**COMPANY REGISTERED NUMBER: 3455202** 

Report of the Trustees and

**Financial Statements** 

For The Year Ended 31 March 2000

<u>for</u>

The British Council of Disabled People Limited

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# The British Council of Disabled People Limited Legal and Administrative Information For The Year Ended 31 March 2000

NATIONAL COUNCIL:

**BCODP** Officers

\* Robert Williams-Findlay

\* Jon Luxton

\* Jane Hunt

Treasurer

Treasurer

\* William Campbell General Secretary Sheila Blair Vice Chairperson

\* These officers are the Charity's trustees who act as Directors for the purpose of Company Law.

**Regional Representatives** 

Scotland: Dr. Ann Wilson

North East: David Colley

North West: Lorraine Gradwell

Wales: No representatives

West Midlands: No representatives

East Midlands: Anne Pridmore

Jim Warner (Deputy)

South East/London: Nasa Begum

Linda Fergusson (Deputy)

South West: No representatives

Yorkshire/Humberside: No representatives

South East: Billy Maguire

Eastern: Phil Miller

#### **National Members**

Asian People with Disabilities Alliance

Association of Blind & Partially Sighted Teachers and

Students

**British Deaf Association** 

**CHANGE** 

Disabled Asians Women's Network

**GEMMA** 

Muscle Power

National Disabled Workers Group

National League of the Blind and Disabled National Network of Disabled Youth and

Community Development Workers

People First

REĠARD

Restricted Growth Association

Spinal Injuries Association

Trade Union Disability Alliance

The UK Coalition of People Living with HIV and AIDS

Unison National Members' Committee

#### Legal and Administrative Information For The Year Ended 31 March 2000

**REGISTERED OFFICE:** 

Litchurch Plaza

Litchurch Lane

Derby DE24 8AA

**CHARITY REGISTERED** 

NUMBER:

1068743

**COMPANY REGISTERED** 

NUMBER:

3455202

CHIEF EXECUTIVE AND

**COMPANY SECRETARY:** 

Richard Wood

**AUDITORS:** 

Bates Weston

Chartered Accountants

The Mills Canal Street Derby DE1 2RJ

BANKERS:

Lloyds TSB Bank plc

812 Osmaston Road

Allenton Derby DE24 9AA

# Report of the Trustees For The Year Ended 31 March 2000

The trustees, who are the directors for the purpose of Company Law, present their report with the financial statements of the Charity for the year ended 31 March 2000.

#### Status

The Charity was incorporated under the Companies Act 1985 on 24 October 1997 as a Company limited by guarantee and is governed by its Memorandum and Articles of Association. It was registered as a Charity on 19 March 1998.

The Charity has adopted the working name of BCODP.

#### **Objectives**

To relieve the disability of people with physical, mental or sensory impairments and to further their independence and full participation in the community.

#### Organisation

National Members

Regional Delegates

**BCODP Officers** 

National Council

Committees:

**Executive Committee** 

Independent Living Committee

International Committee

The above diagram shows BCODP's structure, which consists of National Member Groups and Elected Regional Delegates. National Members are either large organisations or groups that represent disabled people who would otherwise not have a voice on the Council. National Members have one seat each on the National Council. The country is split into 11 regions to mirror the Regional Development Agency boundaries and the member groups in each region elect one delegate to represent them on the National Council. National Council is BCODP's policy making body and its members are the Directors and Trustees of the organisation.. Day to day running of BCODP is undertaken by the Executive Committee which is made up of elected Officers and a number of National Council Members. Other Committees provide information and policy guidance to the National Council on key issues.

#### Policies adopted

BCODP will change its regional structures to mirror the new boundaries of the Regional Development Agencies.

BCODP will establish new committees to advise on policy and direction. The Committees will cover Human Rights, Equality issues, Research, Education, Campaigns, Women's issues, Younger Disabled People's issues and Transport.

BCODP adopted new policies and procedures covering committee work, role of Officers, regionalisation, the motion-based conference and representation as set out in the policy document "The Way Forward".

# Report of the Trustees For The Year Ended 31 March 2000

#### **Review of Development Activities**

Ongoing funding is a major problem for many organisations but 1999/2000 proved to be a significant year for BCODP in this respect. The NCIL and BCODP both attracted new Section 64 core funding which means that our daily running costs are met for the next three years. BCODP also had a renewal of National Lottery funding of £514,000 over the next three years. This allows us to carry on with our Groups Development Programme and we have set an immediate target of supporting a minimum of 35 new and emerging groups each year.

