



BIRMINGHAM DISABILITY RESOURCE CENTRE

**Report of the Trustees and
Financial Statements
for the Year Ended 31 March 2018**

REGISTERED COMPANY NUMBER: 2897250 (England and Wales)
REGISTERED CHARITY NUMBER: 1034581

Haines Watts Birmingham LLP
Sterling House
71 Francis Road
Edgbaston
Birmingham
B16 8SP

BIRMINGHAM DISABILITY RESOURCE CENTRE

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for the Year Ended 31 March 2018**

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BIRMINGHAM DISABILITY RESOURCE CENTRE

Reference and Administrative Details for the Year Ended 31 March 2018

Chairperson	Mr Timothy Phillips
Trustees	Mr Stephen Anjum (appointed 7 December 2017) Mr Andrew Beaton Mr Paul Bryce (appointed 22 March 2018) Mr Jonathan Harris (resigned 17 September 2017) Ms Brigid Lawlor Mrs Carol Whittock
Birmingham City Council Appointed Representative	Cllr Tony Kennedy
Company secretary	Ms Louise Mckiernan ACIS, PG Dip (Prof Admin)
Key management personnel	
Chief Executive	Ms Louise Mckiernan
Deputy Chief Executive	Mr Ray Walker
Registered office	Unit 18 ACE Business Park Mackadown Lane Kitts Green Birmingham B33 0LD
Registered company number	2897250
Registered charity number	1034581
Auditors	Haines Watts Birmingham LLP Sterling House 71 Francis Road Edgbaston Birmingham B16 8SP
Bankers	Lloyds Bank PLC 36-38 New Street Birmingham B2 4LP
Solicitors	Anthony Collins Solicitors 134 Edmund Street Birmingham B3 2ES

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**Chairperson's Report
for the Year Ended 31 March 2018**

I'd like to take this opportunity to introduce you to DRC's Annual Report and Accounts and, once again, outline some of the highlights from the 2017/2018 financial year.

The Government has not only continued its programme of public sector austerity measures but is now in the throes of negotiating Brexit terms with the European Union which places economic uncertainty on the Birmingham Disability Resource Centre (DRC) and indeed other third sector organisations. Despite this, DRC has continued to be at the forefront of developing new and expanding existing services for the benefit of disabled people.

During the year, DRC implemented the final year of its three-year Business Plan to grow the organisation. This has resulted in the creation of additional jobs within the organisation and the further expansion of services delivered to disabled people free at the point of contact. DRC now has a strong footprint in Birmingham, Solihull, the Black Country and South Staffordshire. The loan secured from Esme Fairbairn in the previous year has continued to be used to meet DRC's Social Enterprise growth objectives.

This continued growth is testament to the very committed workforce assembled under the strong leadership of Louise Mckiernan, Chief Executive and supported by Ray Walker, Deputy Chief Executive and their effective working relationships with the Board of Trustees.



.....
Mr Timothy Phillips
Chairperson

BIRMINGHAM DISABILITY RESOURCE CENTRE

Report of the Trustees for the Year Ended 31 March 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

Trustees of the charity

The trustees who served throughout the year and up to the date of this report are named on page 1.

OUR PURPOSES AND ACTIVITIES

The charity's objects and principal activities are defined by its constitution as follows:-

"To promote for the public benefit the relief of people whose impairment or the nature of their condition subjects them to physical, mental, learning or sensory disability by the provision of facilities and services known as Birmingham Disability Resource Centre through which disabled people may realise their full potential as individuals and as members of society, irrespective of the nature of their impairment or condition, disability, gender, sexual orientation, nationality, race, religious belief, status as a married person or civil partnership, pregnancy, spent convictions or other conditions not justified in law."

This is achieved through its mission:

To empower disabled people and those with long term health conditions to take control of their own lives and to actively seek out opportunities to achieve their full potential as individuals in mainstream society by building a sustainable business.

And through its vision:

In 5 years' time the charity will be:

- a leading authority in the UK on disability issues
- providing a range of high quality person-centred products and services which meet the needs of disabled people and their support networks.
- providing a range of innovative disability solutions to individual, community and societal issues for Central Government, public bodies and the private sector.
- achieving all that we do by engaging and investing in the best people who share in our vision.

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

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Report of the Trustees for the Year Ended 31 March 2018

Putting these strategies into action, the charity operates 5 major areas of activity which are free at the point of delivery:

- Information, advice and advocacy services to enable disabled people and those with limiting long term health conditions to make informed choices and decisions and exercise their rights
- Personal and life skills development to enable them to build confidence and learn the skills required to do things for themselves and to live independently and safely
- Health and wellbeing services to promote healthy living and lifestyle choices and to enable them to build resilience and better manage their own health condition or impairment.
- Social and leisure activities to help improve social skills and combat social isolation
- Employment, training and volunteering to support them towards economic participation and sustainable employment.

The charity also operates commercial activities which are chargeable at the point of delivery including:

- DRC Assist which supports disabled and older people to live independently at home and stay connected to their communities
- Accessibility for All which provides Disability Equality Training and Access Audit work for employers and businesses
- Smart Office Solutions which provides meeting room space and tenancy for employers and businesses at DRC's Information, Health and Wellbeing Centre.

OUR APPROACH TO FUNDRAISING

In order to carry out its activities the Trustees have considered The Charities (Protection and Social Investment) Act 2016. The charity complies with the Code of Fundraising Practice. The majority of the charity's fundraising activity is derived from grant funding and contract opportunities via grant making trusts, public agencies and prime contractors. It does not carry out either directly or through other professional agencies, direct marketing or face-to-face approaches to individuals, vulnerable or otherwise.

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Report of the Trustees for the Year Ended 31 March 2018

ACHIEVEMENTS AND PERFORMANCE

FREE AT THE POINT OF CONTACT SERVICES

INFORMATION, ADVICE AND ADVOCACY SERVICES

Independent Living Service (Birmingham)

During 2017/2018, DRC has continued to operate a general information, advice and advocacy service for disabled people and their carers living in Birmingham on matters relating to independent living, including housing, finance and debt management, welfare entitlements, equipment, personal assistance, transport, access issues, health and wellbeing, social and leisure activities, education and learning, employment and volunteering. The service was funded via quarterly extensions to an original service level agreement with Birmingham City Council People Directorate, obtained through competitive commissioning processes. The contract value during the past twelve months was £93,000 and the service employed a full-time Senior Independent Living Officer; an Independent Living Officer (30 hours p/w) and contributed towards management and central services posts.

