

Charity Registration No. 1067673

Charity Registration No. SC039866 (Scotland)

Company Registration No. 3469653 (England and Wales)

# **ABILITYNET**

**(A COMPANY LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT AND ACCOUNTS**

**FOR THE YEAR ENDED 31 DECEMBER 2015**

TUESDAY



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**ABILITYNET**  
**(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

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|--------------------------|--|
| <b>President</b>         | David Livermore OBE  |
| <b>Vice President</b>    | Roger Jefcoate CBE, DL   |
| <b>Patron</b>            | Martha Lane Fox, Baroness Lane-Fox of Soho CBE   |
| <b>Trustees</b>          | Michael Taylor (Chairman)<br>David Barnett<br>Mike Bernard (representing IBM UK Limited)<br>Bill Brown<br>Sarah Foxall (representing Microsoft Limited)<br>Kush Kanodia<br>David Morriss<br>Lawrence Phillips (representing The Information Technologists' Company)<br>Nishita Sharma<br>Aileen Thompson<br>Michael Whelan |
| <b>Chief Executive</b>   | Nigel Lewis  |
| <b>Secretary</b>         | John Muscroft  |
| <b>Charity number:</b>   |  |
| England and Wales        | 1067673  |
| Scotland                 | SC039866   |
| <b>Company number</b>    | 3469653  |
| <b>Principal address</b> | Microsoft Campus<br>Thames Valley Park<br>Reading<br>RG6 1WG   |
| <b>Registered Office</b> | Acre House<br>11-15 William Road<br>London<br>NW1 3ER  |
| <b>Auditors</b>          | HW Fisher & Company<br>Acre House<br>11-15 William Road<br>London<br>NW1 3ER   |

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# ABILITYNET

**(A COMPANY LIMITED BY GUARANTEE)**

LEGAL AND ADMINISTRATIVE INFORMATION

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## Bankers

Coutts & Co  
440 The Strand  
London  
WC2R 0QS

CCLA Investment Management Limited  
Senator House  
85 Queen Victoria Street  
London  
EC4V 4ET

CAF Bank Limited  
25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent  
ME19 4JQ

Nationwide Building Society  
Kings Park Road  
Moulton Park  
Northampton  
NN3 6NW

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# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT

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The Trustees' present their report and accounts for the year ended 31 December 2015 which has been prepared to meet the requirements for a directors' report under the Companies Act 2006.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, applicable law and United Kingdom Accounting Standards including Statement of Recommended Practice (FRS 102), "Accounting and Reporting by Charities" issued in January 2015.

#### Reference and administrative information

The charity is a company limited by guarantee and registered with the Charity Commission under number 1067673 and also with the Office of the Scottish Charity Regulator under number SC039866.

#### Trustees

The Trustees, who are also directors for the purpose of company law, who served during the year, were:

Dr M R Taylor – Chairman  
U D Barnett  
M Bernard (representing IBM UK Ltd)  
W J K Brown  
S Foxall (representing Microsoft Ltd)  
K Kanodia  
D Morriss  
L Phillips (representing The Information Technologists' Company)  
N Sharma  
A Thompson  
M Whelan

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

Chief Executive who served during the year:

N P Lewis

#### Related parties

These are set out in note 14.

#### Structure, governance and management

##### Governing Document

The organisation is a charitable company limited by guarantee, incorporated in the UK and registered as a charity in England and Wales and also in Scotland. The company was established under a Memorandum of Association, which created the objects and powers of the charitable company and is governed by its Articles of Association.

##### Trustee recruitment, appointment, training and induction

AbilityNet currently has eleven Trustees, who are also directors under company law; there are three Corporate Trustees being IBM (UK) Ltd, Microsoft Ltd and The Information Technologists' Company who each appoint representatives to the Board; other Trustees are selected for a range of skills to meet the existing or emerging needs of AbilityNet. Potential candidates, when a vacancy occurs, are interviewed by a panel of Trustees led by the Chairman of Trustees. Suitable individuals are briefed by the Chairman and Chief Executive before being proposed for appointment to the Board of Trustees. New Trustees receive a full briefing, including an induction pack, which includes the Memorandum and Articles, minutes of previous meetings and a glossary of terms.

# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT (CONTINUED)

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#### Management

The Chief Executive is responsible for the charity's overall day to day management, reporting to the Board. Key strategic decisions are taken to the Board for approval and where appropriate a sub-committee will be formed to consider anything that requires additional input or that needs resolution before the next scheduled meeting.

The Board of Directors (Trustees) are responsible for the overall strategic direction and sound financial practices within the charity. They hold Board meetings on a quarterly basis and receive a monthly management report from the Chief Executive which includes management accounts and a report on progress to date. The Chairman, as the representative of the Board, also maintains regular contact with the Chief Executive and, where necessary, secures agreement from the Board for urgent action, unless already empowered by the Board to make the necessary decision.

Senior Managers are invited to Board meetings to provide briefings on different aspects of the Charity's work. The Trustees provide advice and support to senior managers whenever appropriate, so that their expertise and insights can be used to benefit the Charity.

The senior management team who served during, or for part of, the year were:

D Cockburn (Service Delivery, Volunteering and Free Services) until 10th April 2015  
M Comerford (Human Resources)  
D Dearden (Sales & Marketing)  
A Low (Service Delivery Director) appointed January 2016  
E Martin (Operations)  
J Muscroft (Finance)

#### Audit Committee

AbilityNet's formal governance structure includes an Audit Committee which considers the financial outlook of the organisation and related risks.

The Committee meets at least twice a year, one of which is with the External Auditors, to receive and approve reports on the financial audit and ensure actions are completed. Countermeasures are also considered to possible financial, economic and operational risks and reviewed for inclusion on the Charity's Risk Register on a regular basis with follow up actions agreed and progress monitored. During 2015 the AbilityNet Audit Committee was chaired by U D Barnett. The Committee has four experienced Trustees as members and is attended by AbilityNet's Finance Director and Chief Executive. It reports to the Board of Trustees.

#### Remuneration Committee

The Remuneration Committee considers aspects of AbilityNet's remuneration policy and the reward package of the Chief Executive. This committee is made up of four experienced Trustees and during 2015 was chaired by W J K Brown.

#### Diversity & Equality

AbilityNet strives to provide an inclusive environment to encourage equal opportunities for all employees and to deal with internal and external stakeholders and members of the public, free from bias in an open and accessible way.