The "Way Forward" was accepted by Council as its basic working document and steps are now being taken to establish new committees to widen our areas of activity. Significantly, Human Rights issues are increasingly on the agenda and BCODP is the first national disability organisation to publish its position statement on genetics and bio-ethics.

Work is also underway to look at how the movement can revive the campaign for full civil rights legislation and we anticipate that the new Disability Rights Commission will be a key focus point for this campaign.

#### Millennium Compliance

The trustees have carried out a review of the impact of the millennium bug upon the Charity and are continuing to monitor the position. The trustees consider that the existing systems are compliant and no significant costs have been necessary in bringing the systems up to date.

#### Statement of Trustees' Responsibilities

Company Law requires trustees, as Directors of the Company, to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for that period.

In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# Report of the Trustees For The Year Ended 31 March 2000

#### **Auditors**

A resolution will be proposed at the Annual General Meeting that Bates Weston be re-appointed as auditors to the charitable company for the ensuing year.

On behalf of the trustees

R. Wood - Company Secretary

Dated: 4 August 2000

#### Report of the Auditors

#### to the Members of

#### The British Council of Disabled People Limited

We have audited the financial statements on pages 7 to 17 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

#### Respective responsibilities of trustees and auditors

Usies Jeson

As described on pages 4 and 5 the trustees, who are also the Directors for the purpose of Company Law, are responsible for the preparation of financial statements. It is our responsibility to form an independent opinion, based on our audit, on those statements and to report our opinion to you.

#### Basis of opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of information in the financial statements.

#### **Opinion**

In our opinion, the financial statements give a true and fair view of the charitable company's state of affairs as at 31 March 2000 and of the incoming resources and application of resources, including its income and expenditure, in the period then ended and have been properly prepared in accordance with the Companies Act 1985.

BATES WESTON Chartered Accountants Registered Auditors The Mills

Canal Street Derby

Dated: 4 August 2000

# **Statement of Financial Activities**

# For The Year Ended 31 March 2000

INCOME AND EXPENDITURE	Notes	Unrestricted Funds £	Restricted Funds £	2000 Total £	1999 Total £
Incoming Resources					
Voluntary Income Grants receivable	3	81,024	541,840	622,864	437,468
Donations	3	2,793	J41,04U -	2,793	3,049
Memberships	4	6,510	-	6,510	7,635
		90,327	541,840	632,167	448,152
Income from Investments					
Royalties		500	-	500	1,103
Deposit account interest		5,501	-	5,501	6,192
		6,001	-	6,001	7,295
Income from Other Activities	:4				
in furtherance of the objectives of the char Sale of goods and services	ny	16,300	-	16,300	6,764
Other Incoming Resources		====		<del></del>	=
Annual general meeting		12,072	-	12,072	10,281
Sundry income		-	-	-	4,255
Management fees		39,270 ———		39,270	27,288
		51,342		51,342	41,824
TOTAL INCOMING RESOURCES		163,970	541,840	705,810	504,035
Resources Expended Direct charitable expenditure		=		=	=
Consultation		-	61,549	61,549	29,946
Publication costs		1,600	15,412	17,012	9,365
Support costs		53,046	174,317	227,363	249,125
Research Other expenditure		-	9,295	9,295	-
Management and administration of the char	itv	81,624	156,724	238,348	185,252
Establishment costs	<b>,</b>	10,205	15,423	25,628	20,284
Total resources expended	5	146,475	432,720	579,195	493,972
					=

## **Statement of Financial Activities**

#### For The Year Ended 31 March 2000

Note	Unrestricted Funds s £	Restricted Funds £	2000 Total £	1999 Total £
NET INCOMING RESOURCES FOR THE PERIOD	17,495	109,120	126,615	10,063
Funds balance brought forward	(6,068)	188,528	182,460	172,397
FUND BALANCES CARRIED FORWARD AT 31 MARCH 2000	11,427	297,648	309,075	182,460

#### **CONTINUING OPERATIONS**

On 1 April 1998 the entire funds and activities of BCODP (unincorporated charity) were transferred into the Charitable Company.

None of the Charitable Company's activities were discontinued during the current or preceding periods.

#### TOTAL RECOGNISED GAINS AND LOSSES

The net incoming resources as stated above recognises all gains and losses for the current and preceding periods.