During the year, the service supported 2,039 disabled people through the provision of general information to enable them to make informed decisions and choices and 955 disabled people with more in-depth advice and guidance sessions to support them to address presenting issues. 205 disabled people have been supported to access other prevention services in their local community and 29 people have accessed advocacy support.

Help! For Disabled People Project (Birmingham and Solihull)

The Help! For Disabled People Project is a 5-year project funded by a Big Lottery Fund Reaching Communities grant of £464,249 which started on 1 August 2015. During its lifetime the project will provide support to 650 disabled people and those with long term health conditions living in Birmingham and Solihull who need support managing and dealing with the issues they face in their daily lives. The project provides a three tiered approach to ensure disabled people have access to vitally important information and advice, advocacy and learning opportunities to support and empower them to deal with the challenges and difficulties they face, as follows:

- Telephone helpline, email and on-line information and signposting services to enquirers
- Casework and advocacy support
- A range of formal and informal workshops and learning to support attendees to learn appropriate skills to manage and deal with the issues they face in their daily lives including money management, welfare entitlements, changes to the benefits system, managing a tenancy, staying safe, making a complaint and accessing statutory services.

The service employs a full time Project Manager; a Caseworker (30 hours p/w); a full-time Information Officer and a Training Officer (10 hours p/w) and contributes towards management and central services posts. During 2017/2018, DRC received 771 general enquiries with 247 disabled people requiring casework and advocacy support and 120 people accessing workshops and learning opportunities.

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Report of the Trustees for the Year Ended 31 March 2018

Specialist Enablement Service – Supporting People (Birmingham)

DRC has continued to work in partnership with BID Services and Focus Birmingham to provide specialist support to enable people with physical and sensory impairments living in Birmingham to remain in their homes and live independently. The service is being delivered via a 3-year contract which commenced in September 2016 following a competitive tendering process via Birmingham City Council with BID Services acting as the lead. Between April 2017 and March 2018, DRC supported 283 disabled people.

Energy Saving and Fuel Poverty (Birmingham, Solihull and the Black Country)

The Big Energy Saving Network

During the year, DRC continued its partnership relationship with The Big Energy Saving Network (BESN) and secured a further grant of £10,000 from the Department of Energy and Climate Change (DECC) to deliver a 6-month project which saw DRC's 2 Energy Champions:

- Engage and empower 200 disabled people and those with long term health conditions living in Birmingham, Solihull and the Black Country to make informed decisions on how to make their energy expenditure more affordable; and
- Upskill 80 frontline workers to be better informed and placed to provide basic information and advice to their clients living in the same area on energy efficient measures.

ScottishPower Energy People's Trust

In August 2017, DRC was awarded grant funding of £46,000 from ScottishPower Energy People's Trust for a new 12-month project. The funding has supported the delivery of our innovative "Switched-on" project which has been developed to help tackle fuel poverty, using a bespoke five-strand approach putting particular focus on households who are suffering from or at risk of fuel poverty, and where there is at least one disabled person within the household. The project has funded a full-time Switched On Advisor and a Training Officer (10 hours p/w) who undertake home visits, one-to-one interventions and crisis support, and deliver group workshops and learning to support and empower clients to be better placed to deal with fuel poverty issues themselves in the future. During the period up to 31st March 2018, 120 disabled people and 21 households have been supported.

Birmingham Forward Carers Support Service (Birmingham)

DRC has continued to be an active partner in the Birmingham Forward Carers Hub, a consortium of organisations providing support to carers in Birmingham. Under a sub-contract arrangement, DRC has continued to register new carers on the Birmingham-wide carers database, provide casework support and deliver other activities such as drop-in coffee mornings and befriending. This year, DRC has run weekly coffee mornings for carers at the Ram Mandir Hindu Temple in Sparkbrook. DRC's Carer Support Service received £5,040 for activity undertaken during 2017/2018.

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PERSONAL AND LIFE SKILLS DEVELOPMENT

Safe and Sound Programmes (Birmingham and Solihull)

During 2017/2018, DRC continued to provide its innovative personal training programme called Safe and Sound which provides disabled people with skills and knowledge to support their independence and keep them safe from avoidable harm. This was funded in Birmingham via quarterly extensions to an original service level agreement with Birmingham City Council People Directorate, obtained through competitive commissioning processes (totalling £74,142 during the year) and through a new 3-year grant funding of £90,000 from Henry Smith Charitable Trust which has enabled DRC to extend delivery into Solihull. The service employs a full-time Project Manager to deliver 10-week courses (on a range of topics such as staying safe at home, in the community and online, having a healthy diet, avoiding injury and illness and recognizing safeguarding, bullying and disability hate crime issues) and advocacy support where required. Safe and Sound courses were delivered to 341 disabled people through 13 courses during the year.

Hate Crime Victim Resilience Programmes (West Midlands and South Staffordshire)

In September 2017, DRC received grant funding of £14,550 from the West Midlands Police and Crime Commissioner's Victims Fund to provide 5 x 8 week Safe and Sound courses across the West Midlands. The funding period finishes in June 2018 with the service having delivered 5 courses to 86 people up to 31 March 2018. During the project our Training Officer has liaised with police and other statutory agencies to train vulnerable people who are existing or potential victims in the West Midlands to build their confidence, self-esteem and knowledge of how to prevent, respond to or report hate crime, harassment and hostility.

This year DRC was also successful in getting a grant of £2,920 from the Police and Crime Commissioner Staffordshire to run similar Safe and Sound courses in Tamworth. Between September 2017 and April 2018 2 courses were completed supporting 31 disabled people.

Accredited Training (Birmingham, Solihull and the Black Country)

Learn My Way

During 2017/2018, DRC continued to be a member of the UK Online Centres Network and maintain its status as an accredited training centre for the delivery of interactive, web-based IT courses. Through a further grant of £7715 from the Good Things Foundation, DRC was able to support 132 disabled people with little or no IT-literacy skills to get online and access services and information for themselves.

