

Charity number: 1103477

Company registration number: 05002948

Knowsley Disability Concern

Company Limited by Guarantee

Trustees' Report and Financial Statements

For the Year Ended 31 March 2021

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KNOWSLEY DISABILITY CONCERN

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KNOWSLEY DISABILITY CONCERN
CHARITY REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 MARCH 2021

Incorporated on 23 December 2003, Knowsley Disability Concern is a company limited by guarantee and a registered charity governed by its Memorandum and Articles of Association. The directors of the charity are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees.

Registered charity name	Knowsley Disability Concern (also known as KDC)
Company registration number	05002948
Charity registration number	1103477
Registered Office	263A Tarbock Road Huyton Knowsley L36 OSD
Telephone	0151 480 4090
Directors and Trustees	Mr Steven John Harding Mr Richard Murphy Mrs Alma Lunt Mr Andy Dunbar Mrs Amanda Felstead Mrs Pamela Spall Ms Stacia Pettersen Mrs Hilary Laidler Ms Joanne Parkes-Newton Miss Nicola Pheasant Ms Tricia Clewett Mrs Daisy Henshall-Brown Ms Irina Rodkina (appointed 28 July 2020) Mr James Walker (appointed 20 October 2020)
Chief Executive Officer	Mrs Joyce Greaves
Independent Examiner	MHA Moore and Smalley Chartered Accountants Richard House 9 Winckley Square Preston Lancashire PR1 3HP
Bankers	TSB Bank plc, Waterloo Santander, Bootle

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TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

The trustees, who are directors of the Charity for the purposes of the Companies Act 2006, present their report together with financial statements for the year ended 31 March 2021.

Structure, governance and management

Knowsley Disability Concern (KDC) is a charitable company limited by guarantee and was formed on 23 December 2003 and is governed by a Memorandum and Articles of Association which were last amended in February 2010.

In April 2013, the Charity established a separate trading subsidiary, KDC (Commercial) Limited, registered in England with company number 08489813, which assumed the delivery of payroll services to individual employers of personal care assistants. The aggregate amount of the holding company's investment in its subsidiary is £60, which represents 100% of the issued ordinary share capital of the subsidiary. The subsidiary is controlled by the Charity by virtue of the power to appoint directors to the board of the subsidiary.

The Board of Trustees

The Directors of KDC are also Trustees and Members of the Charity for the purposes of charity law and throughout this report are collectively referred to as the Board of Trustees. The Board of Trustees is the administrative and governing body and meets every three months to ensure that the Charity is performing well, is solvent, and complies with all its obligations. The Board of Trustees currently consists of fourteen Trustees and the quorum is three Trustees.

The Finance Committee is a sub-committee of the Board of Trustees and meets at least three times a year to consider matters of financial performance and control including budgets, forecasts, cash flow and reserves. The Personnel Committee is a sub-committee of the Board of Trustees and meets at least three times a year to consider matters relating to human resources, including staff remuneration, terms and conditions. It is responsible for the Charity's human resources strategy, policies and performance management of personnel and volunteers, making recommendations to the Board as and when required. Pay and remuneration for key management personnel is approved by the Personnel Committee based on recommendations by the CEO and in line with staff pay structures. An independent review of pay and reward rates across the organisation is due to be undertaken in August 2021.

Trustees have overall control and responsibility for policy and major decision making with day to day management and responsibility for implementing policies delegated to the Chief Executive Officer.

The membership of the Board of Trustees is set out on page 1. All Trustees served throughout the year unless otherwise stated. Election and re-election of Trustees is carried out by unanimous approval of the Board of Trustees. At the annual general meeting one-third of the trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office; but, if there is only one trustee who is subject to retirement by rotation, he/she will retire. The trustees to retire by rotation will be those who have been longest in office since their last appointment or reappointment.

The membership of the Board of Trustees at the date that this Trustees Report and Annual Accounts were approved was:

Mr Steven John Harding – Chair
Mr Richard Murphy
Mrs Alma Lunt*
Mr Andy Dunbar
Mrs Amanda Felstead
Mrs Pamela Spall
Ms Stacia Pettersen
Ms Jo Parkes-Newton*
Mrs Hilary Laidler*
Miss Nicola Pheasant*
Ms Tricia Clewett*
Mrs Daisy Henshall-Brown
Ms Irina Rodkina

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Trustees (continued)
Mr James Walker

At the Annual General Meeting, those marked with * are due to retire but are eligible for reappointment.

The Charity seeks to appoint a Board of Trustees which has a mix of specialist knowledge, skills and attributes relevant to the Charity's work. This includes ensuring that those directly affected by disability issues as disabled people are among the Trustees.

Nomination for Trustees may come from a variety of sources, including open advertisement. Prior to being elected, nominees are invited to a meeting of the Board of Trustees and to visit the Charity's premises to meet the Chief Executive Officer and staff. Once appointed, Trustees are given a full induction to the Charity. This includes information and guidance on the roles and responsibilities of being a Trustee and subsequently they are offered continuous development and training opportunities. Trustees are encouraged to attend staff team meetings and other events from time to time.

Trustee indemnity insurance is provided via executive and professional liability cover under an insurance policy currently underwritten by CaSE Charity Insurance Limited. This is reviewed and renewed annually.

Membership of a wider network

The Charity recognises the importance of partnership working in ensuring the successful achievement of its objectives and as such, continues to work closely with other organisations in Knowsley from both the statutory and third sectors, including:

- Knowsley MBC
- Knowsley Better Together Partnership
- Knowsley Carers Centre
- Knowsley Parent Carers Voice
- Healthwatch Knowsley
- One Knowsley
- Knowsley Older People's Voice
- Knowsley and St Helens Chambers of Commerce
- Knowsley Pensioners Advocacy and Information Service (KPAIS)
- The Knowsley Centre for Independent Living
- Tailored Advice Services in the Community (TASC)
- Sight & Mind

The CEO and staff members have places on a variety of strategic partnership boards and engagement forums linked to whole life health and wellbeing services and attend a number of other groups and committees associated with KDC's community of interest. The CEO is a member of the Health and Wellbeing Engagement Forum, the Knowsley Better Together Partnership, the Knowsley Mental Health Resilience Forum, the VS6 LCR Assembly (voluntary Sector Partnership for Liverpool City Region) and the Third Sector Leadership Alliance.