#### **Balance Sheet**

## As at 31 March 2000

	Note	2000 1		19	1999	
		£	£	£	£	
FIXED ASSETS Tangible assets	6		41,032		51,038	
1418,010 40000	J		11,004		01,000	
CURRENT ASSETS Debtors	7	37,685		10,947		
Cash at bank and in hand		251,078		132,410		
		288,763		143,357		
CREDITORS: Amounts falling due	within					
one year	8	20,720		11,935		
		<del></del>	262.042	<del></del>	401.400	
NET CURRENT ASSETS			268,043		131,422	
TOTAL ASSETS LESS CURREN	T LIABIL	ITIES	309,075		182,460	
FUNDS						
Unrestricted			11,427		(6,068)	
Restricted	11		297,648		188,528	
			309,075		182,460	
			<del></del>			

## ON BEHALF OF THE TRUSTEES

Approved on behalf of the trustees on 4 August 2000

R. Williams-Findlay

J. Hunt

The annexed notes form part of these financial statements.

# The British Council of Disabled People Limited Notes to the Financial Statements For The Year Ended 31 March 2000

#### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the requirements of the Statement of Recommended Practice "Accounting by Charities" (The Charities SORP).

#### Voluntary income

Donations, grants and other forms of voluntary income are accounted for when received or when a contractual obligation to pay arises.

#### **Expenditure allocation**

Expenses are apportioned, where applicable, between support costs and the cost of administration of the charity based on the estimates of the trustees.

#### Restricted funds

Restricted funds includes all research funding projects assigned to the Charity by donors. A charge may be made by the Charity for administration costs.

#### Membership fees

Income arising from annual membership fees is accounted for as received. There are no life membership fees.

#### Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity satisfies the required criteria.

#### Income from other activities

Income from other activities represents net invoiced sales of goods and services.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life or if held under a finance lease, over the lease term, whichever is the shorter.

Office furniture - 20% on cost
Office equipment - 25% on cost

Motor vehicles - 25% on net book value

Computer equipment - 33% on cost

#### Hire purchase and leasing commitments

Rentals paid under operating leases are charged as an expense as incurred.

#### **Pension costs**

The Charity contributes towards personal pension policies on behalf of those employees who elect to enter into such schemes. Contributions are charged as an expense as incurred.

#### 2. INCOME

The income and net expenses are attributable to the one principal activity of the Charity. An analysis of income is given below:-

	2000	1999
Voluntary Income	89.57%	88.91%
Income from Investments	0.85%	1.45%
Income from other activities	2.31%	1.34%
Other Incoming Resources	7.27%	8.30%
	100.00%	100.00%

# Notes to the Financial Statements For The Year Ended 31 March 2000

3.	GRANTS RECEIVABLE				2000	1999
					£	£
	Unrestricted grants					
	Department of Health Core Grant				30,000	30,000
	Platinum Trust			3	38,500	43,500
	PACT				524	7,992
	Department of Employment				-	5,127
	Comic Relief				-	5,938
	National Lottery				10,000	-
	Section 64 Project				2,000	
				5	81,024	92,557
	Restricted grants (see note 11)			54	41,840	344,911
				62	22,864	437,468
				=	<u></u>	<del></del>
4.	MEMBERSHIP INCOME					
					2000	1999
					£	£
	Full members				2,985	3,174
	Associate members				1,230	2,151
	Supporters				545	1,310
	Affiliated members				1,750	1,000
					6,510	7,635
5.	TOTAL RESOURCES EXPENDED	614 <b>- 66</b>				
		Staff Costs D	epreciation	Other	Total 2000	Total 1999
		£	epreciation £	£	2000 £	1999 £
		.~	~	~	~	~
	Direct charitable expenditure	141,569	16,916	156,734	315,219	288,436
	Other expenditure	94,948	1,157	167,871		205,536
		236,517	18,073	324,605	579,195	493,972
		=====			===	
					2000	1999
	0. m				£	£
	Staff costs: Wages and salaries			2	11,205	187,797
	Social security costs				19,660	17,601
	Pension costs				5,652	5,317
				2	36,517	210,715
		_ 11		=	, '	

# Notes to the Financial Statements For The Year Ended 31 March 2000

# 5. TOTAL RESOURCES EXPENDED (Continued)

During the year the charity paid travelling, subsistence and meeting expenses of fifteen trustees amounting to £9,554 (1999 - £10,390).

During the year the emoluments of one employee fell within the £40,000 - £50,000 band (1999 - None).