DRC also remains a West Midlands OCN accredited training centre for the delivery of a wide range of IT and other courses.

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Royal Bank of Scotland Skills and Opportunities Fund

In October 2016, DRC was shortlisted to receive a further grant from the Royal Bank of Scotland through its Skills & Opportunities Fund. The grant award process comprised an on-line public vote which resulted in DRC obtaining the highest number of votes across the Midlands Region. A grant of £29,630 was awarded in December 2016 which allowed DRC to employ a Project Worker (21 hours per week) to deliver a 12-month Money Matters Project providing Level 1 accredited qualifications in financial management to disabled people in Birmingham, Solihull and the Black Country to increase their employability prospects and improve their person budgeting skills.

During 2017/2018, a further 4 Money Matters courses were delivered engaging a further 27 learners, making a total of 47 over the lifetime of the project with 79% achieving a Level 1 accredited qualification.

HEALTH AND WELLBEING SERVICES

Counselling Services (Birmingham, Solihull and the Black Country)

DRC continued to provide a confidential counselling service for disabled people aged 18 years or over with anxiety and depression living in Birmingham, Solihull and the Black Country until October 2017 when it was put on hold following the departure of our regular qualified counsellor and pending new funding arrangements. Between April and October 2017 the service delivered 50 x 1-hour counselling sessions to disabled people in Birmingham and Solihull through trust funding.

In April 2017 DRC started a new sub-contract with RELATE in Wolverhampton to provide suitably qualified counsellors with access to external clinical supervision arrangements as part of a contract with Wolverhampton CCG. During the past 12 months DRC delivered 780 x 1 hour counselling sessions to disabled people in Wolverhampton.

Social and Leisure Activities (Birmingham and Solihull)

During the year, DRC secured grant funding from various grant making bodies including the Cole Charitable Trust, Baron Davenport Charity, George Henry Collins, Rowlands Trust, Tesco Bags of Help, Warwickshire Masonic Charitable Association, Bernard Piggott Charitable Trust, Roger and Douglas Turner Charitable Trust, Stanley Smith Memorial Fund, Charles Brotherton Charitable Trust, Geoff Hill Limited, CHK Charities and The Grimmitt Trust to continue to provide a range of social and leisure activities (known as Activities for Life) for disabled people living in Birmingham and Solihull which aim to address issues of social isolation, improve social connectivity and provide beneficiaries with access to new skills and development opportunities.

During the year, this funding has enabled DRC to support and/or develop 3 healthy and thriving Coffee Mornings, 2 Arts and Crafts Groups and a Walking Group which all meet weekly in Birmingham and Solihull. Two of the Coffee Morning Groups and the Walking Group are run by and for disabled people.

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Fit For Life Programmes (Birmingham, Solihull and Wolverhampton)

During 2017/2018, DRC continued to deliver its innovative Fit for Life Programmes for disabled people, frail older people and those with long term health conditions which aim to address health inequalities. Each programme comprises a range of interventions including:

- Weekly taster exercise sessions
- workshops on a range of issues such as healthy eating, condition management, managing pain and fatigue, reducing and managing stress, smoking cessation and accessing health and social care services
- weight management clubs
- health themed coffee mornings
- mentoring support

Five programmes were delivered to 75 people (against a target of 60) across Birmingham and Solihull by a Fit For Life Co-ordinator through grant funding secured from various Trusts including WA Cadbury, 29th May 1961 Charitable Trust, Souter Trust, Morrisons Foundation, The George Fentham Trust and the Aviva Community Foundation. A further 6 programmes were delivered to 90 individuals (against a target of 90) in Wolverhampton by the Fit for Life Co-ordinator through a grant of £23,337 secured from Wolverhampton CCG.

Birmingham Better Care Fund Wellbeing Co-ordinator Pilots (Parts of Birmingham)

DRC secured a grant extension of £110,000 from the Birmingham Better Care Fund programme managed by Birmingham Cross City CCG to continue to deliver its 2 Wellbeing Co-ordinator pilot projects for a further 12 months. The pilot projects aim to support frail older people with multiple needs living in particular GP Federation areas to access non-clinical community based services to address issues of social isolation, improve quality and life and promote improved health and wellbeing.

During the year, DRC continued to employ 2 full time Wellbeing Coordinators working alongside a team of volunteers who supported 265 people.

EMPLOYMENT, TRAINING AND VOLUNTEERING SERVICES

Removing Barriers Project (Birmingham and Solihull)

In September 2016, DRC secured a grant of £64,951 from the Lloyds Foundation for a new 3-year project called Removing Barriers. The project employs a Project Officer (30 hours) to deliver a specialist tailored programme of support to those recovering from mental ill-health in Birmingham and Solihull helping them to link in with their local communities; reduce social isolation, become more independent; and move towards and into employment. The grant supports 240 individuals over the project lifetime (80 each year) as they transition from institutional or community based mental health services. During 2017/2018, 50 clients were engaged and received individualised support with 24 moving on to complete one of two 10-week Road to Recovery courses which were delivered from outreach locations in Birmingham and Solihull.

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Youth Promise Plus (Birmingham)

In May 2017, DRC secured a sub-contract with Prospects Services with a total value of £99,705 to employ x 2 full time Intervention Workers to deliver an employment support service to young people aged 15 -29 years living in Birmingham who are defined as NEET (Not in Employment, Education or Training). The target outcomes to be delivered by the end of the sub-contract (July 2018) were as follows:

Engagement of participants = 176

Placement / Work experience = 141

Entry into paid employment = 78

In September 2017, DRC received a sub-contract variation from Prospects Services which placed more risk on to the organisation. This resulted in DRC terminating the contract and passing the outstanding work back to Prospects for them to deliver themselves. The contract was terminated in March 2018. The Intervention Workers were protected by TUPE regulations with one member of staff transferring to Prospects Services and the other being offered alternative employment within DRC.

All expenditure and costs up until March 2018 were recovered from Prospects Services.

Journey to Work Programme

During the year, DRC continued to scale its innovative 'Journey to Work' programme. This work preparation programme is a ground breaking solution to tackling the barriers face by disabled people and those with long term health conditions in gaining employment. The programme includes modules on condition management; independent living; personal safety; social inclusion; financial literacy; and accessibility issues alongside one-to-one information, advice and coaching using a variety of techniques making this a truly holistic, person-centered approach for beneficiaries to gain and sustain employment.