Objectives and activities

Aims

Knowsley Disability Concern has been established for general charitable purposes within the meaning of English Law. Its charitable aims are set out in its Memorandum of Association and are:

To relieve the needs of disabled people, their families and carers principally within the Metropolitan Borough of Knowsley and surrounding areas ("the area of benefit") by any charitable means and in particular by:

(i) providing education services

(ii) providing advisory and support services

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In delivering its aims, the Charity's key objective is to ensure that disabled people do not suffer through ignorance of their rights and responsibilities or an inability to express their needs effectively.

The Charity has identified and published statements that define its Vision and Mission and describe the way in which it operates through a set of values which are regularly reviewed and to which all staff and volunteers sign up. They are:

Vision:

To see communities where all people are included, live independently and are valued as equal citizens

Mission:

To provide high quality, innovative services that support disabled people to exercise their rights, have choice, control and achieve independence.

Values:

Our Values describe 'the way we do things around here' and are described as follows:



Objectives

The charitable aims are principally achieved through the delivery of activities under four key service areas:

- 1 Provision of, and accessibility to, information, advice, practical help and support for local people with disabilities, those living with long-term conditions and any resident facing issues and/or struggling to deal with problems that have an adverse effect on their lives.
- 2 Provision of information, advice and support services to enable people in receipt of social care services to exercise choice and control by accessing the Local Authority's Direct Payments scheme to self-direct their care and support.
- 3 Provision of community education programmes to enable disabled people to improve skills, fulfil their potential, and live more independently.
- 4 Provision of developmental and engagement activities for people with learning disabilities to speak up, have their voices heard and support each other to overcome barriers faced in order to have choice, control and independence and play a full role in society.

The Charity has a key overriding objective, which is:

'to ensure that disabled people do not suffer through ignorance of their rights and responsibilities or an inability to express their needs effectively'.

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In addition, the Charity is committed to helping people secure services which meet the twelve basic rights to enable them to live independently and fully participate in society. They are:

1. Full Access to our environment
2. A fully accessible Transport system.
3. Technical Aids – Equipment
4. Accessible/adapted Housing
5. Personal Assistance
6. Inclusive Education and Training
7. An adequate Income
8. Equal opportunities for Employment
9. Appropriate and accessible Information
10. Advocacy (towards self-advocacy)
11. Counselling
12. Appropriate and Accessible Health Care Provision

Values and Ethos

The ethos of the Charity is one of equality for disabled people and is based on the Social Model of Disability. In delivering its objectives, the Charity embraces the principles of access, participation and coproduction by encouraging more people to become actively involved in local groups and projects and influencing the development of services. All services and activities aim to be open and accessible to everyone who wishes to take part.

Public Benefit

The Charity's aims, objectives and activities are reviewed each year as part of the business planning process. The review concluded that in performing all of its activities in accordance with the objectives for the year, and with due regard to the published Charity Commission guidance on the operation of the Public Benefit requirement of the Charities Act 2006 including guidance on fee charging and accessibility, the Charity has undertaken appropriate activities in furtherance of those aims for the public benefit, as demonstrated within this report.

The particular public benefit that is provided by the Charity continues to be derived from the various activities delivered, summarised as follows:

- Disabled people are empowered and enabled to participate more fully in mainstream society
- Disabled people are able to access Knowsley's Direct Payments scheme and have access to the necessary advice and information they need in order to make decisions as well as having an understanding and awareness of their legal responsibilities.
- Disabled people are assisted to plan and organise their own support services, ensuring that their needs are fully met
- Vulnerable groups of people who can often be at risk of being socially excluded have equal access to information, advice and support services.

Achievements and performance

KDC achieves its objectives through the delivery of a range of services designed to meet the individual needs of local residents and improve their independence and quality of life, in particular through accessing direct payments; information and advice services; and education and learning to develop skills and deal with problems that have an adverse effect on their lives.

- Delivery of a Direct Payments Support Service under a Service Level Agreement contracted by Knowsley Council since 2002. The service enabled 118 people to join the scheme for the first time between April 2020 and March 2021 (previous year: 136) and provides ongoing support and advice for 797 current users to continue to organise their care and support needs and comply with their responsibilities under the scheme. The service incorporates the offer of support, guidance and training, including a free to use online PA finder facility, for people using direct payments to recruit and successfully employ suitable personal assistants to deliver care and support to meet their needs. We also coordinate direct training courses for the PAs employed.