AbilityNet promotes Diversity and Equality within its activities to help add to the cultural awareness and understanding of this important subject within its organisation.

AbilityNet's approach to Diversity and Equality is to provide the context and strategic direction at Board level, supported by mandatory internal training and policies developed to provide a company-wide appreciation and knowledge of the potential issues in these areas. The aim is to educate all our employees of their obligations under the Equality Act and encourage them to act in accordance with its aims in their dealings with each other and stakeholders of the organisation.

# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT (CONTINUED)

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#### How our objectives deliver public benefit

We have referred to the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the Trustees have considered how planned activities will contribute to the aims and objectives they have set. AbilityNet's work benefits a wide range of organisations, including the voluntary sector, public and commercial organisations and individuals across the United Kingdom and elsewhere.

Our main objectives and activities and who we try to help are described in more detail below.

#### Objectives and activities

AbilityNet's purpose is to help improve people's lives by supporting them to achieve everything they can at work, at home or in education through the use of technology.

We can change people's lives by adapting technology for those who need help. We are distinguished by the combination of our breadth of services, deep expertise and insights, supporting a wide range of individual needs. Our staff and volunteers are experts who care and although our primary focus is the UK, our impact is global.

#### Some Facts from the Government about Disability

Based on the latest available Government statistics:

- There are around 11 million people with a limiting long term illness, impairment or disability.
- The most commonly reported impairments are those that affect mobility, lifting or carrying.
- The prevalence of disability rises with age. Around 6% of children are disabled compared to 16% of working age adults and 45% of adults over State Pension age.
- In 2012 46.3% of working-age disabled people were in employment compared to 76.4% of working-age non-disabled people. This represents a 30.1 percentage point gap between disabled and non-disabled people, representing over 2 million people.
- Disabled people are around 3 times as likely not to hold any qualifications compared to non-disabled people, and around half as likely to hold a degree-level qualification.

We are the only UK charity reaching out to help this group across the UK to ensure that the technology they use, or wish to use, is accessible and usable.

#### How do we help?

We approach this in four ways:

- We help the disabled, older people and others use technology in their homes, places of education or work place;
- We help companies and organisations adapt their digital services and content so it is accessible for everyone to use;
- We provide support to our volunteers so they can help the disabled and older people get the best from the technology they use or have access to;
- We promote the demand for and uptake of inclusive and accessible technology.

#### Achievements and performance

The government's facts show disabled people face many challenges in their lives and the requirement to reduce costs by successive governments during austerity has created potentially more roadblocks in this regard. A drive from both government and business to place many of their goods and services "online" has left individuals with a stark choice of only being able to access many of these key services by using technology with little or no additional human intervention.

Whilst there are a number of initiatives to get people to engage with digital services there are some groups within our society who cannot or do not want to engage in the digital world. AbilityNet endeavours to highlight where digital exclusion is being created and offers the support, knowledge and skills to enable individuals to access online services or to organisations to make their services more accessible.

AbilityNet does this through our assessment and accessibility services as well as through our volunteering services.

# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT (CONTINUED)

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Our key areas to influence are:

1. Highlighting the accessibility of websites, mobile apps, systems and content across industry sectors to encourage the adoption of best practice and show where this is not the case
2. Offering and providing companies with advice on the design and delivery of inclusive and usable services by using task-oriented user-focused testing at every stage of the design process, rather than relying on post-hoc accessibility testing
3. Working with technology companies to ensure that they consistently use core inclusion strategies, technologies and practices in all their technologies and systems
4. Supporting and helping disabled and older people make effective use of digital technologies at home, in work and education
5. Encouraging a learning environment for all IT and web design professionals that embeds digital inclusion throughout all roles.

During 2015 we directly and indirectly helped nearly 107,000 people through AbilityNet's services of: advice and information; accessibility consultancy; assessments; personal installations; training; home support visits; technical support; and free IT projects. We also had nearly 478,000 website users with over 24,350 downloads of our fact and skill sheets from our website [www.abilitynet.org.uk](http://www.abilitynet.org.uk). There were almost 455,500 page views of MyComputerMyWay to help customise and make computers more accessible. Through the iT4Communities programme we helped 80 charities with defining their IT projects. Our estimate of the public benefit value of our free services delivered in 2015 is approximately £688,000

#### Assessment Services

During 2015 we increased our delivery of high quality assessments through our Disabled Student Allowance (DSA) centres.

This was helped by the full year impact of the centres in Newcastle, Coventry, Birmingham and Kingston which were opened during 2014. In addition during October 2015 we opened our 7th centre in Bristol and this resulted in our overall delivery across all the centres increasing by over 45%.

Our workplace assessments are complimented by the ClearTalents (CT) online pre-assessment tool provided through The ClearCompany at the beginning of the assessment process. The CT tool provides advice and recommendations to a client's employees as they use the tool in the workplace. Advice is provided on each of the 9 protected characteristics under the Equality Act. When the employee has completed the online questionnaire it may be that the answers provided generate a recommendation for a direct intervention via a face to face or remote assessment, or alternatively the employee will receive sufficient guidance through the integrated help and links within the tool to adjust their workplace environment themselves.

The service can now also be accessed directly through the AbilityNet website.

#### Accessibility Services

We increased the level of our Accessibility Services by over 13% in 2015. The beneficiaries were organisations from across the public, private and third sectors and this enabled them to deliver their services and online content in an accessible and inclusive way to the widest possible audience.

We specialise in a range of advice and consultancy services covering strategy, audit, user test and accreditation, not only for traditional web services but also for the tablet, mobile and apps arena, responding to market demands from both clients and end users.

There was increased demand for our auditing services from our clients during 2015 in recognition of the growing importance given to making websites and mobile apps accessible to as many customers and users as possible.

#### Projects

##### Sense-Park

In 2015 the final reconciliation of funding on the Sense-Park project was completed with the Consortium of project partners and the European Union. This project aimed to support and empower patients with Parkinson's disease in their home environment through the use of a sensory information system to better manage their condition. These tools help



# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT (CONTINUED)

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a patient and their doctor track and monitor patterns in the condition at home and during leisure activities, providing invaluable information to help improve their quality of life. Sense-Park was supported by the European Commission under the 7th Framework Programme for RTD – Grant Agreement INFISO-ICT-288557. The lead partner on this project was the University of Tuebingen in Germany.