The following contracts and grants were delivered during the year:

Building Better Opportunities (BBO) in the Black Country – Bridges Project

DRC continued to deliver Journey to Work activity across Dudley, Walsall, Wolverhampton and West Bromwich via a £400,018 sub-contract with Steps to Work who act as a prime contractor for the ESF/Big Lottery funded Building Better Opportunities programme locally. Over the lifetime of the programme which runs to December 2019, DRC will support 180 unemployed disabled people and those with long term health conditions with 15% moving into employment and 15% into training. A further 15% of what is known as economically inactive clients will also be supported to improve their job search. The programme has part-funded a Full-Time Employment and Training Manager post; a full-time Senior Employment and Training Officer, 2 part-time administrative officers (9 and 16 hours p/w) and, from March 2018, a Full-Time Progression Officer and contributes towards management and central services posts.

During 2017/2018, the programme has engaged 63 clients, delivering 6 Journey to Work courses with 5 moving into training and a further 5 moving into employment making a total of 9 over the life-time of the project so far.

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Report of the Trustees for the Year Ended 31 March 2018

Building Better Opportunities (BBO) in South Staffordshire – Evolve Project

DRC also continued to deliver Journey to Work activity in the South Staffordshire area via another sub-contract with a value of £147,813 with Steps to Work who, again, act as a prime contractor for the ESF/Big Lottery funded Building Better Opportunities programme in this area. Over the lifetime of this programme, which also runs to December 2019, DRC will deliver x 8 Journey To Work courses across Tamworth, Cannock, Lichfield and Burton and will engage 90 people who are aged 16+ and have complex needs/multiple barriers which impact on them being able to enter paid employment with 22% moving into employment, 15% into training and 32% economically inactive clients entering into improved job search. The programme has part-funded the same Full-Time Employment and Training Manager post referred to above; an Employment and Training Officer (30 hours); a part-time administrator (7 hours p/w) and contributes towards management and central services posts.

During the year, the programme has engaged 18 clients who attended one of 2 Journey to Work courses held in Tamworth and Cannock with 2 clients moving into employment and 5 into training.

DWP Journey to Employment Pilot Projects (Birmingham and the Black Country)

In June 2017, DRC secured funding from the Department for Work and Pensions (DWP) Office for Disability Issues to deliver 4 x 12-month Journey to Employment pilot projects (based on DRC's Journey to Work model) in Birmingham, Dudley, Walsall and Wolverhampton. Each pilot project attracted grant funding of £62,800 (with a combined total of £251,200 being secured across the 4 areas). This has part-funded a full-time Project Manager, 4 new Community Employment Specialist posts, dedicated administrative support and also contributes towards management and central services posts.

Each of the pilot projects aims to deliver x 8 structured Job clubs each lasting 12 weeks' duration combining group information sessions and Job club activities in each area. DRC's Community Employment Specialists are responsible for the engagement of referrals through Job Centre Plus offices, delivering the structured programme of learning and facilitation and for Job club activity with the primary aim to move participants closer to the labour market.

Between 2017 and March 2018, 186 clients were engaged and supported through the 4 pilot projects with 41 moving into training, 3 into work trials, 4 into volunteering and 11 into employment.

DWP have informed Journey to Employment providers nationally that the programme will not continue after the pilot phase. The programme will therefore conclude in July 2018.

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Report of the Trustees for the Year Ended 31 March 2018

Sobell Foundation Grant Funding

Between April and September 2017, the Sobell Foundation contributed to the running of 4 Journey to Work courses.. Courses were delivered from outreach venues in Birmingham and Walsall. One full time Project Worker delivered the courses and held one-to-one meetings with the clients over the six months duration. From the 31 clients engaged, 24 completed the programme, with 6 moving into work, 5 into training and 3 into volunteering placements.

COMMERCIAL SERVICES



During 2017/2018, the former Help at Home service was rebranded to DRC Assist and the service offer reviewed to include befriending and sitting services as well as continuing to provide domestic support, gardening, handyperson and deep cleaning. In order to increase sales DRC Assist was marketed as being accessible to all sections of the community. However the vast majority of service take up has continued to be from people with long term health conditions, older people and those with disabilities. Geographically its services have been delivered across the Birmingham area e.g. Acocks Green, Edgbaston, Hall Green, Northfield, Shard End, Ward End, Nechells, Great Barr, Sutton Coldfield etc.

The service supported 51 fee paying clients during the year generating £19,000 in income in comparison to £9,800 for 2016/2017. It has continued to be a challenging year for DRC Assist in terms of staff recruitment however the service has been able to recruit 2x16 hours support workers on 1 year fixed year contracts.



In December 2017, DRC was successful in applying for Big Lottery funding as part of their Ageing Better Programme to deliver a new telephone buddies scheme for carer's age 50+ who are lonely and/or isolated. The awarded grant was for £132,749 over 2 years which is to be administered by BVSC. The purpose of Telebuddies is to improve carer general health and wellbeing by helping to alleviate loneliness and isolation in the following ways:-

- providing companionship through regular telephone contact
- encouraging re-engagement within the local community so that participants become more socially active
- providing an early warning system for carers who may be experiencing difficulty, distress or crisis
- increasing carer confidence and emotional resilience

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The project will trial two different service delivery models and evaluate which one works best. Project mobilisation took place during the last quarter of 2017/2018 with project deliverables being realised next financial year.



Accessibility for All

Accessibility for All offers businesses access to a package of innovative and essential services backed by the DRC's experience and track record in the field of disability equality. Services include disability consultancy services; training courses; accessibility audits; and formatting services. During the year:

- £ 16,860.00 was generated from disability equality training (including an on-going contract with Birmingham City Council to deliver disability equality training to new taxi drivers) and access audit work.
- £8,425 was generated from the delivery of an on-going contract with NHS Arden Commissioning Group to provide the role of Expert By Experience at Care and Treatment Reviews for people with a learning disability who are being supported in the mental health system. 63 CTRs were delivered during the year.

