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Charity No: 800350  
Reg. Company No: 2235286

# Waltham Forest Disability Resource Centre

Annual Report 2010/2011  
&  
Audited Accounts  
For the Year ended  
31st March 2011



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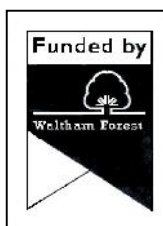
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*Our Mission:  
Enabling our members to  
increase their skills and value  
their own potential  
by supplying the space for  
self-discovery.*

How we achieve our mission:

We provide educational and health focused activities for people living in the borough of Waltham Forest. The activities range from Basic Literacy to Flex and Relax exercise classes. The Centre is user run and user led with the Management Committee consisting of elected users of the Centre.

The staff and many of our volunteers are people with disabilities and include driver/support workers and administration staff. We also have a training scheme for people with disabilities; offering internal and external training with the aim to support them to learn skills and experience in order to develop their careers.





# Chair's Report

So much has happened since my last report, I'm very glad this year is nearly over, it started badly, with the snow cancelling Christmas celebrations leading to a turkey dinner mid-January.

To add to this we had the trauma of having to bid to get council funding for this year (it was supposed to be for three years funding, but the spectre of personalisation wiped that off the table). This of course means we are still not sure of any funding after this contract runs out in March 2012.

This along with us moving (after a long and difficult wait) and being the leaseholder of this building, has led to a major cost, so our finances are looking a bit miserable too.

I'm afraid the death knell of a free to use service has sounded; up to £30 per day per user is what the centre may have to charge to cover the running costs. Whether this charge will be met by personalised budgets or out of our own pockets is still not known.

In all services users have been understanding, they have embraced the fuel charge of £1.50 a journey without fuss. I know we are working full out to obtain external funding for projects which we will be able to provide at a lesser cost but with all the unfunded charities after the same pot of money our chances aren't that good.

Still on a positive note we were thrilled to receive the Love Your Borough Art Award, which made us feel better about missing the Arts Trail for the first time, due to the move.

All the staff and volunteers deserve a mention, as the packing, moving and settling in wouldn't have been so smooth (or possible) without them.

So the plan for next years is to dig in, pull in the belts, grab all the cash we can and hopefully there will still be a WFDRC to go forwards after the Olympics have been and gone.

Heather



# Centre Manager's Report

This is our first Annual Report since moving to Crownfield Road I know we were all sad to leave Warner Road and its history and many memories but we have to accept that change is inevitable and so we must look to the future.

I want to thank everyone involved in the move, the Management Committee, volunteers and staff all worked so hard to get the Centre up and running in as shorter time as possible. I think you will agree they did a fantastic job and the Centre is bright, cheerful and welcoming to everyone.

Of course we are not the only organisation in Crownfield Road, the Centre is housed in the new Resource Hub (South), the other occupants include the Reaching Out project, working with isolated and vulnerable people, Low Vision Forum which is looking at the needs of people with no or low vision and the provision of services, Stay Safe project tackling hate crime against people with disabilities, PowHer, RCHL, Ellingham, the Stroke Association, New Testament Assembly Church Project and the Direct Payments Team. There will be other organisations using the Hub in the future this means of course that there is the opportunity for people to be referred to organisations that can help and support them without having to travel around the borough. We have their leaflets on display if you want to find out more about them.

There are plans for two further Hubs to open in the centre and North of the borough and the Management Committee are hoping that we can have a presence in those Hubs for the few service users that find our new Centre too far to go to.

Later on in the report we have included comments from some of our users on how they are finding our new home and I am pleased to say everyone is enthusiastic about it and haven't let minor settling in problems such as being locked in the loo put them off.

There is no doubt that the harsh financial climate has had a severe effect on the voluntary sector in this and other boroughs as I am sure you are well aware of. The Management Committee have had to make some difficult decisions over the last few months to ensure that we are able to continue our services and keep within a very tight budget. I would like to

thank all of our service users and volunteers for the support and loyalty they have shown to the Centre.

Last year I reported on an exciting new reading activity we were trying out, Heather went on the training course and she is now facilitating a very popular reading group which is a regular group on our activity list.

Our usual busy agenda of new activities and experimental activities was suspended this year because of the move to the new Centre, that was as much adventure as any of our service users wanted.

We still managed to carry out training, despite the disruption of the move and had a successful training days with the staff and volunteers about safeguarding, risk assessment and equality and diversity.

Our staff team remains unchanged apart from Paul Meacock who had to leave us at the beginning of the year due to personal reasons and we all wish him well for the future.

Some good news, Michelle our lovely receptionist got married to Alex Berendei who many of you know from his volunteering work in the Centre in August this year and Paul Hope's partner had a baby boy at the beginning of October and the family are all doing well.

To finish I extend my usual but no less heartfelt thank you to everyone who has supported and helped the Centre and myself throughout the year.

Best wishes to you all

Margaret Elias  
Centre Manager

*Views on the New Centre  
(Photographs courtesy of Rose Pope)*



The garden is nice and small and more manageable. Its nice and light and more inviting.

It's a nicer environment here, its clean, the canteen is good and has hot meals available if you want them. Its very welcoming and inviting.