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- Provision of a Direct Payments Managed Accounts Service (for 727 people in 2020-21, previous year: 672) tailored to meet the needs of individuals who are otherwise unable to access the scheme. Managed Account clients comprise individuals using direct payments from Knowsley MBC (78%), Liverpool City Council (20%) and other local authorities (2%).
- Delivery of A Good Life service, a project led by KDC in partnership with three specialist local community organisations working together to help for people in Knowsley facing challenges in their lives by organising interventions to deal with the immediate issue and build knowledge skills and resilience for the future. In 2020-2021 A Good Life supported 363 people facing issues ranging from managing their tenancy, to coping with dementia to accessing full entitlement to disability benefits.
- In response to the COVID-19 pandemic, KDC launched the 'Someone To Talk To' service as part of A Good Life, offering telephone support and talking therapies to help combat isolation, anxiety and depression. Between April and December 2020, Someone To talk To delivered 568 hours of calls supporting 56 vulnerable people, 13 of whom continue to receive ongoing calls and support on a weekly basis.
- Provision of a small specialist counselling service delivered by professional counsellors for residents living with anxiety, depression and with mental health issues and struggling to cope with daily life. Up to five clients are supported at any one time with referrals made internally, chiefly through A Good Life service.
- Provision of a general information and advice telephone helpline and publication of newsletters, leaflets, including easy-read versions, and a website, to enable disabled people and those living with long term conditions, as well as the general public, to access information relevant to their needs.
- Facilitation of the BIG Group, a community of adults with learning disabilities enabling up to 120 people to debate issues and concerns, learn about change, share opinions, influence policy and decisions, take part in projects and surveys, and generally to speak-up as self-advocates to represent the opinions of the wider constituency of people with learning disabilities in Knowsley. The BIG Group incorporates a range of activities, outings and regular events for people to socialise, build relationships and engage with the community. Other elements include the BIG Bingo and BIG Creative 'Messy Mondays' craft sessions as well as the more serious 'Speak up Don't be Silent!' campaign and support services aimed at tackling disability hate crime in Knowsley. KDC works closely with Merseyside Police and trains and supports 14 disability hate crime ambassadors to take incident reports and support victims. Due to lockdown restrictions BIG Group meetings became virtual and a range of additional activities aimed at maintaining engagement and social interaction were introduced, include a dedicated men's group a women's group, coffee mornings and quizzes. At the end of March 2021, 66 people were regularly participating in BIG group activities.
- Delivery, as one 13 partners, of the Liverpool City Region's New Horizons inclusive employment programme aimed at those who are furthest away from the job market. Led by the Women's Organisation and launched in October 2020, KDC's project will see a total of 180 adults with learning disabilities move closer to securing paid work and continuous learning over three years. The programme is funded through a £4m European Social Fund grant with 48% match funding from the delivery partners. During the period, 21 adults with learning disabilities were enrolled on the New Horizons programme.
- Organisation and facilitation of the 'Stories' reading groups allowing adults with learning disabilities to engage together through literature, improve confidence and broaden horizons. Three weekly groups hosted in the local community allow up to 36 people to participate and are very popular, with small creative writing groups also supported as part of the project

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- Delivery of a range of community education programmes specifically designed to help adults with learning disabilities gain independence. Courses are accredited by the AQA awarding body, allowing learners to build a portfolio of achievements towards a recognised qualification. Sessions are normally delivered to small groups in community settings across Knowsley and are designed to be fun and interactive. During the period, as a result of the COVID-19 pandemic and lock down restrictions, learning activities were moved to virtual platforms and as a result take-up fell because of the high percentage of learners who are digitally excluded.

Programmes provided during the year included:

- The BIG Pathway, helping people to build self-confidence and skills to prepare for the world of work. 16 people completed the course during the period.
- Managing my Money, improving financial inclusion and helping individuals to look after their finances independently, from recognising the value of coins and notes to opening and operating their own bank account. 19 people with learning disabilities completed the course during the period.
- Basic Maths and English skills, designed to enable people to gain a core skills qualification were incorporated into the New Horizons programme.
- The BIG Science Club, a new project designed to bring the world of chemistry to life through fun and interactive learning activities and 'kitchen-sink' experiments. 9 people completed the 4 week-programme since its launch in January 2021.

The continued emphasis on increasing empowerment and helping our community of interest to have a stronger, collective voice, ensures that people who use services play a greater role in influencing future service-provision. Coproduction has become, and shall remain, an important aspect of the way in which KDC develops its service offer for local people.

In addition to the above, the Charity's trading subsidiary, KDC (Commercial) Limited, delivered a payroll service for people who use their direct payments to employ personal care assistants to provide care and support in their own homes. At the end of March 2021 there were 931 clients receiving this service, compared with 928 at the end of the previous year

COVID-19 Response

In line with national guidance, remote working arrangements for employees of both KDC and Your Payroll continued, in line with Government guidelines. Community learning sessions and other activities, home visits and face-to-face meetings were replaced with alternative delivery methods allowing all projects and services to be successfully maintained via telephone, email, and various on-line platforms. Income streams and cash reserves have been largely unaffected and all staff have been retained in employment, working remotely, and fully engaged in supporting people through the situation. With the aid of emergency funding from a range of grant making organisations, A Good Life was extended to offer telephone counselling and wellbeing calls for those struggling with isolation and other issues as a result of the pandemic, and staff were provided with mobile telephones and IT equipment for home-working.

KDC worked closely with Knowsley Council and local COVID response services to ensure local vulnerable and disabled people and those living with long term conditions received the support and guidance needed to keep safe and well.

Performance monitoring reports demonstrated that contract service levels and grant funding conditions continued to be met throughout the year and the period saw more people supported to overcome anxiety, depression and social isolation as a result of COVID.

From October 2020, some face-to-face learning and development sessions for adults with learning disabilities resumed under strict safety controls and a COVID-recovery plan was put in place in May 2021 to enable a phased, safe resumption of normal services, taking into account a number of considerations to create a COVID-safe business.

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Delivery of Strategic Priorities and Objectives

The 2019-2021 Business Plan set out the Charity's annual strategic priorities for each operational area together with a series of operational objectives linked to clear outcomes.

The following narrative describes the priorities and summarises the Charity's progress in achieving them:

Direct Payments Support and Managed Accounts Services- Strategic priorities

- 1 More people in Knowsley benefit from excellent support services that enable them to self-direct their support services successfully
 - 2 Individuals using direct payments have improved choice and control through improved availability and access to suitable PAs
 - 3 More people across Merseyside have access to good support to use direct payments for personal health budgets
 - 4 More people who use personal budgets outside of the Knowsley/Liverpool area benefit from KDC's managed accounts services
- 1 KDC maintained and strengthened its position as lead for Direct Payments and Managed Accounts Service in Knowsley:
- Outcomes set out in the service specification for the Direct Payments Support Service continued to be met, however, due to the reduction in the number of health and social care assessments undertaken by KMBC, referral rates fell resulting in reduced numbers of new referrals into our service. Numbers of people leaving the scheme remained fairly stable. At the end of the year, the number of people supported to use the scheme was reported at 797, a reduction of 4% on the previous year.
 - Towards the end of the period, a new customer survey was launched for direct payment recipients who manage their own accounts. The survey is designed to establish opinions by rating their views against a series of statements about their care and support arrangements.
 - User engagement continued through our support for the local direct payments user support group and in March 2020, which moved to Zoom during the period. New closed Facebook groups were launched offering peer support and shared experience for groups of both employers and PAs.
- 2 KDC continued to support the development of the PA marketplace and recruitment of trained and capable PAs in Knowsley
- Final approval of funding from Knowsley Council for the redevelopment of the KDC-Connections PA-finder website and the provision of a free mobile app was secured for work to commence from April 2021.
 - A Skills for Care Grant was secured to roll out training programmes for PAs in Knowsley. Due to the COVID-19 pandemic, personalised training planned to be delivered in the workplace setting was suspended and courses were redesigned to be offered as e-learning modules.
 - In January 2021, we successfully recruited to the new additional full-time post of Direct Payments Officer, introduced to increase support offered for people to recruit PAs.
- 3 KDC improved its position as the provider of choice for personal health budget support services:
- Work continued throughout the year to develop partnerships with health teams across the region and improve pathways for people with continuing health needs to self-direct their care and support through direct payments.
- 4 Expansion of KDC's managed account service was achieved:
- Demand for KDC's Managed Accounts service by Liverpool City Council direct payments users increased during the year contributing to the overall growth in client numbers of 4%, from 718 at 31 March 2020 to 747 at 31 March 2021, despite the overall reduction in referrals.
 - A price 50% increase in the service price was also approved by Liverpool City Council effective from 1 October 2020.
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Learning Disabilities Services – Strategic priorities