In August 2017 DRC completed its involvement in a 2 year European cooperation and exchange project called 'Disabled Peoples User Driven Social Enterprises' funded through the Erasmus+ Programme which commenced in September 2015. DRC received a grant of 45,555 Euros for participating in training visits to three European countries, including Belgium, Spain and Poland to research the service user-led models in place within these countries and training pan-European organisations in developing Social Enterprises. The other Project partners included user-led disability organisations from Bulgaria and Turkey. During the year, DRC completed the second and third training visits to Valencia, Spain in April 2016 and Lodz, Poland in November 2016. In June 2017 DRC successfully hosted the project's dissemination conference in Birmingham.

BIRMINGHAM DISABILITY RESOURCE CENTRE

Report of the Trustees for the Year Ended 31 March 2018

FINANCIAL REVIEW

The financial results of the Birmingham Disability Resource Centre (DRC) are detailed in the following pages. It is considered that the finances are sound and well established. The principal funding sources have included:

- 2 service level agreements with Birmingham City Council
- 1 grant from the Big Lottery Fund Reaching Communities Programme
- 2 grants from Birmingham Better Care Fund administered by Birmingham Cross City Clinical Commissioning Group (CCG)
- Sub-Contracts with Steps to Work for the delivery of 2 ESF / Big Lottery Fund funded Building Better Opportunities programmes
- grants from Scottish Power Energy People's Trust, Henry Smith and the Lloyds Foundation

All expenditure of this income is planned to fulfil the objectives and strategies of the charity. During the year ended 31 March 2018 total resources expended were £1,019,813 and the surplus of income over expenditure was £19,740 which included depreciation of £14,800. This resulted in total funds carried forward at 31 March 2018 of £487,582, of which £396,518 related to unrestricted funds and £91,064 to restricted funds.

The principal risks and uncertainties include financial sustainability, particularly given that the markets in which DRC has traditionally operated are being adversely impacted by austerity measures and public sector spending cuts. DRC has well developed plans and strategies in place to manage these risks and has allocated an appropriate level of resources to business development, income generation and fundraising activities.

INVESTMENT POWERS AND POLICY

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Trustees have decided to continue to invest the small amount that it has available in a high interest deposit account.

RESERVES POLICY AND GOING CONCERN

The trustees have examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months running costs. Reserves have been built up over recent years through planned operating surpluses which the Charity hopes to maintain going forwards. As at 31 March 2018 the level of unrestricted reserves is £396,518. After making allowance for unrestricted funds of £14,425 represented by fixed assets and designated reserves of £125,000 (see note 21), the remaining free reserves of the charity at 31 March 2018 were £257,093 which represents approximately 3 months of operating expenditure.

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Report of the Trustees for the Year Ended 31 March 2018

PLANS FOR FUTURE PERIODS

DRC has ambitious plans to grow its core activities outlined above in the forthcoming year. In line with its 3-Year Strategic Business Plan, plans have been developed to:-

- Secure more public sector contracts in more areas of the Midlands, most notably the Black Country, Warwickshire, Worcestershire and South Staffordshire;
- Bring new social enterprises to market where profits can be utilised to deliver more core activities free at the point of delivery to disabled people

VOLUNTEER INVOLVEMENT

DRC would like to reflect the immense contributions made to the charity by its volunteers, members, friends, advisors and of course Charity Trustees, the help of whom contributes greatly to enhance the work of the organisation and to whom we are most grateful. For example, DRC benefitted from 2,167 hours (2017: 3,711) from 17 volunteers which if valued at the ASHE median wage rate for Birmingham would equate to £31,171.11 (2017: £44,198).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

DRC is a charitable company limited by guarantee, incorporated on 11 February 1992 and registered as a charity on 7 March 1994. 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 and the policies made from time to time by the Trustees. In the event of the company being wound up members are required to contribute an amount not exceeding £1. Membership is open to disabled people and non-disabled people.

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 Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Andy Beaton will retire by rotation at the next Annual General Meeting and, being eligible, offer himself for re-election.

The nature of the charity's work is to provide information, advice and support services to disabled people, their families and carers living primarily in Birmingham, Solihull and the Black Country. The Management Committee seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body. The more traditional business skills are also represented on the Board of Trustees.

All members of the Management Committee are requested to undertake a skills audit to identify their skills and relevant experience (and update it each year). In the event of particular skills being lost due to retirements, individuals with similar skills are identified to offer themselves for election to the Board of Trustees.

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Report of the Trustees for the Year Ended 31 March 2018

In addition, in order to enhance the current pool of trustees and strengthen the existing skills set, the Management Committee have recently undertaken a recruitment exercise to identify new members with appropriate new business skills to become members and trustees of the charity.

Trustee Induction and Training

All trustees are familiar with the practical work of the charity having been encouraged to take up induction and on-going training including presentations on projects and services; governance training; disability equality training; a tour of DRC's premises and various Business Planning and Away Days.

Additionally, new trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These are jointly led by the Chairperson of the Management Committee and the Chief Executive of the charity and cover:

- Governance Training including the obligations of Management Committee members and the main documents which set out the operational framework for the charity including the Memorandum and Articles of Association.
- Financial planning including resourcing and the current financial position as set out in the latest published accounts
- Future plans and objectives including the DRC's Strategic Business Plan and Service Delivery Plans.

A Trustee Handbook is also available drawing information from the various Charity Commission publications signposted through the Commission's guide "The Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements.

Organisation

DRC has a Management Committee of up to 11 members who meet bi-monthly and who are responsible for the strategic direction and policy of the charity. At present the Committee has 5 members - 4 of whom class themselves as disabled or having a limiting long term health condition - from a various professional backgrounds relevant to the work of the charity. The Company Secretary also sits on the Committee but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Chief Executive also has responsibility for the day to day operational management of the organisation, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Related parties and co-operation with other organisations

None of the trustees receive remuneration or other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity with a client or supplier must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. Related party transactions in the current year are described in note 20 to the accounts.

BIRMINGHAM DISABILITY RESOURCE CENTRE

Report of the Trustees for the Year Ended 31 March 2018

Pay policy for senior staff

The board of trustees, together with the senior management team comprise the key management personnel of the charity in charge of directing and operating the organisation on a day to day basis. No director received remuneration in the year and details of directors' expenses and related party transactions are disclosed in note 20 to the accounts. The pay of senior staff is reviewed annually and normally increased in accordance with average earnings.