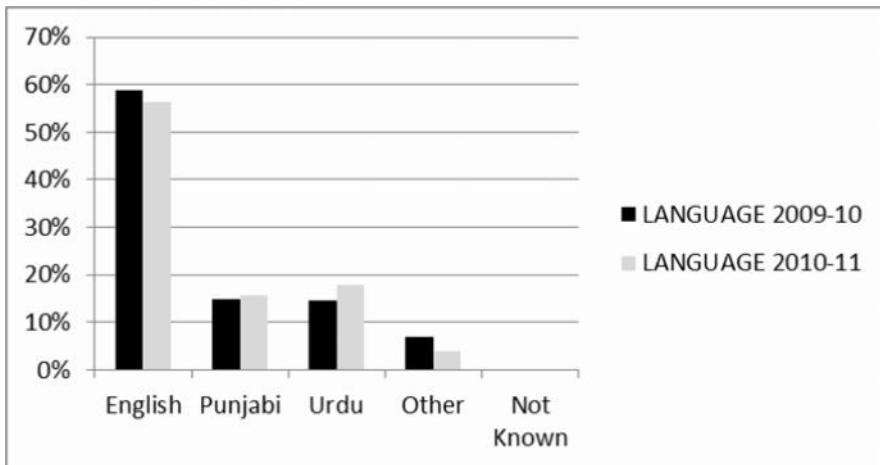
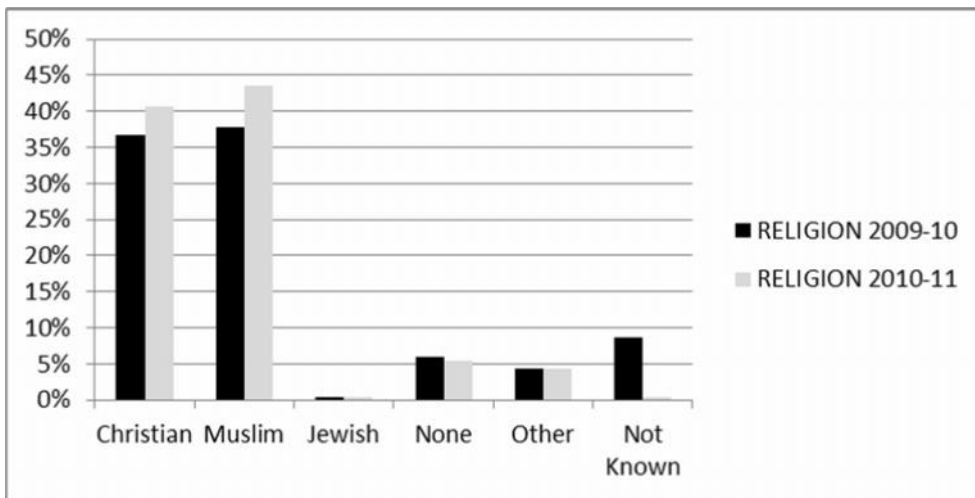
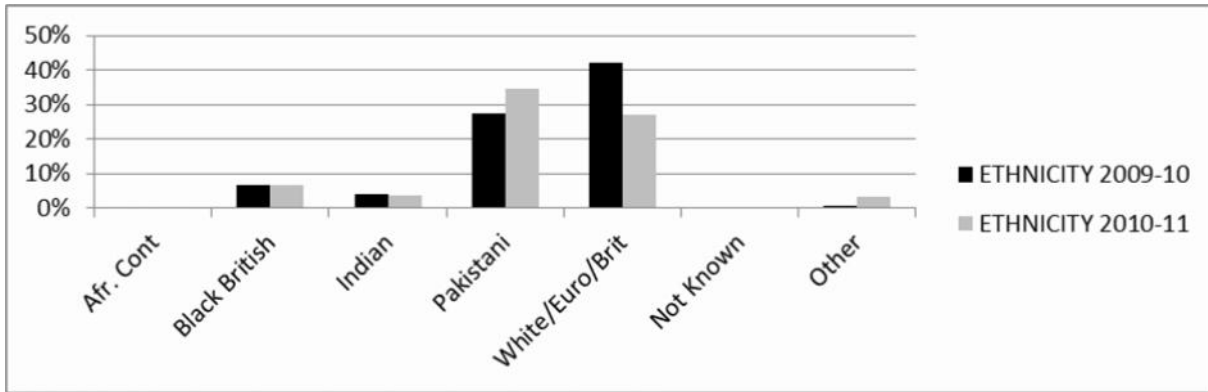
Its very clean here and I like the prayer room. The new centre is very convenient for the buses which makes me more independent.



I love coming down here. I love meeting all the different people and helping them. I prefer it here because its more lighter and friendlier. I like the jewellery class and reading class and all the exercise classes.