#### Six Point Foundation

In 2015 Six Point Foundation (SPF) selected AbilityNet to deliver the SPF Connect project. The aim of the project is to help UK Holocaust survivors and refugees get online by providing a free, easy-to-use touch-screen computer, associated training, and culturally appropriate content.

In light of initial experience, it has become clear that the specialised and significant level of ongoing support SPF Connect members require is not a service AbilityNet provide. Therefore, SPF and AbilityNet have mutually agreed that a new delivery partner is required to ensure the best level of service suited to SPF Connect members' needs.

SPF extends its thanks to AbilityNet for helping get SPF Connect off the ground, and AbilityNet wishes SPF well with the SPF Connect project in the future.

#### Free Services

##### Advice and Information

These free services are manned by both AbilityNet staff and volunteers, providing telephone support to members of the public contacting our help line, supplemented by our informative, recently updated, website which gives access to free to download factsheets. These provide a huge range of practical advice on the hardware and software adaptations for specific conditions that can enable digital inclusion and these too have recently been updated by us with the latest advice.

Our support service handled around 820 calls during 2015 with over 24,350 of our factsheets downloaded and nearly 455,500 page views of MyComputerMyWay - our comprehensive, easy to use guide to the accessibility options available for free on computers, tablets and mobiles.

In 2015 these services provided a collective public benefit value of over £492,000.

##### iT4Communities (iT4C)

iT4C matches IT volunteers with charities in the UK who have an IT project they need to deliver to derive a specified benefit for the charity. Any charity can apply to iT4C for help with their IT project, which could encompass an overall Information Strategy, the build of a website, help with specific solutions or just general help and advice.

As a result of reduced availability of funding during 2015 AbilityNet was restricted in the help it could give charities through this programme. Therefore AbilityNet entered into discussions with The Information Technologists' Company about the possibility of transferring iT4C into their new Charity IT Association (CITA) which is offering charities a free, initial consultancy engagement either to help resolve a specific problem, or to find the right resources to improve their exploitation of IT. Agreement was reached to transfer this programme effective March 2016.

##### IT Can Help

The IT Can Help programme helps both disabled and older people by providing IT support in their homes. The support is delivered by a network of around 230 volunteers across the UK. It ranges from installing equipment to fixing problems and providing training. During 2015 IT Can Help carried out 1,475 visits with a public benefit value of around £184,000

##### Technology4Good Awards (T4G)

In 2015 AbilityNet held the 5th annual T4G awards, hosted once more with the generous support of BT. They are now established as the unique awards event that recognises excellence in innovation from a range of charities, volunteers and businesses. The winners are chosen from nominations selected as showing something really original in working to improve the lives of people through the use of IT. The venue for the launch was BT tower in March and the ceremony was held in July at BT's Centre in St Paul's hosted by technology journalist, Kate Russell. Further information can be accessed at <http://www.tech4goodawards.com/winners-2015/>

# ABILITYNET

## *(A COMPANY LIMITED BY GUARANTEE)*

### TRUSTEES' ANNUAL REPORT (CONTINUED)

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#### Plans for the future

For 2016 our focus will be two fold; firstly continuing to reach out and change the lives of disabled and older people by all of the different ways already mentioned in this report; secondly dedicating resource and investing funds in ensuring our information and advice is current and relevant to those needing our help and by also reviewing and refreshing our internal processes and systems so they are scaleable and efficient for the growth in the services we see in the future. This is a 2 year programme of activity which requires investment for the first year prior to returning to a surplus in 2017.

Our assessment offering will continue to have 2 main elements – in work or help to get into work and in education. The ClearTalents tool will support our workplace offering and in education we plan to open at least one new outreach centre in Canterbury that will expand our services we offer through the DSA framework.

Our accessibility services will provide clients with a proactive end-to-end service for helping achieve on-line compliance and improving the accessibility of their web, mobile, tablet and application services. In addition as a founder member of the International Association of Accessibility Professionals we will fully participate in the accreditation of all of our consultants.

In our free to user services we will offer our Advice and Information service and our IT Can Help programme which will be delivered through a network of 230 volunteers who will provide in home support to those in need. We will also be investing in systems to support the volunteer network and provide better support to them through improved communication and marketing collateral.

We are also working closely with the One Digital consortium headed by Digital Unite which is a new initiative backed by the Big Lottery Fund to recruit more than 1,400 digital champions within disability, youth and support organisations to engage with people who are not online and provide them with personal long term support.

The One Digital consortium will benefit people with disabilities and accessibility needs, young adults seeking work, over 65s, and charities and the people they support, so they are able to access essential online services, search and apply for jobs and stay in touch with friends and family. The digital champions will, for example, demonstrate the use of Skype to an older person to help them stay in touch with grandchildren and family, or provide a young person with the skills to search for work and complete an online CV. Four out of five over 65s use computers at least once a week which help to alleviate loneliness and connect people to essential services.

AbilityNet has agreed to recruit 100 digital champions from their volunteer base as a natural complement to their IT Can Help programme and provide a training module on Assistive Technology as part of the online learning package that will be made available.

#### Review of financial position

AbilityNet reported a deficit of £133,775 for the year ended 31st December 2015 compared with a deficit of £216,773 recorded in the previous year.

Unrestricted donations received in 2015 of £53,687 have been set aside as designated funds for 2016 to fund the review and refresh of our MyComputerMyWay online offering (£48,687) and also to cover the costs for new meetings with volunteers and their training materials (£5,000). These will be to introduce them to a new volunteer support system for which a grant of £10,000 from First Utility will be used. This is reflected in the brought forward restricted funds balance. So overall, our underlying performance incurred a loss of £197,462 on our unrestricted funds.

Our expectations of a modest surplus in 2015 did not materialise for a number of reasons. Results were heavily impacted by a slower referral rate on assessment contracts using the ClearTalents tool with one contract being cancelled altogether - although on a positive note, two new contracts were secured during the year from which we should start to see benefits in 2016.

Similarly the expected level of income from our contract with a fundraising specialist was much lower than anticipated for the costs incurred and further investment was curtailed as a result. The Board has now taken the decision to selectively fundraise as strategic opportunities arise but in general to concentrate on generating funds from our paid for services in the future.