The average number of employees, analysed by function was:-

	2000	1999
Charitable services Management and administration	6	5
of the charity	6	6
	12	11
	<b>=</b>	
	2000 £	1999 £
Trustees remuneration	-	-
Auditors remuneration	2,350	2,250
Rent of land and buildings	19,743	8,518

# 6. TANGIBLE FIXED ASSETS

	Office Furniture £	Office Equipment £	Motor Vehicles £	Computer Equipment £	Totals £
Cost	10.050	10.040	15.050	20.005	445.005
At 31 March 1999	10,373	19,369	46,868	39,387	115,997
Additions Disposals	1,065	3,238	14,628 (25,962)	6,707 - 	25,638 ( 25,962)
At 31 March 2000	11,438	22,607	35,534	46,094	115,673
Depreciation	=======================================			<del></del> _	
At 31 March 1999	9,449	11,862	16,886	26,762	64,959
Charge for year	441	3,678	6,882	7,072	18,073
Eliminated on disposal			(8,391)	<del>-</del>	(8,391)
At 31 March 2000	9,890	15,540	15,377	33,834	74,641
Net Book Value	<del></del>		<del>_</del>	<del></del>	
At 31 March 2000	1,548	7,067	20,157	12,260	41,032
	<del></del>		<del></del>	<del></del>	
At 31 March 1999	924	7,507	29,982	12,625	51,038
	=			<del></del>	

# Notes to the Financial Statements For The Year Ended 31 March 2000

# 6. TANGIBLE FIXED ASSETS (Continued)

The net book value at 31 March 2000 represents tangible fixed assets used for:-

		Office Furniture £	Office Equipment £	Motor Vehicles £	Computer Equipment £	2000 Totals £
	Direct charitable purposes	~	*	2	<b>~</b>	2
	Project support	291	798	1,880	528	3,497
	National Lottery	608	5,368	16,397	1,099	23,472
	NCIL	358	-,	-	1,547	1,905
	Camelot	-	_	-	7,029	7,029
	Letting you Know - Derby	-	103	_	737	840
	Letting you Know - NCIL	-	-	-	791	791
		1,257	6,269	18,277	11,731	37,534
	Other purposes					
	Management and administration of the charity	291	798	1,880	529	3,498
		1,548	7,067	20,157	12,260	41,032
7.	DEBTORS: AMOUNTS FALLING WITHIN ONE YEAR	G DUE			2000 £	1999 £
	Trade debtors Prepayments and accrued income				36,338 1,347	9,450 1,497
					37,685	10,947
8.	CREDITORS: AMOUNTS FALLI WITHIN ONE YEAR	ING DUE			2000 £	1999 £
	Bank loans and overdrafts (see note 9	מו			6,826	424
	Trade creditors	1)			3,817	3,210
	Social security and other taxes				6,866	5,485
	Accrued expenses and deferred incor	me			3,211	2,816
					20,720	11,935
					<del></del>	=:

# The British Council of Disabled People Limited Notes to the Financial Statements For The Year Ended 31 March 2000

#### 9. LOANS AND OVERDRAFTS

An analysis of the maturity of loans and overdrafts is given below:

	Amounts falling due within one year or on demand:	2000	1999
	Bank overdrafts	£ 6,826	£ 424
10.	RECONCILIATION OF MOVEMENTS IN FUNDS	<del>3====</del>	
		2000 £	1999 £
	Net Incoming Funds for the year	126,615	10,063
	Funds balances brought forward	182,460	172,397
			<del></del>
	Net addition to funds	309,075	182,460
			<del></del>
	Closing Funds	309,075	182,460