## Equalities Breakdown 2010-2011



## 2011—Activity List

DATE / TIME	ACTIVITY NAME	ROOM
<b>MONDAY</b>		
11.00 - 13.00	Women's Exercise	End Room
11.00 - 13.00	Games	Middle Room
11.00 - 15.30	Needle Craft – Embroidery	Art Room
13.30 – 15.30	Memory Book	General Room
13.30-15.30	Older Women's Group	End Room
<b>TUESDAY</b>		
11.00-12.30	Reading Group	Meeting Room
11.00 – 1.00	Relaxation Group	End Room
11.00 - 1.00	Flower Arranging/Craft	Art Room
13.30 – 15.30	Card Making	End Room
13.30 – 15.30	Basic IT	General Room
<b>WEDNESDAY</b>		
11.00 - 13.00	Flex and Relax Exercise	End Room
11.00 - 13.00	Gardening	Art Room
11.00 - 13.00	Basic IT	General Room
13.30 - 15.30	Photography	Middle and General Room
13.30—15.30	Dress Making	End Room
<b>THURSDAY</b>		
11.00 - 13.00	Women's Exercise	End Room
11.00 - 15.30	Drawing	Art Room
13.30-15.30	Jewellery Making	End Room
15.45—17.30	Twilight Health Living Arm Chair Exercise/Health Eating	Hall and End Room
<b>FRIDAY</b>		
11.00 - 15.30	Games	Middle Room
11.00 - 13.00	Gardening	Art Room
11.00-12.00	Yoga	End Room
13.30 – 15.30	Craft	Art Room

**2010/2011**

**Management Committee**

<b>Heather Gower</b>	Chair	<b>Mohammed Salah-Ud-Din</b>	Treasurer	<b>Gill Rogers</b>
<b>Michael Allen</b>	Vice Chair	<b>Tasneem Qamar</b>		<b>Jane Downs</b>
<b>Anne Green</b>		<b>Michael Gower</b>		<b>Cathy Selby</b>

**Staff**

<b>Margaret Elias</b>	Centre Manager/ Company Secretary	<b>Paul Meacock</b>	Business Development Manager
<b>Jarred Malik</b>	IT Tutor/Maintenance	<b>Lynn Cusworth</b>	Support Worker/Driver
<b>Gianluca Costa</b>	Accounts Administrator	<b>Paul Hope</b>	Support Worker
<b>Joaquin Mendoza</b>	Administrator	<b>Rukhsana Iqbal</b>	Support Worker
<b>Michelle Bernardo</b>	Receptionist		
<b>Jean Johnson</b>	Driver Support Worker		
<b>James Smith</b>	Support Worker/ Maintenance		

**Tutors**

<b>Ifat Hussain</b>	Women's Exercise	<b>Issy Schlisselman</b>	British Sign Language
<b>Sylvia Meadows</b>	Life Skills/Dressmaking	<b>Simone Galloway</b>	Flex & Relax
<b>Joan Thomas</b>	Drawing	<b>Howard Carter</b>	Relaxation
<b>Jarred Malik</b>	IT Tutor	<b>Christine Morrison</b>	Jewellery
<b>Heather Gower</b>	Family History/Music Box	<b>Michael Gower</b>	Photography
<b>Joaquin Mendoza</b>	Craft	<b>Jean Johnson</b>	Older People's Group
<b>Chris Morrison/Anne Green</b>	Garden	<b>Judy Hamilton</b>	Art
<b>Rukhsana Iqbal</b>	Craft/Dressmaking/ Embroidery		

**Volunteers**

<b>Rose Pope</b>	Photography	<b>Joan Thomas</b>	Fundraising
<b>Bruce Mitchell</b>	Support	<b>Karen Allen</b>	Helper
<b>Michael Green</b>	Garden	<b>Alpesh Vajir</b>	Helper
<b>Jane Downs</b>	Garden	<b>Val Sharpe</b>	Helper
<b>Les Tanner</b>	Garden	<b>Heather Gower</b>	Newsletter
<b>Helena Lewington</b>	Garden	<b>Keir Whitaker</b>	Web/Internet
<b>Diana Sayers</b>	Support	<b>Alex Berendei</b>	Support
<b>Chris Morrison</b>	Support		



REGISTERED COMPANY NUMBER: 2235286 (England and Wales)  
REGISTERED CHARITY NUMBER: 800350

**Report of the Trustees and  
Financial Statements For The Year Ended 31 March 2011**

**for**

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

Vision Consulting  
Chartered Accountants and Registered Auditors  
555/557 Cranbrook Road  
Gants Hill  
Ilford  
Essex  
IG2 6HE

**Waltham Forest Disability Resource  
Centre**  
**(A Company Limited By Guarantee)**

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for the Year Ended 31 March 2011**

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**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

2235286 (England and Wales)

**Registered Charity number**

800350

**Registered office**

90 Crownfield Road  
London  
E15 2BG

**Trustees**

Mrs H Gower

Mr S Din

Mr M Allen

Mr M Gower

Mrs A Green

Mrs T Qamar

Mrs J Downs

Mrs G Rogers

Ms E Gomes

Mrs C Selby

Mrs C Azra

Chair

Treasurer

Vice Chair

- resigned 22.11.10

- resigned 20.9.10

- appointed 22.11.10

- appointed 22.11.10

**Company Secretary**

Mrs M Elias

**Auditors**

Vision Consulting

Chartered Accountants and Registered Auditors

555/557 Cranbrook Road

Gants Hill

Ilford

Essex

IG2 6HE

**Bankers**

The Co-operative Bank Plc

151/155 Hoe Street

Walthamstow

London

E17 3AN

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**The Waltham Forest Disability Resource Centre was established to:**