- 1 Support people with learning disabilities in Knowsley to reach their full potential
- 2 Improve the quality of life of people with a learning disability in Knowsley
- 3 Improve health and wellbeing of people with learning disabilities in Knowsley
 - 1 KDC's range of Community Education programmes continued to grow, enabling more people to improve their skills, confidence and knowledge to increase their independence and move towards paid employment. KDC was approved as a delivery partner in a consortium of 13 organisations, led by the Woman's Organisation, to deliver New Horizons, a £4m Work Programme for the DWP. Project planning, promotional work, course design and content commenced in October 2020 and teaching sessions started in January 2021.
 - 2 KDC's BIG Group was developed in response to the COVID-19 pandemic to enable people with learning disabilities in Knowsley to overcome problems of isolation and loneliness and continue to link into their community, improve their self-advocacy skills and receive support from their peers.
 - 3 KDC developed and launched new projects aimed at improving the health and wellbeing of adults with learning disabilities in Knowsley during the pandemic, including creative writing groups, the BIG Science Club and the men's and women's support groups.

Money in Mind

The Money in Mind programme, offering welfare benefits advice and support services specifically for people suffering mental ill health was discontinued from 30 September 2020, when the period of grant funding expired. Normally delivered face-to-face, the service was moved to email and telephone as a result of COVID-19 restrictions. During the period, a total of 106 residents of Knowsley were helped to deal with urgent issues to ensure that any financial crisis is alleviated and further breakdown in their mental health avoided.

Since the project was launched in October 2017, practical support to access welfare benefits has secured a total of £1,214,282, in relation to unclaimed or unpaid entitlement on behalf of our clients. Other outcomes include people reporting an increase in their own confidence and ability to cope with situations that may arise in the future. The service was provided through a partnership with TASC who continue to offer advice support for Knowsley residents as key providers in A Good Life service.

A Good Life

KDC's 'A Good Life' project, launched in February 2020 enables the charity to broaden its target market by offering support for any resident in Knowsley experiencing challenges and barriers preventing them from having 'a good life'. The service, delivered through a partnership with three local providers, (Knowsley Pensioners Advocacy and Information Service, TASC and Sight & Mind) led by KDC, helps people deal with the immediate issue and works with them to develop their ability to cope better, become more resilient, and rely less on statutory services.

Referrals were received from a wide range of local agencies and statutory services as well as people directly. Despite the need, from 23 March 2020, to alter the delivery model from face-to-face to telephone support, the service has supported 374 people in the period from its launch date to 31 March 2021.

Someone To Talk To

In April 2021, in response to COVID-19, after receiving a number of referrals for people suffering the effects of isolation, loneliness depression and anxiety caused by the pandemic and exacerbated by the lockdown restrictions, A Good Life launched the 'Someone to Talk To' service. Delivered alongside A Good Life by the Coordinator, the service offers a confidential listening ear, emotional support and wellbeing advice as well as simply someone to offload anxiety, stress and even anger. Regular weekly wellbeing, keeping in touch, calls are offered to support people to cope with the effects of isolation, depression, low mood, anxiety, and loneliness.

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During the period, Someone To Talk To supported a total of 76 vulnerable people, 22 of whom continued to receive ongoing calls and support on a weekly basis

Counselling service

Following the evaluation of a six-month pilot scheme delivered in 2020 by a qualified counsellor working on a voluntary basis, KDC established a new counselling service for Knowsley residents. The service receives referrals through A Good Life and supports up to five clients at any one time. During the period, the service has helped 7 people since its official launch in November 2020.

Trading subsidiary - KDC (Commercial) Limited

The strategic objectives associated with services provided by the Charity's subsidiary, KDC (Commercial) Limited, which trades under the brand name of Your Payroll, were aimed at growing client numbers and improving systems and processes.

Whilst client numbers remained generally static, due to low numbers of people taking up direct payments, two new commercial clients were on-boarded during the year.

In September 2020, consultants were appointed to deliver the ISO 9001 (Quality Management) certification and process improvements and workflow efficiencies were implemented in preparation for the first external audit.

Procedures to ensure the efficient collection of payroll were further strengthened resulting in an increase in clients using direct debits and minimising debtors.

Employees and volunteers

KDC operates a policy of equal opportunities, diversity and inclusion, regardless of gender, race, ethnic origin, disability, sexual orientation, age, nationality, national origin, religion, belief, marital status, social class or any other individual characteristic and opposes all forms of unlawful and unfair discrimination. The Charity continues to value its status as an equal opportunities employer and is recognised as such through its commitment to the Disability Confident Employer recognition scheme.

At 31 March 2021, the Charity employed 14 members of staff plus two staff recruited to commence employment in April 2021. Of the 16 staff, 11 work full-time (35 hours per week) and 5 work part-time (between 4 and 28 hours per week). KDC (Commercial) Limited employed 6 members of staff, of which, 4 work full-time and 3 part-time.