#### 11. RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust to be applied for specific purposes:-

	Balance At 1 April 1999	Incoming resources	Resources expended	Balance at 31 March 2000
	£	£	£	£
Letting you Know – Derby	239	20,000	(19,270)	969
City Perochial Fund	-	4,917	(2,756)	2,161
Mike Bramley Bursary	-	500	-	500
See The Person	-	100	-	100
International	475	15,030	(11,677)	3,828
Disabled People South Africa	4,500	~	-	4,500
Camelot Offices and Computers	2,491	~	(1,692)	799
Council of Disabled Experts	-	1,415	-	1,415
Education Project Cadbury Foundation	1,000	-	(274)	726
National Lottery Project Funding	107,326	171,794	(197,841)	81,279
NCIL - Core	27,804	186,084	(135,634)	78,254
NCIL - Harrow	3,926	5,000	(7,214)	1,712
NCIL - Sandwell	20,808	-	(9,930)	10,878
NCIL - European	(2,748)	_	(281)	(3,029)
NCIL - UK Colaration Aids	(704)	-	-	(704)
NCIL - Letting you Know	2,361	20,000	(14,917)	7,444
NCIL - Camden	1,050	2,000	(2,392)	658
NCIL - Bringing Independent Living	10,000	10,000	(1,000)	19,000
NCIL - ILA Accreditation	5,000	-	(750)	4,250
NCIL - Translation	5,000	5,000	(4,213)	5,787
NCIL - Direct roots	-	-	(2,759)	(2,759)
NCIL - DOH Evaluation Grant	-	22,500	(1,150)	21,350
NCIL - DOH New Development work	-	47,500	(15,074)	32,426
NCIL - DOH Consolidation and developm	ent -	30,000	(3,896)	26,104
	188,528	541,840	<u>(432,720)</u>	<u>297,648</u>

# Notes to the Financial Statements For The Year Ended 31 March 2000

## 11. RESTRICTED FUNDS Continued

The following restricted funds comprise grants used to support both capital and income projects as follows:-

National Lottery			
· ·········· •	Capital Projects £	Income Projects £	Total £
Balance at 1 April 1999 Incoming resources Resources expended Depreciation	52,078 - (17,112) -	55,248 171,794 (184,414) (13,427)	107,326 171,794 (201,526) (13,427)
Cost of capital assets purchased in year	34,966 17,112	29,201	64,167
Closing balance at 31 March 2000	52,078	29,201	81,279
Independent Living Unit			•
Balance at 1 April 1999 Incoming resources Resources expended	4,722	23,082 186,084 (135,634)	27,804 186,084 (135,634)
Closing balance at 31 March 2000	4,722	73,532	78,254
Camelot			
Balance at 1 April 1999 Resources expended	6,000	(3,509) (1,692)	2,491 (1,692)
Closing balance at 31 March 2000	6,000	(5,201)	799

#### Notes to the Financial Statements For The Year Ended 31 March 2000

## 12. DESIGNATED FUNDS

The income funds of the charity include the following designated funds which have been set aside out of the unrestricted funds of £11,427 by the trustees for specific purposes:-

		Movement in funds:			
	Balance 1 April 1999 £	Incoming resources	Resources expended £	Transfers £	Balance at 31 March 2000 £
PACT	820	-	~	820	-

#### 13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricte funds £	d Restricted funds £	2000 Total £
Fund balances at 31 March 2000 are represented by			
Tangible fixed assets	6,995	34,037	41,032
Current assets	15,964	272,799	288,763
Current liabilities	(11,532)	(9,188)	(20,720)
	11,427	297,648	309,075
		<del></del>	

# Notes to the Financial Statements For The Year Ended 31 March 2000

#### 14. DEPARTMENT OF HEALTH GRANTS

	Balance At 1 April 1999 £	Incoming Resources £	Resources Expended £	Balance 31 March 2000 £
International	475	8,000	(8,475)	-
Letting you Know - Derby and NCIL	2,600	40,000	(34,187)	8,413
Bringing Independent Living	10,000	10,000	(1,000)	19,000
ILA Accreditation	5,000	-	(750)	4,250
Translation	5,000	5,000	(4,213)	5,787
Evaluation grant	_	22,500	(1,150)	21,350
New development work	-	47,500	(15,074)	32,426
Consolidation and development	-	30,000	(3,896)	26,104
NCIL Core Grants	_	125,000	(125,000)	-
Derby Core	-	30,000	(30,000)	-
				<del></del>
	23,075	318,000	(223,745)	117,330
	=====			<del></del>

## 15. OPERATING LEASE COMMITMENTS

The following payments are committed to be paid within one year in respect of non-cancellable operating leases of land and buildings expiring:-

	Ū	•	J	2000 £	1999 £
Between one and five	years	S		9,500	) -
Over five years				8,951	8,951

#### 16. RELATED PARTY DISCLOSURES

The charity formerly conducted its operations as an unincorporated charity by the name of British Council of Organisations of Disabled People.

On 1 April 1998 the entire funds and operations of the unincorporated charity, totalling £172,397 were transferred to the Charitable Company.

#### 17, TAXATION

The charity has claimed exempt taxation status under Section 509 ICTA 1988 and accordingly no provision for taxation is made in the financial statements.