- (i) Relieve persons with physical or sensory disabilities resident in Waltham Forest by the Provision of a Centre to be known as the Waltham Forest Disability Resource Centre through which such persons may realise their full potential as individuals and as members of Society and that their conditions of life may be improved. The Centre shall be for the benefit of all people with Physical or Sensory disabilities irrespective of their disability, sex, sexual orientation, religion or ethnic origin.
- (ii) To promote and organise co-operation in the achievement of the above purpose and to that end to bring together representatives of the statutory authorities and voluntary organisations engaged in the furtherance of the above purposes.

**Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 24 March 1988 and was registered as a charity on 8 November 1988. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up each trustee is required to contribute an amount not exceeding £1.00.

**Recruitment and appointment of new trustees**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are users of the Centre and they are elected to serve for a period of two years after which they must be re-elected at the next Annual General Meeting.

The Charity is a multi-cultural charity and the Management Committee seeks to ensure that the Management Committee also reflects the cultural diversity of the Centre and to this end will co-opt users to the Management Committee from under represented groups.

**Induction and training of new trustees**

All trustees are familiar with the practical work of the Charity as they are users of the Centre. Before standing for election all nominees are expected to attend a training day run by the Chair of the Management Committee and the Centre Manager (who is also the company secretary) of the Charity, this covers:

- The obligations of Management Committee members
- The general roles and responsibilities of the Management Committee

After election the Centre Manager and Chair of the Management Committee have an induction day which includes:

- Induction Handbook for Committee members
- The Memorandum and Articles
- Business Plan
- Resourcing and current financial position as set out in the latest published accounts
- Future plans and objectives
- Copies of the Charity Commission's guidance 'The Essential Trustee: What you need to know' and 'Charities and Public Benefit'

The new Management Committee members are also advised that they will have to attend external training on the roles and responsibilities of a Management Committee member. This training is organised by the Centre Manager.

All trustees give up their time freely and no trustee remuneration or personal expenses were paid in the year.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisational structure**

The Waltham Forest Disability Resource Centre has a Management Committee of at least 9 people who meet once a month, and who are responsible for the strategic direction and policy of the Charity. At present the Committee has nine members who are users of the Centre; the Centre Manager/Company Secretary and Accounts Assistant also sit on the Committee but have no voting rights.

A scheme of delegation is in place and the day to day responsibility for the provision of the services rests with the Centre Manager. The Centre Manager is responsible for ensuring that the charity delivers the services specified and key performance indicators are met. Also the Centre Manager is responsible for staff supervision and training to ensure working practices are in line with good practice.

**Wider network**

The charity is guided by both local and national policy on Health and Social Care, working with the local authorities Social Services, Primary Care Trusts, other voluntary sector organisations within the Hub and borough to ensure that it meets good practice guidelines in its work with the users of the Centre.

**Work and training opportunities**

As in previous years the Centre has been able to take advantage of the excellent training opportunities offered via its representation in the 'Partners' training forum. Staff training has included safeguarding adults, equality and diversity, and risk assessment.

The centre also continues to work closely with local schools and colleges to provide work experience places to young people from the community, in the office and as support workers, we have received positive feedback from the students who have all enjoyed their time at the Centre working with the staff and service users.

The Centre Manager went to the launch of Waltham Forest's Employability Pledge to Children in Care and subsequently the Management Committee were pleased to show their commitment by offering short term work places to eligible young people.

**Representation**

Management Committee members and staff continue to work in close co-operation with the local authority and voluntary sector organisations, representations include:

- Local Voluntary Sector Partnership Forum and Mobilisation meetings
- Liveability (Shopmobility) Management Committee
- Social Services "Partners Group"
- Community Transport

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Risk management**

The Management Committee has conducted a review of the major risks to which the charity is exposed. The Management Committee regularly review the risks faced by the charity and have identified that the key risks currently facing the charity are:

- Not knowing what tenders will be put out on offer to the third sector by the local authority when present contract ceases in March 2012
- Difficulty in maintaining and further increasing charitable income due to an unsupportive social and economic environment.
- Difficulty in influencing the external environment due to an unsupportive social and political climate.
- Insufficient information from local authority on building and site costs which will hinder accurate costing's in future tender applications.
- Staff team reduced because of 25% reduction of funding by the local authority

The Centre Manager has been attending regular forums provided by the local authority for the voluntary sector to provide updates about the tendering process and the progress of the local authority in setting up the tenders. The Management Committee have been kept fully informed of the outcomes of the meetings attended.

Advertising has been put into place to enhance the profile of the charity and the work it does, with daily updates on Twitter and Facebook with a link to Facebook on the website. The website is now fully editable by the Charity and can be kept up to date on a daily basis.