In addition to the 14 unpaid Trustees who currently make up the Board of Trustees, the Charity is supported by a cohort of six regular volunteers. Due to the COVID-19 restrictions, volunteers were unable to attend as often and support for 4 long-term volunteer placements for people with learning disabilities/visual impairments in part-time administration roles was discontinued. As a result, the number of volunteering hours recorded for the year fell dramatically to 102 (previous year: 881). Supported placements for social work degree students were not offered during the year.

The Charity is committed to providing appropriate training and development opportunities for all employees and volunteers, identified and monitored on an individual basis through its supervision and appraisal systems. Employees and volunteers are encouraged to participate actively in the running of the Charity via project, team and special-interest meetings. KDC has held the Investors in People Standard since first assessed in 2013 and accreditation at was confirmed following a review in October 2020.

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Financial review

The Board of Trustees is satisfied with the overall performance of the charity during the year and at 31 March 2021. The Statement of Financial Activities shows incoming resources of £526,731 (2020: £437,167) and outgoing resources of £460,122 (2020: £395,928) for the year ending 31 March 2021, resulting in an in-year surplus of £66,609 (2020: £41,239). The total reserves held by the Charity at 31 March 2021 amounted to £198,077, of which restricted funds totalled £1,383. Therefore, unrestricted reserves amounted to £196,694, compared with £131,118 at 31 March 2020.

The Board considers that the charity has the funding capacity to continue its activities during the coming year. Trustees have approved the annual budget for 2021/22 and an in-year surplus of £13k is forecast. This supports the successful delivery of the Charity's aims and objectives as set out in the business plan for 2021-2023 and will ensure sustainability beyond the next financial year.

Principal Funding Sources

During the period, the Charity derived 11% (2020: 13%) of its income from contracts with the Local Authority for the provision of services and 55% (2020: 44%) comprised grants and donations received. Earned income from primary purpose trading made up a further 26% (2020: 28%) and the Charity's trading subsidiary donations, made up 7% (2020: 15%) and totalled £36,915 (2020: £68,226) of its current year profits, in the form of gift aid.

Investments Policy and Performance

Under its memorandum and Articles of Association, the Charity has the power to make any investments which the Trustees deem appropriate; however, funds available to the Charity for investment are insufficient to warrant a full-blown investment strategy. In June 2020, Trustees approved an Investment Policy setting out the key objective as 'The Charity seeks to produce the best financial return within an acceptable level of risk. As the assets are expected to be spent over the next three years, capital preservation is of paramount importance'. In January 2021, KDC invested £150,000 of its cash reserves into a 12-month Corporate Notice Account with Santander which attracts a variable interest rate, currently 0.6%. All other cash reserves are held in an instant access bank account provided by Santander, attracting interest at the Bank of England base rate, currently 0.1%.

Risk Management and Internal Control

The Board of Trustees is responsible for overseeing the implementation and maintenance of sound systems and procedures to enable the Charity to accurately foresee and manage risk effectively.

Constant horizon scanning and monitoring of local strategy and national drivers, forms an essential part of the business planning process and therefore enables any new risks, to which the charity may become exposed to be identified along with activities to manage or mitigate such. The process for setting the Charity's annual strategic plan includes the establishment and implementation of systems and procedures to mitigate risks. The detailed Risk Review undertaken in March 2021 confirmed that the principle strategic risks and uncertainties to which KDC is exposed, remain those of: delivering services which do not achieve full cost recovery; the increasingly challenging economic environment; and changes in national policy which may adversely affect funding streams as well as increase the demand for services.

The Strategic Plan for 2021/23 reflects objectives identified in the Risk Register to manage and overcome four distinct areas identified as presenting a risk to the Charity, which are: continued or further national/global pandemics (e.g. Coronavirus); loss of the Direct Payments Support Service contract with Knowsley Council; failure of the New Horizons programme delivered as a consortium with the Women's Organisation; and a major data protection breach.

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In addition to the above, the Risk Register identified the planned retirement in October 2021 of the CEO and the potential impact of a change in leadership as a key risk. A robust recruitment process involving staff and people who use services has enabled the appointment, from 1 September, of a suitable successor who will work alongside the CEO for a period of induction and handover.

The Charity is open to the usual financial risks of any organisation and has in place controls to minimise these risks, such as two signatures being required on the bank mandate and segregation of tasks. All staff and volunteers are subject to checks under the Disclosure and Barring Service. The Charity's reserves policy sets out a mechanism for the management of financial risk by ensuring sufficient liquidity is available to meet foreseeable needs.

Internal controls over all forms of commitment and expenditure are governed by standing financial instructions to ensure accountability and aid efficiency. Processes are in place to ensure that performance is monitored and that appropriate management information is prepared and reviewed regularly by the Board of Trustees.

The CEO takes responsibility to consistently raise awareness to ensure that health and safety is an integral part of daily working life.

Reserves Policy and Performance

It is the Charity's policy to hold free reserves in its unrestricted funds in order to establish an appropriate level of working capital and to protect the future operations of the Charity from the effects of any unforeseen variations in its income streams as part of policy of good financial management practice.

The Trustees have set a reserves policy which requires reserves to be maintained at a level which ensures that Knowsley Disability Concern's core activity can continue during a period of unforeseen difficulty; and that a proportion of reserves be maintained in a readily realisable form.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account:

- Risks associated with each stream of income and expenditure being different from that budgeted.
- Planned activity level.
- The organisation's commitments

Based on these principles, the required target level of unrestricted reserves for the Charity at 31 March 2021 has been calculated as £164,000.

At 31 March 2021, the level of accumulated unrestricted reserves stood at £196,694, however, of this, £1,797 can only be realised by disposing of fixed assets. Therefore, at 31 March 2021, the Charity had available liquid unrestricted reserves of £194,897, representing a surplus of £30,897 against the minimum target level. The Charity is budgeting an in-year surplus of £13,463 for 2021/22 and the Trustees are therefore confident that an adequate level of unrestricted reserves shall be achieved in the new financial year.

KNOWSLEY DISABILITY CONCERN

TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2021

Plans for the future

Strategic priorities are developed through meetings between Trustees and Staff with input from people who use our services to ensure that we continue to respond to the needs of our community. There is a continued emphasis on increasing empowerment and helping our community of interest to have a stronger, collective voice to ensure that people who use services play a key role in influencing future service provision.