Risk management

The trustees have a risk management policy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces;
- the establishment of policies, systems, and procedures to mitigate those risks identified in the annual review; and
- the implementation of procedures designed to mitigate or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major financial risk for the charity. Key elements in the management of financial risk are a regular review of available liquid funds to settle debts as they fall due, regular liaison with the bank, and active management of operational debtor and creditor balances to ensure sufficient working capital by the charity.

Attention has also been focussed on non-financial risks arising from service delivery, employing staff and volunteers, data protection and security, safeguarding, fire and health and safety. These risks are managed by ensuring accreditation is up to date, having robust policies in place, and regular awareness training for staff working in these operational areas.

BIRMINGHAM DISABILITY RESOURCE CENTRE

Report of the Trustees for the Year Ended 31 March 2018

Statement of trustees' responsibilities

The trustees (who are also the directors of the charitable company the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far 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 have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

Haines Watts Birmingham LLP were appointed at the Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 18 September 2018 and signed on its behalf by:



.....
Mr Timothy Philips
Chairperson

**Report of the Independent Auditors to the Members of
BIRMINGHAM DISABILITY RESOURCE CENTRE**

Opinion

We have audited the financial statements of Birmingham Disability Resource Centre (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Statement of Financial Position, the 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 (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- 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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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 Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

**Report of the Independent Auditors to the Members of
BIRMINGHAM DISABILITY RESOURCE CENTRE**

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, 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.

Opinion 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has 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 charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where 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; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Trustees.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) 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 the trustees 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 charitable company'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 charitable company or to cease operations, or have no realistic alternative but to do so.

**Report of the Independent Auditors to the Members of
BIRMINGHAM DISABILITY RESOURCE CENTRE**

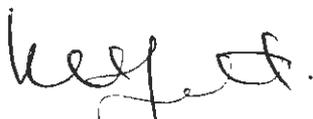
Our responsibilities for the audit of the financial statements

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 a Report of the Independent Auditors 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.

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 Report of the Independent Auditors.

Use of report

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Kevin Hodgetts (Senior Statutory Auditor)
for and on behalf of Haines Watts Birmingham LLP
Sterling House
71 Francis Road
Edgbaston
Birmingham
B16 8SP

Date 26-09-2018

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Statement of Financial Activities
for the Year Ended 31 March 2018

	Note	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:					
Donations and legacies	3	969	-	969	2,645
Income from charitable activities	4	534	894,622	895,156	808,587
Income from trading activities	5	143,262	-	143,262	80,323
Investment income	6	166	-	166	118
Total income		144,931	894,622	1,039,553	891,673
Expenditure on:					
Costs of raising funds	7	58,407	-	58,407	40,439
Charitable activities	8	77,146	883,256	960,402	728,889
Other		1,004	-	1,004	-
Total expenditure		136,557	883,256	1,019,813	769,328
Net income/(expenditure) before transfers		8,374	11,366	19,740	122,345
Gross transfers between funds	21	-	-	-	-
Net movement in funds		8,374	11,366	19,740	122,345
Reconciliation of funds					
Total funds brought forward		388,144	79,698	467,842	345,497
Total funds carried forward	21	396,518	91,064	487,582	467,842

All of the charity's activities derive from continuing operations during the above two financial periods.

The notes on pages 25 to 35 form part of these financial statements.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Statement of Financial Position
as at 31 March 2018

	Note	2018 £	2018 £	2017 £	2017 £
Fixed assets					
Tangible fixed assets	13		14,425		28,829
Current assets					
Debtors	14	143,124		55,148	
Cash at bank and in hand		<u>523,792</u>		<u>482,106</u>	
		666,916		537,254	
Creditors: amounts falling due within one year	15	<u>(118,759)</u>		<u>(73,241)</u>	
Net current assets			548,157		464,013
Creditors: amounts falling due after more than one year	16		(75,000)		(25,000)
Net assets			<u>487,582</u>		<u>467,842</u>
Funds of the charity:					
Restricted funds	21		91,064		79,698
Unrestricted funds	21		396,518		388,144
			<u>487,582</u>		<u>467,842</u>

These accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The financial statements were approved by the board of trustees on 18 September 2018 and were signed on its behalf by:



.....
Mr Timothy Philips
Chairperson



.....
Mr Andrew Beaton
Vice Chairperson

Company registered number: 2897250

The notes on pages 25 to 35 form part of these financial statements.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Cash Flow Statement
for the Year Ended 31 March 2018

	2018	2017
	£	£
Net cash (outflow)/inflow from operating activities	<u>(7,080)</u>	<u>89,669</u>
Cash flow from investing activities		
Payments to acquire tangible fixed assets	(1,400)	-
Receipts from sales of tangible fixed assets	-	-
Interest received	166	118
Net cash (outflow)/inflow from investing activities	<u>(1,234)</u>	<u>118</u>
Cash flow from financing activities		
Receipts from drawdown of new loans	50,000	25,000
Net cash inflow from financing activities	<u>50,000</u>	<u>25,000</u>
Net increase in cash and cash equivalents	41,686	114,787
Cash and cash equivalents at start of year	482,106	367,319
Cash and cash equivalents at end of year	<u>523,792</u>	<u>482,106</u>

Notes to cash flow statement:

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

	2018	2017
	£	£
Net (expenditure)/ income for the year	19,740	122,345
Interest receivable	(166)	(118)
Depreciation	14,800	21,867
Decrease/(increase) in debtors	(87,976)	51,153
(Decrease)/increase in creditors	45,518	(105,578)
Gain on disposal	1,004	-
Net cash (outflow)/ inflow from operating activities	<u>(7,080)</u>	<u>89,669</u>

The notes on pages 25 to 35 form part of these financial statements.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

1 Accounting policies

The accounting policies adopted in the preparation of these accounts are:

(a) Basis of accounting

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 (FRS 102) (effective 1 January 2015)', the Charities Act 2011 and the Companies Act 2006. The financial statements have been prepared under the historical cost convention. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for a period of 12 months from the date of authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

(c) Income recognition

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

Grants receivable

Grants are included in the Statement of Financial Activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the balance sheet. Where income is received in advance of entitlement of receipt its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Donations

Donations are recognised on a receivable basis where there is certainty of receipt and the amount can be reliably measured. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated services

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

1 Accounting policies (continued)

Gifts in kind

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Other income

Other income, including the hire of facilities, is recognised in the period it is receivable and to the extent the goods have been provided or on completion of the service.