Insurance cover is in place, appropriate Criminal Records Bureau (CRB) checks are made on all staff and volunteers and are being updated on a three yearly basis. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, users and visitors to the Centre.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The company's objects and principle activities are to:

"Enable its members to increase their skills and value their own potential by supplying the space for self discovery"

The trustees confirm that they have referred to the guidance contained in the Charity Commission's s general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The activities of the Centre continued to focus on providing activities to assist the charity in meeting its objective by:

- Providing a range of educational, social and health focused activities to enable people with disabilities to continue living at home by promoting and maintaining maximum independence, rehabilitation, choice and an improved quality of life.
- Providing training for people with disabilities to gain skills for future employment
- Employing disabled people as members of staff and as volunteers
- Offering internal and external training for Management Committee, staff and volunteers

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**OBJECTIVES AND ACTIVITIES**

**Use of volunteers**

The Centre has a team of volunteers who are under the management of a Volunteer Manager, who inducts new volunteers, holds regular volunteer meetings and who organises relevant training courses for them. The volunteers are divided into general helpers some of whom help in the garden and on special events such as jumble sales, class tutors who run arts and crafts, and literacy classes, the Centre also has an expert web designer who offers support to the staff in the development of the new web-site and host server on a voluntary basis. New volunteers are required to provide references and a CRB disclosure application is undertaken, the level of which is commensurate with the volunteering they are carrying out. The volunteer recruitment and supervision process has recently been updated to reflect the change of premises and the new ways of working this has engendered.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The main areas of charitable activity are the provision of free or low cost activities to eligible residents of Waltham Forest, work and training opportunities for people with disabilities, representation on committees and working parties of the local authority and other organisations within the borough to represent and promote the needs of people with disabilities, working with the community to encourage understanding and inclusion of disabled people within the community.

After achieving Investors in People status last year the Centre is now working towards achieving the Pqasso standards by the end of this financial year.

**How our activities deliver Public Benefit**

The beneficiaries of the Disability Resource Centre are without exception adults who have physical and or sensory disabilities referred to the Centre by health professionals, social workers, family members or by self-referral.

There are no geographical or financial restrictions on service users the Waltham Forest Disability Resource Centre welcomes everyone regardless of the nature of their disability and is fully inclusive in ensuring the widest uptake of beneficiaries. The main service is provided through funding from the local authority and in addition there are services supported by external funding, to provide health related activities and free advice and information to people with disabilities and their families.

A range of activities are offered to the users of the Centre, ensuring the views and suggestions for activities by the users are taken into account via regular surveys.

The activities provided ensure that the Centre meets its objectives of enabling its members to increase their skills and value their own potential by supplying the space for self discovery. There is a membership of 300 service users with an average of 500 attendances a month, this takes into account that some service users may attend multiple classes each week.

Each day there are morning and afternoon activities held in the Centre, our service users can choose which activities they want to attend as long as there is space within the activity. The number of activities is limited to the rooms available within the Hub, there being one large activity room and 3 smaller ones, with one of those having a small bank of computers to allow for IT classes. Daily attendance varies depending on the activities and how many people can attend each class.

For some of our service users isolation in the home is a reality and therefore being able to access activities that have a social element such as craft, drawing and gardening, is vital for their emotional wellbeing. In addition to the social element each activity aids concentration, maintenance of flexibility and dexterity as well as the opportunity to learn new skills.

Other service users also have need of rehabilitation after the onset of a disability such as a stroke in adulthood. We hold exercise classes to enable people to maintain flexibility and hold healthy living sessions so that people can learn how diet can help them alongside the exercise. Service user's carers and family can also benefit from these activities as well as attending social events that occur throughout the year.

There is a reading group facilitated by a group leader trained by the Reader Organisation which is a charity started by Jane Davis in Liverpool. This group is for all abilities and encourages people who are isolated, lonely or who just want to read to come together in a supportive atmosphere to discuss the thoughts and feelings the books bring to them.

The Centre also holds additional social activities such as disco's, barbeques, quiz nights and Eid and Christmas celebrations to which all service users are invited.

**Ensuring our work delivers our aims**

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**FINANCIAL REVIEW**

**Reserves policy**

The Management Committee has examined the Charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed should be for 6 months running costs, there is also an allocation for staff costs in the case of redundancy situations, because staff are also people with disabilities an allocation has also been set in the event of long term sick absence, with allocations for the purchase of specialised disability equipment.

**Principal funding sources**

The main funding the charity has received to date has been from the local authority; it is been negotiated on a yearly basis which has made long term planning and development of services difficult. The promised 3 year funding for successful tendering was not forthcoming for any organisation offering day activities and was only offered for one year because of the introduction of personalisation and the changes this would bring to the traditionally offered day services.

The Charity has continued with careful financial management of its funds and reserves at the end of the year are £130,266 (2010: £157,466). If the charity is not successful in future tenders applied for and there are no further sources of funding found there are sufficient funds to cover the winding up costs and staff redundancies.

The principal funding source for the charity is from the Local Authority by way of a Voluntary Sector Provider Contract with Social Services. The funding is provided to provide day care and activities for people with physical and/or sensory disabilities between the ages of 16-64 who live in the borough of Waltham Forest.

**Investment policy and objectives**

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. The reserves are still in a savings account and no other investments have been undertaken.

The target for the reserves for 2011/2012 has been set at £120,000. Around £60,000 has been set aside for redundancies and £60,000 for running costs.