There was some impressive growth in the income from our DSA centres as the full year impact from centres opened during 2014 was felt. In Accessibility we showed growth year on year and in the final quarter the team of consultants

**ABILITYNET**  
**(A COMPANY LIMITED BY GUARANTEE)**  
TRUSTEES' ANNUAL REPORT (CONTINUED)

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was enlarged as a result of increased demand for services in this area across the year. This was evidenced by a strong backlog of orders for our Accessibility services at the end of the year.

For the second year in a row our deficit was sustained through the use of cash reserves which had been built up during good sustained performance in prior years as part of the Board's prudent financial management. This has enabled the organisation to alter its plans and resources accordingly in a measured way. The Balance Sheet still remains strong with trade debtors and creditors being collected and paid to terms.

In 2016, we anticipate a deficit on operations in the first year of our new strategic plan with a return to a surplus position in 2017. We expect continued growth in demand for our accessibility services supplemented by steady growth in our workplace and DSA income streams. This will be underpinned by strong cost management.

Reserves policy

The reserves policy is to aim to provide six months' cover of the Charity's day to day average running costs. At 31st December 2015 reserves (excluding Fixed Assets) stood at £699,128 versus £856,310 from the prior year, providing just over three months' cover.

The Board remains committed to replenishing our reserves and working towards attaining the objective set in the policy. To achieve this, the Board has created a revised strategic plan which is focused on growing our services and the number of people we help whilst returning to a surplus position.

Risk factors

The Directors have considered the risks to which the charity is exposed and have established monitoring processes to understand and mitigate those risks. Strategic and shorter-term plans are reviewed regularly and funding is obtained from a range of sources. We have in place internal procedures to control our expenditure and the delivery of our services. Risk management forms an integral part of the management process.

Disclosure of information to auditors

Each of the Directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

The auditors, H W Fisher & Company, are deemed to be reappointed under section 487(2) of the Companies Act 2006.

On behalf of the board of Directors

Dr Michael R Taylor  
Chairman



Date: 05/07/2016

**ABILITYNET**  
***(A COMPANY LIMITED BY GUARANTEE)***  
STATEMENT OF TRUSTEES' RESPONSIBILITIES

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The Charity's trustees (who are also the directors of AbilityNet for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (Statement of Recommended Practice);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Companies Act 2006 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006. They are also responsible for safeguarding the assets of the Charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

# **ABILITYNET**

## ***(A COMPANY LIMITED BY GUARANTEE)***

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ABILITYNET**

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We have audited the financial statements of AbilityNet for the year ended 31 December 2015 set out on pages 11 to 27. 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 FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 and in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. 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 its members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement on page 8, 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.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

We report to you our opinion as to whether the financial statements give a true and fair view, have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and have been prepared in accordance with the Companies Act 2006 and comply with the requirements of regulation 8 of the Charities Accounts (Scotland) Regulations 2006. We also report to you whether, in our opinion, the information given in the Trustees' Report is consistent with the financial statements.

#### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

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 2015, 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; and
- have been prepared in accordance with the Companies Act 2006 and comply with the requirements of regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

#### **Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

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# **ABILITYNET**

**(A COMPANY LIMITED BY GUARANTEE)**

**INDEPENDENT AUDITORS' REPORT  
TO THE MEMBERS OF ABILITYNET**

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## **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.

**Andrew Rich (Senior Statutory Auditor)  
for and on behalf of H W Fisher & Company**

**Chartered Accountants**

**Statutory Auditor**

Acre House  
11-15 William Road  
London  
NW1 3ER

Dated: .....18/7/16.....

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 DECEMBER 2015

|   | Note | Unrestricted<br>funds | Designated<br>funds | Restricted<br>funds | Total<br>funds<br>2015 | Total<br>funds<br>2014<br>as restated |
|---|------|-----------------------|---------------------|---------------------|------------------------|---------------------------------------|
|   |      | £                     | £                   | £                   | £                      | £                                     |
| <b>Income and endowments from:</b>                        |      |                       |                     |                     |                        |                                       |
| Donations   | 3    | 253,140               | 53,687              | 11,100              | 317,927                | 304,194                               |
| Charitable activities                                     | 4    | 2,296,410             | -                   | 44,072              | 2,340,482              | 2,319,775                             |
| Investment income   | 5    | 6,077                 | -                   | -                   | 6,077                  | 3,704                                 |
| Other income  | 6    | -                     | -                   | -                   | -                      | 13,945                                |
| <b>Total income and endowments</b>                        |      | <b>2,555,627</b>      | <b>53,687</b>       | <b>55,172</b>       | <b>2,664,486</b>       | <b>2,641,618</b>                      |
| <b>Expenditure on:</b>                                    |      |                       |                     |                     |                        |                                       |
| <i>Cost of raising funds:</i>                             |      |                       |                     |                     |                        |                                       |
| Fundraising and publicity                                 | 9    | 10,455                | -                   | -                   | 10,455                 | 23,756                                |
| <i>Expenditure on charitable activities:</i>              |      |                       |                     |                     |                        |                                       |
| IT solutions for disabled people                          | 7    | 2,742,634             | -                   | 45,172              | 2,787,806              | 2,834,635                             |
| <b>Total expenditure</b>                                  |      | <b>2,753,089</b>      | <b>-</b>            | <b>45,172</b>       | <b>2,798,261</b>       | <b>2,858,391</b>                      |
| <b>Net income/(expenditure) and net movement in funds</b> |      | <b>(197,462)</b>      | <b>53,687</b>       | <b>10,000</b>       | <b>(133,775)</b>       | <b>(216,773)</b>                      |
| <b>Reconciliation of funds:</b>                           |      |                       |                     |                     |                        |                                       |
| Total funds brought forward                               |      | 901,922               | -                   | -                   | 901,922                | 1,118,695                             |
| <b>Total funds carried forward</b>                        |      | <b>704,460</b>        | <b>53,687</b>       | <b>10,000</b>       | <b>768,147</b>         | <b>901,922</b>                        |

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

**ABILITYNET**  
**(A COMPANY LIMITED BY GUARANTEE)**  
SUMMARY INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 DECEMBER 2015

---

|                                     | 2015<br>£        | 2014<br>£        |
|-------------------------------------|------------------|------------------|
| Total income                        | 2,664,486        | 2,641,618        |
| Total expenditure from income funds | (2,798,261)      | (2,858,391)      |
| Net expenditure for the year        | <u>(133,775)</u> | <u>(216,773)</u> |

The summary income and expenditure account is derived from the statement of financial activities on page 11 which, together with the notes on pages 15 to 27, provides full information on the movements during the year on all funds of the Charity.