In March 2021, Trustees undertook a review of the Charity's performance, risk and opportunities and agreed the strategic priorities in the Business Plan for the next two to three years as:

- 1 Retain and protect existing services, through development and improvement initiatives to preserve market position, including:
 - Development of a blended offer for community education programmes and activities for adults with learning disabilities
 - Streamlining of on-boarding processes through digital, on-line, sign-up
 - Supporting PA recruitment through a new website and mobile app
 - Securing Autism-Friendly accreditation
- 2 Expand the range of service by type, targeting need as well as income generation, including:
 - Securing a three-year contract to deliver the Knowsley Community Network Support Service through a successful tender application
 - Development and roll out of a Trusteeship Service for Knowsley
 - Development of a Suitable Person Service offer
 - Development of a blended offer for community education programmes and activities for adults with learning disabilities
 - Offer of dementia-friendly Stories reading groups
- 3 Expand in scale and geographically - increasing take up of services in Knowsley and neighbouring areas as well as further afield, where viable, including:
 - Exploiting approved provider status for managed accounts in North West local authority regions

The Business Plan also identifies a set of enabling priorities for developing resources, infrastructure, systems and processes to support the success of operational objectives.

Delivery of the strategic priorities is ensured through the identification of operational objectives and key activities for each team and every individual member of staff, performance against which, is measured through regular supervision and annual appraisals, which include the identification of personal development and training needs.

The Trustees believe that the Charity has the financial strength, management capacity and overall skills and expertise to pursue its objectives for the coming year, progress towards achievement of which, will be monitored regularly at the Board meetings.

Signed by order of the trustees:



.....
Mr Steven John Harding
Director and Chair of Trustees

07/10/2021
Date:.....

KNOWSLEY DISABILITY CONCERN
INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS
FOR THE YEAR ENDED 31 MARCH 2021

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2021 which are set out on pages 15 to 30.

Responsibilities and basis of report

As the charity trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records.
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nicola Mason

Nicola Mason FCA
For and on behalf of
MHA Moore and Smalley
Chartered Accountants
Preston

Date: 07/10/2021

KNOWSLEY DISABILITY CONCERN

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

FOR THE YEAR ENDED 31 MARCH 2021

	Note	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Income from:					
Donations and grants	3	61,451	4,890	66,341	65,496
Charitable activities	4	196,823	256,515	453,338	369,427
Other trading activities		600	-	600	600
Investment income	5	256	-	256	93
Other income		6,196	-	6,196	1,551
Total		265,326	261,405	526,731	437,167
Expenditure on:					
Charitable activities	6	188,041	272,081	460,122	395,928
Total resources expended		188,041	272,081	460,122	395,928
Net income/(expenditure)		77,285	(10,676)	66,609	41,239
Transfers between funds		(11,709)	11,709	-	-
Net movement in funds		65,576	1,033	66,609	41,239
Reconciliation of funds:					
Total funds brought forward		131,118	350	131,468	90,229
Total funds carried forward	16	196,694	1,383	198,077	131,468

The Statement of Financial Activities includes all gains and losses in the year.

All of the above amounts relate to continuing activities.

KNOWSLEY DISABILITY CONCERN

BALANCE SHEET

AS AT 31 MARCH 2021

	Note	2021 £	2020 £
Fixed assets			
Tangible assets	11	1,737	92
Investments	12	60	60
		<u>1,797</u>	<u>152</u>
Current assets			
Debtors	13	105,696	114,232
Cash at bank and in hand		228,007	84,021
		<u>333,703</u>	<u>198,253</u>
Creditors falling due within one year	14	(137,423)	(66,937)
		<u>196,280</u>	<u>131,316</u>
Net current assets		<u>196,280</u>	<u>131,316</u>
Net assets		<u>198,077</u>	<u>131,468</u>
Funds:			
Unrestricted general funds		196,694	131,118
Restricted general funds		1,383	350
		<u>198,077</u>	<u>131,468</u>
Total charity funds	16	<u>198,077</u>	<u>131,468</u>

For the year ended 31 March 2021 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476; and the trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

07/10/2021

These accounts were approved by the members of the committee and authorised for issue on the
and are signed on their behalf by:



.....
Mr Steven Harding (Trustee)

Company Registration Number: 05002948

KNOWSLEY DISABILITY CONCERN

CASHFLOW STATEMENT

FOR THE YEAR ENDED 31 MARCH 2021

	Note	2021 £	2020 £
Cash flow from operating activities	20	146,332	65,082
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(2,602)	-
Interest received		256	93
Net cash flow from investing activities		(2,346)	93
Net increase in cash and cash equivalents		143,986	65,175
Cash and cash equivalents at 1 April 2020		84,021	18,846
Cash and cash equivalents at 31 March 2021		228,007	84,021

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Legal form

The charity constitutes a limited company, limited by guarantee as defined by the Companies Act 2006, incorporated in England and Wales, each member having undertaken to contribute such amounts not exceeding one pound as may be required in the event of the company being wound up whilst he or she is still a member or within one year thereafter. The registered office is as stated on page 1.

Basis of accounting

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) issued on 16 July 2014 (as updated through Bulletin 1 published on 2 February 2016), the Charities Act 2011 and the Companies Act 2006.

Knowsley Disability Concern 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 notes.

Preparation of the accounts on a going concern basis

At the time of approval of the financial statements, the trustees have considered the charity's financial position and performance. The trustees are continuing to monitor developments and all emerging risks regarding the impact of the COVID-19 pandemic. Whilst there was the potential for an adverse financial impact, the charity was able to put in place alternative delivery methods to maintain all projects and services via telephone, email and various online platforms. With income streams and cash reserves largely unaffected, the charity has maintained a business as usual approach.

The trustees have prepared forecasts which demonstrate that the charity appears to have sufficient cash resources to continue to meet its liabilities as they fall due for the twelve month period following approval of the accounts. Therefore the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Incoming resources

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item of income have been met, it is probable that the income will be received and the amount can be measured reliably. The following specific policies are applied:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities (SOFA) when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity are recognised when the charity becomes unconditionally entitled to the grant.
- Investment income is included when receivable.
- Contract income is recognised when the contractual obligations have been fulfilled. Where the contract is still in progress, income is recognised to the extent that it has been earned.