**PLANS FOR FUTURE PERIODS**

The Charity will continue to offer professional development to its staff and volunteers, ensuring that training is offered that will enhance people's skills in order to provide informed and relevant care and support to the service users.

The Charity will continue to offer health related activities for the wider community in line with government strategies around early intervention and prevention offering armchair exercise and yoga to service users, staff, carers and families of service users.

New activities will be developed to enable eligible people referred by the local authority and health professionals to access services and lessen the need for a waiting list for some of the more popular activities.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Report of the Trustees  
for the Year Ended 31 March 2011**

**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of Waltham Forest Disability Resource Centre (A Company Limited By Guarantee) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

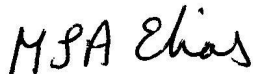
**STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS**

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

**AUDITORS**

The auditors, Vision Consulting, will be proposed for re-appointment at the forthcoming Annual General Meeting.

**BY ORDER OF THE BOARD :**



24/10/2011  
Mrs M Elias - Secretary

24 October 2011

**Report of the Independent Auditors to the Members of**  
**Waltham Forest Disability Resource**  
**Centre**  
**(A Company Limited By Guarantee)**

We have audited the financial statements of Waltham Forest Disability Resource Centre (A Company Limited By Guarantee) for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. 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).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page eight, 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.

**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.

**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 March 2011 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 requirements of the Companies Act 2006.

**Emphasis of Matter**

Without qualifying our opinion, we draw attention to Note 17 in the financial statements which indicates that the charitable company's exiting funding contact with the Local Authority will expire in April 2012. It is unclear at present whether the charitable company will secure future funding from the Local Authority.

This indicates the existence of material uncertainty which may cast significant doubt about the charitable company's ability to continue as a going concern.

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

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

**Report of the Independent Auditors to the Members of  
Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees.

*Vision Consulting*

Ghulam Alahi (Senior Statutory Auditor)  
for and on behalf of Vision Consulting  
Chartered Accountants and Registered Auditors  
555/557 Cranbrook Road  
Gants Hill  
Ilford  
Essex  
IG2 6HE

Date: .....

**Waltham Forest Disability Resource  
Centre**  
**(A Company Limited By Guarantee)**

**Statement of Financial Activities**  
**for the Year Ended 31 March 2011**

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Voluntary income	2	2,124	134,291	136,415	102,984
Activities for generating funds	3	18,878	-	18,878	21,700
Investment income	4	183	-	183	698
<b>Incoming resources from charitable activities</b>					
Disability Resource Centre	5	248,785	44,420	293,205	288,664
<b>Total incoming resources</b>		<b>269,970</b>	<b>178,711</b>	<b>448,681</b>	<b>414,046</b>
<b>RESOURCES EXPENDED</b>					
<b>Costs of generating funds</b>					
Fundraising and publicity	6	21,176	-	21,176	19,355
<b>Charitable activities</b>					
Disability Resource Centre	7	267,708	178,711	446,419	426,960
<b>Governance costs</b>					
	9	8,286	-	8,286	8,435
<b>Total resources expended</b>		<b>297,170</b>	<b>178,711</b>	<b>475,881</b>	<b>454,750</b>
<b>NET INCOMING/(OUTGOING) RESOURCES</b>					
		<b>(27,200)</b>	<b>-</b>	<b>(27,200)</b>	<b>(40,704)</b>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<b>154,798</b>	<b>2,668</b>	<b>157,466</b>	<b>198,170</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>127,598</b>	<b>2,668</b>	<b>130,266</b>	<b>157,466</b>

The notes form part of these financial statements

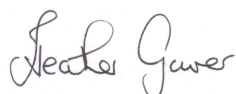
**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Balance Sheet  
At 31 March 2011**

	Notes	Unrestricted funds £	Restricted funds £	31.3.11 Total funds £	31.3.10 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	1,053	-	1,053	4,312
<b>CURRENT ASSETS</b>					
Debtors	14	217	-	217	360
Prepayments and accrued income		294	-	294	-
Cash at bank and in hand		126,684	2,668	129,352	160,536
		<u>127,195</u>	<u>2,668</u>	<u>129,863</u>	<u>160,896</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(650)	-	(650)	(7,742)
<b>NET CURRENT ASSETS</b>		<u>126,545</u>	<u>2,668</u>	<u>129,213</u>	<u>153,154</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>127,598</u>	<u>2,668</u>	<u>130,266</u>	<u>157,466</u>
<b>NET ASSETS</b>		<u>127,598</u>	<u>2,668</u>	<u>130,266</u>	<u>157,466</u>
<b>FUNDS</b>					
Unrestricted funds:	16				
General fund				127,598	154,798
Restricted funds:					
Transport fund				2,668	2,668
<b>TOTAL FUNDS</b>				<u>130,266</u>	<u>157,466</u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 24 October 2011 and were signed on its behalf by:



Mrs H Gower -Trustee

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Notes to the Financial Statements  
for the Year Ended 31 March 2011**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

Income has been recognised gross on the basis of entitlement, certainty and measurement.

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except insofar as they are incapable of financial measurement.