**ABILITYNET**  
**(A COMPANY LIMITED BY GUARANTEE)**

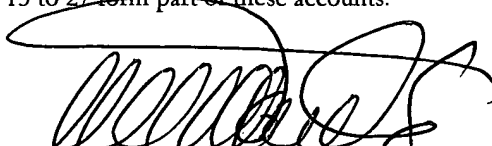
Company registration number: 3469653

BALANCE SHEET  
AS AT 31 DECEMBER 2015

|   | Note | 2015             | 2014             |
|---|------|------------------|------------------|
|   |      | £                | £                |
| <b>Fixed assets:</b>                                    |      |                  |                  |
| Tangible assets   | 16   | 69,019           | 45,612           |
| <b>Current assets:</b>                                  |      |                  |                  |
| Debtors   | 17   | 338,792          | 385,491          |
| Cash at bank and in hand                                |      | 1,168,455        | 1,007,227        |
| <b>Total Current assets</b>                             |      | <b>1,507,247</b> | <b>1,392,718</b> |
| <b>Liabilities:</b>                                     |      |                  |                  |
| Creditors: Amounts falling due within one year          | 18   | (781,878)        | (536,408)        |
| <i>Net current assets or liabilities</i>                |      | <b>725,369</b>   | <b>856,310</b>   |
| <i>Total assets less current liabilities</i>            |      | <b>794,388</b>   | <b>901,922</b>   |
| Creditors: Amounts falling due after more than one year | 20   | (26,241)         | -                |
| <b>Total net assets or liabilities</b>                  |      | <b>768,147</b>   | <b>901,922</b>   |
| <b>The funds of the Charity:</b>                        |      |                  |                  |
| Restricted funds  |      | 10,000           | -                |
| Unrestricted funds                                      |      |                  |                  |
| Designated funds  |      | 53,687           | -                |
| General funds   |      | 704,460          | 901,922          |
| <i>Total unrestricted funds</i>                         |      | <b>758,147</b>   | <b>901,922</b>   |
| <b>Total funds</b>                                      |      | <b>768,147</b>   | <b>901,922</b>   |

The notes at pages 15 to 27 form part of these accounts.

Signed:



Name: Michael Taylor (Chairman)  
Trustee

Approved by the trustees on: 05/07/2016

**ABILITYNET****(A COMPANY LIMITED BY GUARANTEE)**

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2015

|  | Note | Total<br>Funds<br>2015<br>£ | Total<br>Funds<br>2014<br>£ |
|--|------|-----------------------------|-----------------------------|
| <b>Cash flows from operating activities:</b>                       |      |                             |                             |
| Net cash provided by (used in) operating activities                | 24   | 183,725                     | (315,081)                   |
| <b>Cash flows from investing activities:</b>                       |      |                             |                             |
| Purchase of tangible fixed assets                                  |      | (28,386)                    | (45,525)                    |
| Net cash provided by (used in) investing activities                |      | (28,386)                    | (45,525)                    |
| <b>Cash flows from financing activities:</b>                       |      |                             |                             |
| Interest received  |      | 6,077                       | 3,704                       |
| Interest paid  |      | (188)                       | (192)                       |
| Net cash provided by (used in) financing activities                |      | 5,889                       | 3,512                       |
| Change in cash and cash equivalents in the reporting period        |      | 161,228                     | (357,094)                   |
| Cash and cash equivalents at the beginning of the reporting period |      | 1,007,227                   | 1,364,321                   |
| Cash and cash equivalents at the end of the reporting period       |      | 1,168,455                   | 1,007,227                   |

# ABILITYNET

## **(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

---

### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

#### **a) Basis of preparation**

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

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

#### **b) Reconciliation with previous Generally Accepted Accounting Practice**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required.

The only restatement made in the accounts to the 2014 comparatives is to recognise an accrued liability and related expense of £6,420 due to the non-coterminous holiday year with the accounting period.

#### **c) Prior year restatement**

An amount of £44,704 worth of intangible income and expenditure has been included in the 2014 comparative figures as a prior year restatement. This relates to services provided to the charity by Google that were incorrectly omitted from the accounts in the prior period.

#### **d) Preparation of the accounts on a going concern basis**

The accounts have been prepared on a going concern basis. The charity has sufficient cash and net assets to continue, despite the deficit for the year and the trustees believe there to be no material uncertainties about the Charity's ability to continue as a going concern.

#### **e) Income**

All incoming resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary resources are included in the statement of financial activities when the Charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The value of services provided by volunteers has not been included in these accounts.

Intangible income (such as rent-free accommodation) is included where a third party is bearing the cost of supplying the resources and the resources can be valued with reasonable accuracy.

Investment income is included when receivable.

Incoming resources from charitable trading activities are accounted for when earned.

**ABILITYNET**  
**(A COMPANY LIMITED BY GUARANTEE)**  
NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

---

**1 Accounting Policies**

**(Continued)**

**f) 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.

**g) Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the Charity.

Designated funds are donations where the donor has not specified a use, but the trustees have allocated these donations to specific projects being undertaken by the Charity.

Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

**h) Expenditure and irrecoverable VAT**

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

- Costs of raising funds comprise the costs of attracting voluntary income and the costs of fundraising.
- Expenditure on charitable activities includes the costs of the delivery of its activities and services for its beneficiaries.
- Other expenditure represents those items not falling into any other heading.

Irrecoverable VAT has been included as a support cost.

**i) Allocation of support costs**

All support costs are allocated to the one charitable activity of IT solutions for Disabled people.

**j) Tangible fixed assets**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

**Asset Category**

|                   |   |
|-------------------|---|
| Assessment assets | On a straight line basis over their estimated life of 1-3 years |
| Office equipment  | On a straight line basis over their estimated life of 1-3 years |

**k) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered and provision for bad and doubtful debts.

Prepayments are valued at the amount prepaid net of any trade discounts due.