Volunteer time

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

Costs of generating funds

These are costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.

Charitable activities

These are costs incurred in activities undertaken to further the purposes of the charity and their associated support costs.

Governance costs

These include the costs attributable to the trust's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

(e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the trust's work or for specific artistic projects being undertaken by the trust.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

1 Accounting policies (continued)

(f) Allocation of support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative payroll costs. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 8.

(g) Tangible fixed assets

Tangible fixed assets are stated at cost (or deemed cost) or valuation less accumulated depreciation and accumulated impairment losses. Cost included costs directly attributable to making the asset capable of operating as intended.

Tangible fixed assets with a cost greater than £1,000 and with an expected useful economic life of more than one year are capitalised.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimate residual value, of each asset on a systematic basis over its expected useful life as follows:

Leasehold	- between 15% and 50% per annum on a straight line basis
Plant and	- 20% per annum on a straight line basis
Computer	- 25% per annum on a straight line basis

(h) Pension benefits

The charity operates a defined contribution plan for the benefit of its employees. Contributions are expensed as they become payable.

(i) Operating lease rentals

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against income on a straight line basis over the period of the lease.

(j) Taxation

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

(k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

(l) Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably. These are normally recognised at their settlement amount after allowing for any trade discounts due.

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

1 Accounting policies (continued)

(m) Volunteers

We would like to reflect within the notes to these financial accounts the immense contributions made to the association by our volunteers, helpful members, friends, advisors, patrons and of course our committee members, the help of whom contributes greatly to enhance the work of the association and to whom we are most grateful. We benefitted for example from over 3116 hours (2017: 3,711) from 19 volunteers (2017: 24) which if valued at the ASHE median wage rate for Birmingham would equate to £37,112 (2017: £44,189).

2 Prior year Statement of Financial Activities (year ended 31 March 2017)

	Note	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income from:					
Donations and grants	3	2,645	-	2,645	4,585
Income from charitable activities	4	-	808,587	808,587	622,828
Income from trading activities	5	80,323	-	80,323	49,796
Investment income	6	118	-	118	69
Total income		83,086	808,587	891,673	677,278
Expenditure on:					
Costs of raising funds	7	40,439	-	40,439	19,000
Charitable activities	8	-	728,889	728,889	610,968
Total expenditure		40,439	728,889	769,328	629,968
Net income/expenditure before transfers		42,647	79,698	122,345	47,310
Gross transfers between funds	21	-	-	-	-
Net movement in funds		42,647	79,698	122,345	47,310
Reconciliation of Funds					
Total funds brought forward		345,497	-	345,497	298,187
Total funds carried forward	21	388,144	79,698	467,842	345,497

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

3 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Gifts	969	-	969	2,645
	<u>969</u>	<u>-</u>	<u>969</u>	<u>2,645</u>

4 Income from charitable activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Grants	534	894,622	895,156	808,587
	<u>534</u>	<u>894,622</u>	<u>895,156</u>	<u>808,587</u>

BCC - Adult Communities SLA

Independent Living Service	-	92,706	92,706	92,560
Safe & Sound Project	-	89,782	89,782	70,318

Big Lottery Fund

Help! For Disabled People	-	81,965	81,965	101,110
Reaching Communities	-	-	-	76,439

Other

Big Potential Fund	-	-	-	1,860
Journey to Work	-	-	-	48,909
The Scottish Power Energy People Trust	-	41,400	41,400	21,850
ADO Icarus Erasmus +	-	7,012	7,012	20,974
BBO Bridges	-	98,731	98,731	70,986
BBO Evolve	-	44,006	44,006	9,794
NHS Fit for Life	-	23,337	23,337	23,337
Birmingham Better Care Fund	-	100,833	100,833	110,000
Lloyds Foundation	-	10,824	10,824	21,287
Telebuddies	-	20,328	20,328	-
Journey to Employment	-	161,466	161,466	-
Other grants	534	122,232	122,766	139,163
	<u>534</u>	<u>894,622</u>	<u>895,156</u>	<u>808,587</u>

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

5 Income from trading activities

	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Commercial activities	143,262	-	143,262	80,323
	<u>143,262</u>	<u>-</u>	<u>143,262</u>	<u>80,323</u>

6 Investment income

	Total 2018 £	Total 2017 £
Deposit account interest	<u>166</u>	<u>118</u>

7 Costs of raising funds

	Total 2018 £	Total 2017 £
Staff costs	<u>58,407</u>	<u>40,439</u>

8 Expenditure on charitable activities

	Disability Services £	Total 2018 £	Total 2017 £
Operational and support costs			
Staff costs	632,720	632,720	412,949
Project costs	22,576	22,576	34,470
Motor and travel	18,738	18,738	17,631
Premises costs	109,812	109,812	99,730
Promotion and marketing	6,584	6,584	4,292
Depreciation	14,800	14,800	21,867
Supports costs (See note 9)	147,872	147,872	134,944
Governance costs (See note 9)	7,300	7,300	3,006
	<u>960,402</u>	<u>960,402</u>	<u>728,889</u>

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

9 Analysis of support and governance costs

	Basis of allocation	General support £	Governance function £	Total 2018 £	Total 2017 £
Administrative staff	Staff time	27,530	-	27,530	25,752
Training and recruitment	Staff time	13,767	-	13,767	19,009
Information technology	Usage	15,740	-	15,740	6,689
Insurance	Usage	9,128	-	9,128	12,808
General office costs	Usage	53,103	-	53,103	45,958
Audit fees	Governance	-	3,150	3,150	3,006
Legal and other professional	Usage	27,087	4,150	31,237	24,641
Loan interest paid	Usage	1,486	-	1,486	-
Bank charges	Usage	31	-	31	87
		147,872	7,300	155,172	137,950

10 Net income/(expenditure) for the year

	2018 £	2017 £
Net income/(expenditure) is stated after charging:		
Depreciation of tangible fixed assets	14,800	21,867
Audit fees	3,150	3,006
Office equipment	3,958	3,958
Premises	51,288	51,976

11 Trustees and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2017 - £Nil). One trustee was reimbursed expenses during the year totalling £253 for travel costs (2017 - £116).