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable or any requirement imposed on the grant is fulfilled.

Investment income is recognised on a receivable basis.

The charity's premises and relating running costs which are provided as a benefit in kind by Social Services are recognised in the accounts as restricted funds at cost to the provider.

**Resources expended**

Expenditure is recognised on an accruals basis, inclusive of value added tax.

Costs of generating funds are those costs incurred in attracting voluntary income, in particular grant funding and the costs of maintaining the charity's profile within the sector.

Expenditure relating to Disability Resource Centre are those elements of expenditure directly incurred in performing these activities.

Governance costs include those costs incurred in the governance of the charity's assets and are primarily associated with constitutional and statutory requirements.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure. Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

**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:

Office equipment	3 years
Fixtures, fittings & equipment	5 years
Activities equipment	5 years

**Taxation**

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

**Fund accounting**

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

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

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

**Waltham Forest Disability Resource  
Centre**  
**(A Company Limited By Guarantee)**

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2011**

**1. ACCOUNTING POLICIES - continued**

**Pension costs and other post-retirement benefits**

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

**2. VOLUNTARY INCOME**

	<b>31.3.11</b>	31.3.10
	£	£
Donations	<b>2,123</b>	954
Donated services & facilities	<b>134,292</b>	102,030
	<b><u>136,415</u></b>	<u>102,984</u>

**3. ACTIVITIES FOR GENERATING FUNDS**

	<b>31.3.11</b>	31.3.10
	£	£
Fundraising events	<b>1,488</b>	2,306
Criminal Records Bureau check	<b>14,979</b>	19,274
Income from gym	-	120
DCG Services	<b>2,411</b>	-
	<b><u>18,878</u></b>	<u>21,700</u>

**4. INVESTMENT INCOME**

	<b>31.3.11</b>	31.3.10
	£	£
Bank interest	<b>183</b>	698
	<b><u>183</u></b>	<u>698</u>

**5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES**

	<b>31.3.11</b>	31.3.10
	£	£
Snack bar takings	<b>4,758</b>	4,234
Miscellaneous Income	<b>3,255</b>	2,080
Grants	<b>285,192</b>	282,350
	<b><u>293,205</u></b>	<u>288,664</u>

Grants received, included in the above, are as follows:

	<b>31.3.11</b>	31.3.10
	£	£
Preferred Provider Contract- Transport Fund	<b>44,420</b>	41,635
Preferred Provider Contract- General Fund	<b>240,772</b>	240,715
	<b><u>285,192</u></b>	<u>282,350</u>

The Preferred Provider Contract (PPC) is the main funding received by the charitable company as a grant from the Local Authority

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2011**

**6. FUNDRAISING AND PUBLICITY**

	<b>31.3.11</b>	31.3.10
	£	£
Staff costs	<b>10,312</b>	9,916
Other costs	<b>10,864</b>	9,439
	<u><b>21,176</b></u>	<u>19,355</u>

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Direct costs</b>	<b>Totals</b>
	£	£
Disability Resource Centre	<u><b>446,419</b></u>	<u><b>446,419</b></u>

**8. GRANTS PAYABLE**

	<b>31.3.11</b>	31.3.10
	£	£
Disability Resource Centre	<u>-</u>	<u>3,504</u>

**9. GOVERNANCE COSTS**

	<b>31.3.11</b>	31.3.10
	£	£
Staff costs	<b>2,858</b>	2,888
AGM expenses	<b>141</b>	260
Auditors' remuneration	<b>3,500</b>	3,500
Auditors' remuneration for non-audit work	<b>1,787</b>	1,787
	<u><b>8,286</b></u>	<u>8,435</u>

**10. NET INCOMING/(OUTGOING) RESOURCES**

Net resources are stated after charging/(crediting):

	<b>31.3.11</b>	31.3.10
	£	£
Auditors' remuneration	<b>3,500</b>	3,500
Depreciation - owned assets	<b>3,754</b>	3,594
	<u><b>7,254</b></u>	<u>7,094</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2011 nor for the year ended 31 March 2010 .

**Trustees' Expenses**

There were no trustees' expenses paid for the year ended 31 March 2011 nor for the year ended 31 March 2010 .

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2011**

**12. STAFF COSTS**

	<b>31.3.11</b>	31.3.10
	£	£
Wages and salaries	<b>252,603</b>	250,331
Social security costs	<b>17,438</b>	17,622
Other pension costs	<b>1,758</b>	1,605
	<b><u>271,799</u></b>	<u>269,558</u>

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

	<b>31.3.11</b>	31.3.10
Disability Resource Centre	<b>16</b>	17
	<b><u>16</u></b>	<u>17</u>

In addition there were no employees whose annual emoluments were £60,000 or more.