# **ABILITYNET**

## **(A COMPANY LIMITED BY GUARANTEE)**

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

---

### **1 Accounting Policies**

**(Continued)**

#### **l) Cash at bank and in hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### **m) Creditors and provisions**

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 due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **n) Financial instruments**

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### **o) Foreign exchange**

Transactions denominated in foreign currencies are recorded at the rate ruling at the date of the transaction.

Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. All differences are included in net outgoing resources.

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 2 Legal status of the Charity

The Charity is constituted as a Company limited by guarantee.

### 3 Income from donations

|                        | Unrestricted<br>funds<br>2015 | Designated<br>funds<br>2015 | Restricted<br>funds<br>2015 | Total<br>funds<br>2015 | Total<br>funds<br>2014<br>as restated |
|------------------------|-------------------------------|-----------------------------|-----------------------------|------------------------|---------------------------------------|
|                        | £                             | £                           | £                           | £                      | £                                     |
| Donations and legacies | 253,140                       | 53,687                      | 11,100                      | 317,927                | 304,194                               |

#### Donations from unrestricted funds comprise:

|                    | 2015<br>£ | 2014<br>£ |
|--------------------|-----------|-----------|
| Donations received | 22,231    | 27,244    |
| Fundraising income | 17,132    | 59,034    |
| Intangible income  | 213,777   | 212,786   |
|                    | 253,140   | 304,194   |

#### Donations were received and fully expended from:

|  | 2015<br>£ |
|--|-----------|
| The Patrick and Helena Frost Foundation  | 10,000    |
| Access to Work contributions             | 5,509     |
| Ofenheim and Cinderford Charitable Trust | 3,000     |
| Bazley Charitable Trust                  | 600       |
| Individual donations                     | 3,122     |
|  | 22,231    |

#### Fundraising income comprises:

|  | 2015<br>£ |
|--|-----------|
| The Freemasons' Grand Charity          | 10,000    |
| The Information Technologists' Company | 4,000     |
| Adobe                                  | 2,128     |
| Technica Solutions                     | 400       |
| Waitrose                               | 255       |
| Rotary District 1145                   | 249       |
| Kent County Council                    | 100       |
|  | 17,132    |

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

Intangible income comprises primarily free office facilities, software and services as well as equipment.  
The donors and the nominal values of their donations were:

|           | 2015           | 2014<br>as restated |
|-----------|----------------|---------------------|
|           | £              | £                   |
| IBM       | 65,000         | 93,082              |
| Microsoft | 59,360         | 50,000              |
| BT        | 25,000         | 25,000              |
| Google    | 64,417         | 44,704              |
|           | <b>213,777</b> | <b>212,786</b>      |

### Donations from designated funds comprise:

|                    | 2015          | 2014     |
|--------------------|---------------|----------|
|                    | £             | £        |
| Donations received | 53,687        | -        |
|                    | <b>53,687</b> | <b>-</b> |

Donations were received and fully expended from:

|                              | 2015          |
|------------------------------|---------------|
|                              | £             |
| Microsoft                    | 33,113        |
| ElasticSearch Limited        | 15,574        |
| The Freemasons Grand Charity | 5,000         |
|                              | <b>53,687</b> |

### Donations from restricted funds comprise:

|                    | 2015          | 2014         |
|--------------------|---------------|--------------|
|                    | £             | £            |
| Donations received | 11,100        | 5,130        |
|                    | <b>11,100</b> | <b>5,130</b> |

Donations were received and fully expended from:

|                               | 2015          |
|-------------------------------|---------------|
|                               | £             |
| The Drapers' Charitable Funds | 3,000         |
| Eveson Charitable Trust       | 8,000         |
| Other                         | 100           |
|                               | <b>11,100</b> |

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 4 Income from charitable activities

|                                  | Unrestricted<br>funds | Restricted<br>funds | Total<br>funds | Total<br>funds |
|----------------------------------|-----------------------|---------------------|----------------|----------------|
|                                  | 2015<br>£             | 2015<br>£           | 2015<br>£      | 2014<br>£      |
| IT solutions for disabled people | 2,296,410             | 44,072              | 2,340,482      | 2,319,775      |

Included within income relating to IT solutions for disabled people are the following:

|  | 2015<br>£ | 2014<br>£ |
|--|-----------|-----------|
| Fees from services provided – unrestricted | 2,296,410 | 2,218,143 |
| Grants received – restricted               | 44,072    | 101,632   |
|  | 2,340,482 | 2,319,775 |

Grants received includes grants from:

|   |        |
|---|--------|
| The Worshipful Company of Information Technologists | 5,000  |
| Sobell Foundation                                   | 10,000 |
| SensePark   | 18,747 |
| First Utility                                       | 10,000 |
| Other   | 325    |
|   | 44,072 |

### 5 Investment income

|                     | 2015<br>£ | 2014<br>£ |
|---------------------|-----------|-----------|
| Interest receivable | 6,077     | 3,704     |
|                     | 6,077     | 3,704     |

### 6 Other incoming resources

|              | 2015<br>£ | 2014<br>£ |
|--------------|-----------|-----------|
| Other income | -         | 13,945    |
|              | -         | 13,945    |



# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 7 Analysis of expenditure on IT solutions for disabled people

|   | Total<br>2015<br>£ | Total<br>2014<br>as restated<br>£ |
|---|--------------------|-----------------------------------|
| Staff costs (see note 11)               | 1,548,937          | 1,615,548                         |
| Depreciation                            | 18,776             | 15,217                            |
| Equipment and direct project costs      | 112,331            | 115,375                           |
| Staff development and recruitment       | 4,826              | 3,653                             |
| Professional membership                 | 12,078             | 14,194                            |
| Rent and rates                          | 81,581             | 70,504                            |
| Telephone                               | 4,918              | 5,852                             |
| Motor expenses                          | 51,303             | 84,373                            |
| Travel and subsistence                  | 72,061             | 72,998                            |
| Printing and postage                    | 2,163              | 3,311                             |
| Office facilities and services (note 3) | 213,777            | 212,786                           |
| Connectivity costs                      | 9,191              | 8,407                             |
| Miscellaneous expenses                  | 16,750             | 19,454                            |
| Advertising and PR                      | 25,333             | 13,239                            |
| Consultancy                             | 25,415             | 17,906                            |
| Governance costs (see note 8)           | 15,000             | 13,500                            |
| Support costs (see note 8)              | 573,366            | 548,318                           |
|   | <b>2,787,806</b>   | <b>2,834,634</b>                  |

Expenditure on charitable activities was £2,787,806 (2014: £2,834,634) of which £2,742,634 was unrestricted (2014: £2,727,872) and £45,172 was restricted (2014: £106,762).