Fund accounting

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity. Such funds may be held in order to finance both working capital and capital investment.

Restricted funds have been provided to the charity for particular purposes, and it is the policy of the Board of Trustees to carefully monitor the application of those funds in accordance with the restrictions placed upon them.

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

Resources expended 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. Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Expenditure on charitable activities includes the costs of charitable activities undertaken directly to further the purposes of the charity and their associated support costs.

Allocation of support and governance costs

Support and governance costs relate to functions that assist the work of the charity but do not directly undertake charitable activities. These costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated between the charitable activities based on the number of employees working within each area.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Items of less than £1,000 are not capitalised. Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Office equipment - 25% straight line

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.

Gift Aid

Gift Aid donations from the trading subsidiary are recognised when the charity has entitlement, the value is measurable and the receipt is probable. The charity has a deed of covenant in place with the trading subsidiary which confirms that a legal obligation to make donations to the charity exists on the part of the company.

Operating leases

Rentals payable are charged on a time basis over the lease term.

Pension costs

Pension costs represent payments made to private pension schemes which are charged as an expense as they fall due.

Taxation

As a recognised charity, the company is exempt from income and corporation tax to the extent that the income and gains are applicable to charitable purposes only.

Consolidation

The charity's accounts do not include the results of the trading subsidiary as the group qualifies as small, as defined by The Charities Act.

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

2 Judgements and key sources of estimation uncertainty

There have been no significant judgements (apart from those involving estimates) made in the process of preparing the accounts.

There have been no key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 Donations and grants

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Gift aid from trading subsidiary	36,915	-	36,915	42,482
Gift in kind - rent	5,900	-	5,900	5,900
Skills for Care grant	8,543	-	8,543	-
COVID-19 project grants	-	4,890	4,890	-
KMBC Coronavirus Community Fund grant	10,000	-	10,000	-
Other donations and grants	93	-	93	2,163
WTWILM scheme funding	-	-	-	14,951
	61,451	4,890	66,341	65,496

Last year's donations and grants relate to unrestricted funds.

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

4 Incoming resources from charitable activities

	Unrestricted Funds 2021 £	Restricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Managed Accounts	138,690	-	138,690	122,829
PHB Service Fees	125	-	125	2,714
Placement Fees	-	-	-	1,120
Direct Payments Support	56,700	-	56,700	59,000
Money In Mind grant	-	2,500	2,500	5,000
Managing my Money grant	-	5,815	5,815	23,258
Easy Read Service grant	-	-	-	4,190
Henry Smith grant	-	58,100	58,100	57,317
A Good Life grant	-	149,849	149,849	31,324
New Horizons grant	-	28,757	28,757	-
Big Science Club grant	-	1,498	1,498	-
Maths and English Project grant	-	9,996	9,996	9,996
Reach Fund grant	-	-	-	12,679
Wolfson Foundation grant	-	-	-	40,000
National Lottery grant	1,308	-	1,308	-
	196,823	256,515	453,338	369,427

	<i>Unrestricted Funds 2020 £</i>	<i>Restricted Funds 2020 £</i>	<i>Total Funds 2020 £</i>
<i>Managed Accounts</i>	122,829	-	122,829
<i>PHB Service Fees</i>	2,714	-	2,714
<i>Placement Fees</i>	1,120	-	1,120
<i>Direct Payments Support</i>	59,000	-	59,000
<i>Money In Mind grant</i>	-	5,000	5,000
<i>Managing my Money grant</i>	-	23,258	23,258
<i>Easy Read Service grant</i>	-	4,190	4,190
<i>Henry Smith grant</i>	-	57,317	57,317
<i>A Good Life grant</i>	-	31,324	31,324
<i>Maths and English Project grant</i>	-	9,996	9,996
<i>Reach Fund grant</i>	-	12,679	12,679
<i>Wolfson Foundation grant</i>	-	40,000	40,000
	185,663	183,764	369,427

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

5 Investment income - unrestricted

	2021	2020
	£	£
Bank deposit interest received	256	93

6 Expenditure on charitable activities

	Direct staff costs 2021 £	Other direct costs 2021 £	Support & governance costs (note 7) 2021 £	Total Funds 2021 £	Total Funds 2020 £
Managed Accounts	65,028	32,477	-	97,505	86,432
The Big Pathway	36,844	4,265	-	41,109	28,694
Direct Payments Support	68,490	13,488	-	81,978	60,599
Money in Mind	500	2,000	-	2,500	5,000
Managing my Money	24,422	3,136	-	27,558	33,550
The Big Group	32,545	96	-	32,641	38,268
Easy Read Service	-	-	-	-	4,190
Maths and English Project	9,860	136	-	9,996	9,996
A Good Life	32,743	117,106	-	149,849	31,324
Counselling	-	1,308	-	1,308	-
Stories	6,297	-	-	6,297	-
New Horizons	-	2,040	-	2,040	-
Big Science Club	1,110	388	-	1,498	-
COVID-19 project grants	-	4,890	-	4,890	-
Core running costs	-	-	953	953	97,875
Total 2021	277,839	181,330	953	460,122	395,928
Total 2020	180,526	68,961	146,441	395,928	

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

6 Expenditure on charitable activities (continued)

Expenditure on charitable activities – previous year

	<i>Direct staff costs 2020 £</i>	<i>Other direct costs 2020 £</i>	<i>Support & governance costs (note 7) 2020 £</i>	<i>Total Funds 2020 £</i>
<i>Managed Accounts</i>	50,503	25,910	10,019	86,432
<i>Self Advocacy</i>	-	-	-	-
<i>Citizens Advocacy</i>	-	-	-	-
<i>Skills for Care</i>	-	-	-	-
<i>Knowsley Advocacy Hub</i>	-	-	-	-
<i>The Big Pathway</i>	17,948	3,270	7,476	28,694
<i>Direct Payments Support</i>	45,266	5,314	10,019	60,599
<i>Consultancy Project</i>	-	-	-	-
<i>Hate Crime</i>	-	-	-	-
<i>Money in Mind</i>	-	4,000	1,000	5,000
<i>Managing my money</i>	22,302	1,229	10,019	33,550
<i>The Big Group</i>	30,372	4,533	3,363	38,268
<i>Easy Read Service</i>	-	-	4,190	4,190
<i>Maths and English Project</i>	7,775	2,221	-	9,996
<i>A Good Life</i>	6,360	22,484	2,480	31,324
<i>Core running costs</i>	-	-	97,875	97,875
	<hr/>			
Total 2020	180,526	68,961	146,441	395,928

