs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total	1,927	15,750	17,677	10,477
Net income	1,346	230	1,576	7,655
Transfers	-	-	-	-
Total funds brought forward	<u>2,182</u>	<u>11,933</u>	<u>14,115</u>	<u>6,460</u>
Fund balances at 31 March 2020	<u>3,528</u>	<u>12,163</u>	<u>15,691</u>	<u>14,115</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

**Disability Network Hounslow company no: 04542527
Balance Sheet**

As at 31 March 2020

	Notes	2020 £	2019 £
Current assets			
Cash at bank and in hand		<u>15,691</u>	<u>14,115</u>
		15,691	14,115
Creditors: Amounts falling due within one year	3	<u>(-)</u>	<u>(-)</u>
Net current assets		<u>15,691</u>	<u>14,115</u>
Total assets less current liabilities		<u>15,691</u>	<u>14,115</u>
Funds:			
Unrestricted funds		3,528	2,182
Restricted funds		<u>12,163</u>	<u>11,933</u>
		<u>15,691</u>	<u>14,115</u>

Disability Network Hounslow company no: 04542527

Balance Sheet - continued

As at 31 March 2020

The charitable company is entitled to exemption from audit under the Companies Act 2006 for the year ended 31 March 2020

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees on 9 January 2021 and were signed on its behalf by:

Disability Network Hounslow Registered no 04542527
Notes to the Financial Statements
Year Ended 31 March 2020

1. Accounting policies

A. Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) “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 (FRS102) (effective 1 January 2015)”, Financial Reporting Standard FRS102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

B. Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably..

C. Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

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

D. Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer or economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

E. Taxation

The charity is exempt from corporation tax on its charitable activities.

Disability Network Hounslow Registered no 04542527
Notes to the Financial Statements (continued)
Year Ended 31 March 2020

2. Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

There were no trustees' expenses paid for the year ended 31 March 2020 nor for the year ended 31 March 2019

3. Creditors: amounts falling due within one year

	2020 £	2019 £
Sundry creditors	<u>-</u>	<u>-</u>

4. Movement in funds

Balances on restricted funds will be used to meet delivery commitments of the projects concerned.

	Balance at 31 March 2019 £	Incoming Resources £	Resources Expended £	Transfers £	Balance at 31 March 2020 £
Restricted funds					
Supporting people	<u>11,933</u>	<u>15,980</u>	<u>15,750</u>	-	<u>12,163</u>
	11,933	15,980	15,750	-	12,163
Unrestricted funds (Core activities)					
	<u>2,182</u>	<u>3,273</u>	<u>1,927</u>	<u>-</u>	<u>3,528</u>
Total funds	<u>14,115</u>	<u>19,253</u>	<u>17,677</u>	<u>-</u>	<u>15,691</u>

5. Related party transactions

There were no related party transactions for the year ended 31 March 2020

Disability Network Hounslow Registered no 04542527

Detailed Analysis of Incoming Resources

Year Ended 31 March 2020

	Unrestricted £	Restricted £	2020 £	2019 £
Grant income				
London Borough of Hounslow	-	11,980	11,980	6,000
Housing pathways	-	2,500	2,500	7,500
Heathrow Airport	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
	<u>-</u>	<u>15,980</u>	<u>15,980</u>	<u>13,500</u>
Other Income				
Sundry donations	3,250	-	3,250	4,620
Other income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>3,250</u>	<u>-</u>	<u>3,250</u>	<u>4,620</u>
Investment income and other incoming resources				
Bank interest	<u>23</u>	<u>-</u>	<u>23</u>	<u>12</u>
Total incoming resources	<u>3,273</u>	<u>15,980</u>	<u>19,253</u>	<u>18,132</u>

Disability Network Hounslow Registered no 04542527
Detailed Analysis of Resources Expended
Year Ended 31 March 2020

	Unrestricted £	Restricted £	2020 £	2019 £
Costs directly allocated to activities				
Staff costs	-	15,750	15,750	8,000
Outreach meetings	-	-	-	-
Newsletter	-	-	-	-
	-	15,750	15,750	8,000
Support costs allocated to activities				
Premises	-	-	-	-
Insurance	-	-	-	-
General office staff	-	-	-	-
General office costs	1,729	-	1,729	1,962
Training	-	-	-	-
Transport	198	-	198	515
Professional fees	-	-	-	-
Communications	-	-	-	-
	<u>1,927</u>	<u>-</u>	<u>1,927</u>	<u>2,477</u>
Governance costs				
Accountancy fees	-	-	-	-
AGM costs	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total resources expended for the year	<u>1,927</u>	<u>15,750</u>	<u>17,677</u>	<u>10,477</u>