The Charity considers its key management personnel comprise the Chief Executive Officer and the Deputy Chief Executive Officer. The total amount of employee benefits received by key management personnel was £114,340 (2017 - £98,642).

12 Staff costs

	2018 £	2017 £
Salaries	675,232	447,783
Social security costs	38,046	29,079
Pension costs	5,378	2,278
	718,656	479,140

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

12 Staff costs (continued)

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2018	2017
£60,001 - £70,000	1	1

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

	2018 No.	2018 FTE	2017 No.	2017 FTE
Executive Management	5	3	2	2
General information service	6	4	5	3
Employment and training service	13	12	7	6
Business services, administration and support	10	7	11	8
	34	26	25	19

13 Tangible fixed assets

	Leasehold improvements £	Plant and furniture £	Computer equipment £	Total £
Cost				
As at 1 April 2017	74,730	109,885	83,113	267,728
Additions	-	1,400	-	1,400
Disposals	(4,733)	(88,027)	(64,786)	(157,546)
As at 31 March 2018	69,997	23,258	18,327	111,582
Depreciation				
As at 1 April 2017	53,461	107,228	78,210	238,899
Charge for the period	11,117	1,706	1,977	14,800
Released on disposal	(4,733)	(87,502)	(64,307)	(156,542)
As at 31 March 2018	59,845	21,432	15,880	97,157
Net book value				
As at 31 March 2018	10,152	1,826	2,447	14,425
As at 1 April 2017	21,269	2,657	4,903	28,829

14 Debtors

	2018 £	2017 £
Debtors from operations	69,477	21,155
Prepayments and accrued income	73,647	33,993
	143,124	55,148

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

15 Creditors: amounts falling due within one year

	2018	2017
	£	£
Creditors from operations	34,684	31,626
Taxation and social security	8,298	643
Accruals and deferred income	75,777	40,972
	118,759	73,241
	2018	2017
	£	£
Deferred income included above comprised:		
Deferred income b/f	27,300	111,703
Resources deferred in the year	60,529	27,300
Amounts released from previous years	(27,300)	(111,703)
Deferred income c/f	60,529	27,300

At the balance sheet date the charity was holding funds received in advance for services due to be delivered after the year end.

16 Creditors: amounts falling due after more than one year

	2018	2017
	£	£
Loan	75,000	25,000
	75,000	25,000

A loan of £100,000 has been granted to the charity for working capital purposes. £25,000 was drawn down on 10/09/2017 and a further £50,000 was drawn down on 27/11/2017. The loan is repayable in sixteen equal instalments with each instalment being made on each payment date following the third anniversary the facility was first drawn.

Early repayment of £50,000 was made on 3 July 2018.

17 Commitments under operating leases

At the year end the charity was committed to making the following total future minimum operating lease payments under non-cancellable operating lease contracts:

	Land and buildings		Other	
	2018	2017	2018	2017
	£	£	£	£
Within one year	20,625	20,667	3,958	3,958
Within two to five years inclusive	82,000	102,625	5,580	9,300
In over five years	-	-	-	-
	102,625	123,292	9,538	13,258

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

18 Capital commitments

There were no capital commitments at either 31 March 2018 or 31 March 2017.

19 Contingent liabilities

There were no contingent liabilities at either 31 March 2018 or 31 March 2017.

20 Related party transactions

There were no related party transactions during the current and previous period.

21 Analysis of funds

	Opening balance £	Income £	Expenditure £	Transfers £	Closing balance £
Restricted funds					
<u>BCC - Adult Communities SLA</u>					
Independent Living Service	-	92,706	(92,706)	-	-
Safe & Sound Project	22,500	89,782	(92,282)	-	20,000
<u>Big Lottery Fund</u>					
Help! For Disabled People	7,110	81,965	(81,496)	-	7,579
<u>Other</u>					
Journey to Work	10,649	-	(10,649)	-	-
The Scottish Power Energy People Tr	-	41,400	(27,600)	-	13,800
ADO Icarus Erasmus +	3,746	7,012	(10,758)	-	-
BBO Bridges	15,596	98,731	(114,327)	-	-
BBO Evolve	-	44,006	(44,006)	-	-
NHS Fit for Life	-	23,337	(23,337)	-	-
Birmingham Better Care Fund	-	100,833	(100,833)	-	-
Lloyds Foundation	-	10,824	(10,824)	-	-
Telebuddies	-	20,328	(11,124)	-	9,204
Journey to Employment	-	161,466	(161,466)	-	-
Other grants	20,097	122,232	(101,848)	-	40,481
	79,698	894,622	(883,256)	-	91,064
Unrestricted funds					
General fund	338,144	144,931	(136,557)	(75,000)	271,518
Designated fund - CIC project	50,000	-	-	25,000	75,000
Designated fund - DRC Assist	-	-	-	50,000	50,000
	388,144	144,931	(136,557)	-	396,518
Total funds	467,842	1,039,553	(1,019,813)	-	487,582

BIRMINGHAM DISABILITY RESOURCE CENTRE
(Company Limited by Guarantee)

Notes to the Financial Statements
for the Year Ended 31 March 2018

21 Analysis of funds (continued)

Restricted general fund

Money given to the charity where the donor requires that a grant or donation be spent for a specific project.

Unrestricted general fund

The free reserves of the charity which are not designated for particular purposes.

Designated fund

Unrestricted income for which the trustees have designated a particular purpose.

22 Analysis of net assets between funds

Fund balances as at 31 March 2018 are represented by:

	Unrestricted funds	Restricted funds	Total funds
	£	£	£
Tangible fixed assets	14,425	-	14,425
Current assets	548,552	118,364	666,916
Current liabilities	(91,459)	(27,300)	(118,759)
Creditors more than one year	(75,000)	-	(75,000)
Balance as at 31 March 2018	<u>396,518</u>	<u>91,064</u>	<u>487,582</u>

23 Company limited by guarantee

The Association is a charitable company limited by guarantee and not having a share capital. The guarantee of the members is limited to a contribution of £1 each in the event of the company being wound up whilst that person is a member or within one year of ceasing to be a member.