### 8 Analysis of support and governance costs

The Charity identifies all costs associated with its support and governance functions and allocates them entirely to the one charitable activity of IT solutions for disabled people.

|                                   | Support<br>costs<br>2015<br>£ | Governance<br>costs<br>2015<br>£ | Total<br>2015<br>£ | Total<br>2014<br>£ |
|-----------------------------------|-------------------------------|----------------------------------|--------------------|--------------------|
| Staff costs                       | 432,663                       | -                                | 432,663            | 411,001            |
| Staff development and recruitment | 29,773                        | -                                | 29,773             | 10,773             |
| Insurance                         | 10,487                        | -                                | 10,487             | 8,912              |
| Bank charges                      | 1,699                         | -                                | 1,699              | 1,664              |
| Netsuite charges                  | 17,992                        | -                                | 17,992             | 16,054             |
| Irrecoverable VAT                 | 2,894                         | -                                | 2,894              | 2,869              |
| Legal and professional fees       | 1,861                         | -                                | 1,861              | 4,525              |
| Depreciation                      | 11,247                        | -                                | 11,247             | 13,041             |
| Other support costs               | 64,750                        | -                                | 64,750             | 79,479             |
| Audit fees                        | -                             | 14,000                           | 14,000             | 13,500             |
| Accountancy services              | -                             | 1,000                            | 1,000              | -                  |
|                                   | <b>573,366</b>                | <b>15,000</b>                    | <b>588,366</b>     | <b>561,818</b>     |

The split between support costs and governance costs incurred in 2014 were £548,318 and £13,500 respectively.

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 9 Analysis of fundraising and publicity costs

|             | 2015          | 2014          |
|-------------|---------------|---------------|
|             | £             | £             |
| Consultancy | 10,455        | 23,756        |
|             | <u>10,455</u> | <u>23,756</u> |

### 10 Net (expenditure) for the year

This is stated after charging:

|                         | 2015         | 2014     |
|-------------------------|--------------|----------|
|                         | £            | £        |
| Depreciation            | 30,023       | 28,258   |
| Auditor's remuneration: |              |          |
| Audit fees and expenses | 14,000       | 13,500   |
| Accountancy services    | <u>1,000</u> | <u>-</u> |

### 11 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

|                       | 2015             | 2014             |
|-----------------------|------------------|------------------|
|                       | £                | £                |
| Wages and salaries    | 1,788,819        | 1,810,576        |
| Social security costs | 127,048          | 143,147          |
| Pension               | 65,733           | 66,411           |
|                       | <u>1,981,600</u> | <u>2,020,134</u> |

The number of employees having salary and benefits in excess of £60,000 or more was:

|                     | 2015     | 2014     |
|---------------------|----------|----------|
|                     | Number   | Number   |
| £60,000 to £70,000  | 2        | 1        |
| £70,000 to £80,000  | 1        | -        |
| £90,000 to £100,000 | <u>1</u> | <u>1</u> |

The key management personnel of the Charity comprise the senior management team as detailed on page 2 of the trustees' annual report.

The total amounts of employee emoluments received by the senior management team were £330,028 (2014: £361,495). The highest paid member of the senior management team received emoluments of £97,261 (2014: £99,493).

None of the trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the year, but one of them were reimbursed a total of £63 (2014: £288) for travelling and stationery expenses.

# ABILITYNET

## ***(A COMPANY LIMITED BY GUARANTEE)***

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

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### **12 Staff Numbers**

The average monthly head count was 45 staff (2014: 49) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was as follows:

|                                  | 2015<br>Number | 2014<br>Number |
|----------------------------------|----------------|----------------|
| IT solutions for disabled people | 37             | 41             |
| Support staff                    | 8              | 8              |
| Total                            | 45             | 49             |

### **13 Pension and other post-retirement benefit commitments**

The Charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the charity to the fund.

|   | 2015<br>£ | 2014<br>£ |
|---|-----------|-----------|
| Contributions payable by the company for the year | 65,733    | 66,411    |

The expense has been allocated to unrestricted expenditure on the same basis as wages and salaries.

### **14 Related party transactions**

The related parties during the year were as follows:

Trustees:

Dr M R Taylor is a Fellow of BCS, The Chartered Institute of IT, Freeman of The Information Technologists' Company and Chairman of the Board of Trustees of the UK IT training charity, U Can Do IT.

M Bernard is an employee of IBM UK Limited.

S Foxall is an employee of Microsoft Limited.

D Morriss is a Fellow, past President, former Trustee and member of the Audit committee of BCS, The Chartered Institute of IT; Liveryman, past Master and Member of the Court and Audit committee of The Information Technologists' Company and a Trustee of Charity IT Association.

L Phillips is Liveryman and Court Assistant of The Information Technologists' Company.

M Whelan is a Fellow of BCS, The Chartered Institute of IT.

Senior Management Team:

Nigel Lewis is a Fellow of BCS, The Chartered Institute of IT, Liveryman of The Information Technologists' Company and Vice President of the International Association of Accessibility Professionals.

D Dearden is a Director of Clear Talent Limited.

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# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 15 Corporation tax

As a charity, AbilityNet is exempt from UK tax on income and gains to the extent that these are applied to its charitable objects. No UK tax charges have arisen in the Charity, during the year or the previous year.

### 16 Tangible fixed assets

|                               | Assessment<br>assets<br>£ | Office<br>equipment<br>£ | Total<br>£     |
|-------------------------------|---------------------------|--------------------------|----------------|
| <b>Cost:</b>                  |                           |                          |                |
| As at 1 January 2015          | 247,809                   | 101,760                  | 349,569        |
| Additions                     | 2,556                     | 52,071                   | 54,627         |
| Disposals                     | (89,098)                  | (10,098)                 | (99,196)       |
| <b>As at 31 December 2015</b> | <b>161,267</b>            | <b>143,733</b>           | <b>305,000</b> |
| <b>Depreciation:</b>          |                           |                          |                |
| As at 1 January 2015          | 208,827                   | 95,130                   | 303,957        |
| On disposals                  | (88,925)                  | (9,074)                  | (97,999)       |
| Charge for year               | 19,076                    | 10,947                   | 30,023         |
| <b>As at 31 December 2015</b> | <b>138,978</b>            | <b>97,003</b>            | <b>235,981</b> |
| <b>Net book value</b>         |                           |                          |                |
| <b>As 31 December 2015</b>    | <b>22,289</b>             | <b>46,730</b>            | <b>69,019</b>  |
| As at 31 December 2014        | 38,982                    | 6,630                    | 45,612         |

The net book value of fixed assets held under finance lease at the year-end is £41,010 (2014: £780).