**13. TANGIBLE FIXED ASSETS**

	<b>Plant and machinery etc £</b>
<b>COST</b>	
At 1 April 2010	<b>156,551</b>
Additions	<b>495</b>
At 31 March 2011	<b><u>157,046</u></b>
<b>DEPRECIATION</b>	
At 1 April 2010	<b>152,239</b>
Charge for year	<b>3,754</b>
At 31 March 2011	<b><u>155,993</u></b>
<b>NET BOOK VALUE</b>	
At 31 March 2011	<b><u>1,053</u></b>
At 31 March 2010	<u>4,312</u>

**14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.11</b>	31.3.10
	£	£
Trade debtors	<b>217</b>	360
	<b><u>217</u></b>	<u>360</u>

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2011**

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>31.3.11</b>	31.3.10
	£	£
Trade creditors	<b>650</b>	2,659
Taxation and social security	-	4,983
Other creditors	-	100
	<u><b>650</b></u>	<u>7,742</u>

**16. MOVEMENT IN FUNDS**

	At 1.4.10	Net movement in funds	At 31.3.11
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>154,798</b>	(27,200)	<b>127,598</b>
<b>Restricted funds</b>			
Transport fund	<b>2,668</b>	-	<b>2,668</b>
	<u><b>157,466</b></u>	<u>(27,200)</u>	<u><b>130,266</b></u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	<b>269,970</b>	(297,170)	(27,200)
<b>Restricted funds</b>			
Social Services Benefit in Kind	<b>134,291</b>	(134,291)	-
Transport fund	<b>44,420</b>	(44,420)	-
	<u><b>178,711</b></u>	<u>(178,711)</u>	-
	<u><b>448,681</b></u>	<u>(475,881)</u>	<u>(27,200)</u>

Social Services Benefit in Kind relates to the provision of the premises used by the charity.  
The transport fund is to meet the cost of running two vehicles for the users.

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2011**

**17. MATERIAL UNCERTAINTY**

The Waltham Forest Disability Resource Centre's existing funding contact with the Local Authority will expire in April 2012. Due to changes in government policy it is not clear whether future funding will be received. If new funding is not forthcoming, the trustees will need to close the charity and make the employees redundant.

The trustees have concluded that a material uncertainty exists that casts significant doubt upon the Charity's ability to continue as a going concern and that, therefore, the Charity may be unable to realise its assets and discharge its liabilities in the normal course of operations.

However, given the continuing efforts to secure funding and the availability of reserves, the trustees continue to adopt the going concern basis of accounting at present.

**Waltham Forest Disability Resource  
Centre**  
**(A Company Limited By Guarantee)**

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2011**

	<b>31.3.11</b>	31.3.10
	<b>£</b>	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	2,123	954
Donated services & facilities	<b>134,292</b>	102,030
	<hr/>	<hr/>
	<b>136,415</b>	102,984
<b>Activities for generating funds</b>		
Fundraising events	1,488	2,306
Criminal Records Bureau check	14,979	19,274
Income from gym	-	120
DCG Services	<b>2,411</b>	-
	<hr/>	<hr/>
	<b>18,878</b>	21,700
<b>Investment income</b>		
Bank interest	183	698
<b>Incoming resources from charitable activities</b>		
Snack bar takings	4,758	4,234
Miscellaneous Income	3,255	2,080
Grants	<b>285,192</b>	282,350
	<hr/>	<hr/>
	<b>293,205</b>	288,664
<b>Total incoming resources</b>	<b>448,681</b>	414,046
<b>RESOURCES EXPENDED</b>		
<b>Fundraising and publicity</b>		
Wages	10,312	9,916
Other costs	<b>10,864</b>	9,439
	<hr/>	<hr/>
	<b>21,176</b>	19,355
<b>Charitable activities</b>		
Wages	239,433	237,527
Social security	17,438	17,622
Pensions	1,758	1,605
Insurance	1,916	3,100
Telephone	3,416	3,464
Postage and stationery	5,150	6,298
Activities	16,829	11,211
Transport	46,536	51,911
Premises	87,207	70,677
Equipment hire	5,031	5,039
Carried forward	<b>424,714</b>	408,454

This page does not form part of the statutory financial statements

**Waltham Forest Disability Resource  
Centre  
(A Company Limited By Guarantee)**

**Detailed Statement of Financial Activities  
for the Year Ended 31 March 2011**

	<b>31.3.11</b>	31.3.10
	£	£
<b>Charitable activities</b>		
Brought forward	<b>424,714</b>	408,454
Computer and costs	<b>4,862</b>	6,551
Training and recruitment	<b>7,649</b>	2,395
Subscriptions	<b>570</b>	794
Legal and professional	<b>3,446</b>	50
Licenses	<b>1,147</b>	1,086
Bank charges	<b>136</b>	135
Donations and gifts	-	300
Entertainment	<b>141</b>	97
Depreciation of tangible fixed assets	<b>3,754</b>	3,594
Grants to institutions	-	3,504
	<hr/> <b>446,419</b>	<hr/> 426,960
<b>Governance costs</b>		
Wages	<b>2,858</b>	2,888
AGM expenses	<b>141</b>	260
Auditors' remuneration	<b>3,500</b>	3,500
Auditors' remuneration for non-audit work	<b>1,787</b>	1,787
	<hr/> <b>8,286</b>	<hr/> 8,435
<b>Total resources expended</b>	<hr/> <b>475,881</b>	<hr/> 454,750
<b>Net expenditure</b>	<hr/> <b>(27,200)</b> <hr/>	<hr/> (40,704) <hr/>