All assets are used for charitable purposes.

### 17 Debtors

|                                | 2015<br>£      | 2014<br>£      |
|--------------------------------|----------------|----------------|
| Trade debtors                  | 291,413        | 339,930        |
| Other debtors                  | 17,491         | 13,519         |
| Prepayments and accrued income | 29,888         | 32,042         |
|                                | <b>338,792</b> | <b>385,491</b> |

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 18 Creditors: amounts falling due within one year

|   | 2015<br>£      | 2014<br>£      |
|---|----------------|----------------|
| Net obligations under finance lease and hire purchase contracts | 16,005         | -              |
| Trade creditors   | 91,628         | 68,505         |
| Taxation and social security costs                              | 133,391        | 112,919        |
| Other creditors   | 18,188         | 16,953         |
| Accruals  | 85,239         | 143,966        |
| Deferred income (note 19)                                       | 437,427        | 194,065        |
|   | <b>781,878</b> | <b>536,408</b> |

### 19 Deferred income

Deferred income consists of service agreements invoiced in advance of the service being provided.

|                                | 2015<br>£      | 2014<br>£      |
|--------------------------------|----------------|----------------|
| Balance as at 1 January 2015   | 194,065        | 408,418        |
| Amount released to income      | (180,871)      | (380,202)      |
| Amount deferred in the year    | 424,233        | 165,849        |
| Balance as at 31 December 2015 | <b>437,427</b> | <b>194,065</b> |

### 20 Creditors: amounts falling due after more than one year

|  | 2015<br>£     | 2014<br>£ |
|--|---------------|-----------|
| Net obligations under finance leases and hire purchase contracts | 26,241        | -         |
| Net obligations under finance lease and hire purchase contracts  | 42,246        | -         |
| Included in current liabilities                                  | (16,005)      | -         |
|  | <b>26,241</b> | <b>-</b>  |

### 21 Financial instruments

|   | 2015<br>£ | 2014<br>£ |
|---|-----------|-----------|
| <b>Carrying amount of financial assets</b>      |           |           |
| Debt instruments measured at amortised cost     | 308,904   | 353,449   |
| <b>Carrying amount of financial liabilities</b> |           |           |
| Measured at amortised cost                      | 237,301   | 229,424   |

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 22 Analysis of charitable funds

#### Analysis of movements in restricted funds

|                | Balance as at<br>1 January 2015<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Funds as at 31<br>December 2015<br>£ |
|----------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------|
| IT Can Help    | -                                    | 31,325                     | (21,325)                   | 10,000                               |
| IT4Communities | -                                    | 5,000                      | (5,000)                    | -                                    |
| Sense-Park     | -                                    | 18,747                     | (18,747)                   | -                                    |
|                | -                                    | 55,172                     | 45,172                     | 10,000                               |

IT Can Help programme helps disabled people by providing IT support in their homes. The support is delivered by a network of 230 volunteers across the UK and ranges from installing equipment, fixing problems and training.

iT4Communities (iT4C) is a programme that coordinates a network of 8,000 skilled volunteers from the IT sector. The programme helps not-for-profit organisations with their IT and strategies. Examples of this include IT strategy, website creation, database creation and IT installation.

Sense-Park was a European collaborative project aimed at supporting and empowering Parkinson's patients in their home environment using a sensory information system. This monitored daily life relevant parameters of Parkinson's disease and their changes.

#### Analysis of movements in designated funds

|                 | Balance as at<br>1 January 2015<br>£ | Incoming<br>resources<br>£ | Resources<br>expended<br>£ | Funds as at 31<br>December 2015<br>£ |
|-----------------|--------------------------------------|----------------------------|----------------------------|--------------------------------------|
| MyComputerMyWay | -                                    | 48,687                     | -                          | 48,687                               |
| IT Can Help     | -                                    | 5,000                      | -                          | 5,000                                |
|                 | -                                    | 53,687                     | -                          | 53,687                               |

MyComputerMyWay (MCMW) is a programme designed to help individuals and organisations adapt their computer settings to make their devices easier to use.

IT Can Help programme helps disabled people by providing IT support in their homes. The support is delivered by a network of 230 volunteers across the UK and ranges from installing equipment, fixing problems and training.

# ABILITYNET

## (A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 DECEMBER 2015

### 23 Analysis of net assets between funds

|                                 | Unrestricted<br>funds<br>£ | Designated<br>funds<br>£ | Restricted<br>funds<br>£ | Total<br>£     |
|---------------------------------|----------------------------|--------------------------|--------------------------|----------------|
| Tangible fixed assets           | 69,019                     | -                        | -                        | 69,019         |
| Current assets                  | 1,443,560                  | 53,687                   | 10,000                   | 1,507,247      |
| Creditors of less than one year | (781,878)                  | -                        | -                        | (781,878)      |
| Creditors of more than one year | (26,241)                   | -                        | -                        | (26,241)       |
|                                 | <b>704,460</b>             | <b>53,687</b>            | <b>10,000</b>            | <b>768,147</b> |

### 24 Reconciliation of net movement in funds to net cash flow from operating activities

|  | 2015<br>£      | 2014<br>£        |
|--|----------------|------------------|
| Net movement in funds                                      | (133,775)      | (216,773)        |
| Add back depreciation charge                               | 30,023         | 28,258           |
| Loss/(profit) on disposals                                 | 1,197          | -                |
| Deduct interest income shown in investing activities       | (6,077)        | (3,704)          |
| Add interest paid shown in investing activities            | 188            | 192              |
| Decrease (increase) in debtors                             | 46,699         | 250,719          |
| (Decrease) increase in creditors                           | 245,470        | (373,773)        |
| <b>Net cash provided by (used in) operating activities</b> | <b>183,725</b> | <b>(315,081)</b> |