7 Analysis of support and governance costs

	2021 £	2020 £
Wages and salaries	-	69,281
Other staff costs, expenses and consumables	-	14,999
Advertising	-	385
Premises costs	953	46,700
Office costs	-	2,369
IT costs	-	3,890
Consultancy, legal and accountancy fees	-	2,858
Rent	-	5,900
Sundries	-	59
	<hr/>	
	953	146,441

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

8 Net (incoming)/outgoing resources

	2021	2020
	£	£
Net resources are stated after charging/(crediting):		
Depreciation of owned fixed assets	957	359
Rentals under operating leases	1,143	1,062
Independent examination fee (exclusive of VAT)	2,395	2,335

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

	2021	2020
	£	£
Gross salaries	282,627	249,057
Employer's national insurance	18,362	15,941
Pension contributions	7,538	5,879

	308,527	270,877
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The average number of employees during the year was as follows:

	2021		2020	
	Head count	Full time equivalent	Head count	Full time equivalent
Engaged on charitable activities	10	9	10	9
Engaged on management and administration	5	4	5	4

	15	13	15	12
--	-----------	-----------	-----------	-----------

No employees had employee benefits in excess of £60,000 per annum (2020: nil).

The charity trustees were not paid and did not receive any other benefits from employment with the charity in the current or previous year. Travelling and other reimbursed expenses amounting to £nil (2020: £43) were paid to no (2020: one) trustees during the year.

The employee benefits paid to key management personnel during the year were £37,373 (2020: £36,532).

Funds belonging to the charity have been used for the purchase of insurance to protect the charity from loss arising from the neglect or defaults of its trustees, employees or agents, or to indemnify its trustees, employees or agents, against the consequences of any neglect or default on their part. The cost of this insurance was £310 (2020: £177).

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

10 Pension scheme

The charity makes payments into defined contribution pension schemes for certain employees. The assets of the scheme are held separately from those of the charity in independently administered funds. The pension charge represents contributions payable by the charity to the fund and amounted to £7,538 (2020: £5,879). There were no contributions outstanding at either the current or previous balance sheet date.

11 Tangible fixed assets

	Office Equipment £
Cost or valuation	
At 1 April 2020	39,540
Additions	2,602
	<hr/>
At 31 March 2021	42,142
	<hr/>
Depreciation	
At 1 April 2020	39,448
Charge for the year	957
	<hr/>
At 31 March 2021	40,405
	<hr/>
Net book value	
At 31 March 2020	92
	<hr/> <hr/>
At 31 March 2021	1,737
	<hr/> <hr/>

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

12 Investments

	2021	2020
	£	£
Investment in subsidiary undertakings held at cost	60	60
	<hr/>	<hr/>
	60	60
	<hr/> <hr/>	<hr/> <hr/>

Knowsley Disability Concern holds 100% of the issued share capital of KDC (Commercial) Ltd, a company incorporated in England and Wales, company number 08489813. The subsidiary is controlled by the Charity by virtue of the power to appoint directors to the board of the subsidiary. The subsidiary is a trading enterprise engaging in trades to raise funds for the charitable activities of the holding company, and donates its entire taxable trading profit to the holding company by way of gift aid. In the year ended 31 March 2021 KDC (Commercial) Limited generated turnover of £218,257 (2020: £197,288) and reported a pre-tax profit of £37,005 (2020: £42,391), before the donation of taxable trading profits to Knowsley Disability Concern. KDC (Commercial) Limited's net assets at 31 March 2021 amounted to £12,498 (2020: £12,409).

13 Debtors

	2021	2020
	£	£
Trade debtors	10,000	1,280
Prepaid expenses	28,130	26,580
Accrued income	52,506	62,136
Amounts due from subsidiary undertakings	15,060	17,897
VAT recoverable	-	6,339
	<hr/>	<hr/>
	105,696	114,232
	<hr/> <hr/>	<hr/> <hr/>

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

14 Creditors: amounts falling due within one year

	2021	2020
	£	£
Trade creditors	3,148	2,724
Accruals	4,728	3,787
Deferred income (note 15)	117,802	54,088
Other taxes and social security	5,832	5,877
Other creditors	48	461
VAT	5,865	-
	<hr/>	<hr/>
	137,423	66,937
	<hr/>	<hr/>

15 Deferred income

	As at 1 April 2020	Released from prior years	Deferred in year	As at 31 March 2021
	£	£	£	£
Deferred income	54,088	(54,088)	117,802	117,802
	<hr/>	<hr/>	<hr/>	<hr/>
	54,088	(54,088)	117,802	117,802
	<hr/>	<hr/>	<hr/>	<hr/>

Deferred income in the year includes a grant of £2,497 for the BIG Science Club project, a grant of £10,000 for the Managing my Money project, a grant of £14,750 from the Henry Smith Charity, a £23,549 Stories grant, a £19,358 National Lottery grant, a £10,000 KMBC grant, a £6,447 Skills for Care grant and a grant of £31,068 for the A Good Life project. These grants are deferred on the basis that the grant conditions will be met in the following financial year.

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

16 Analysis of charitable funds

	At 1 April 2020 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2021 £
Unrestricted funds					
General fund	131,118	265,326	(188,041)	(11,709)	196,694
Restricted funds					
Big Pathway, Big Group - Henry Smith grant	350	58,100	(73,750)	15,300	-
Money in Mind grant	-	2,500	(2,500)	-	-
Managing my Money	-	5,815	(27,558)	21,743	-
A Good Life grant	-	149,849	(149,849)	-	-
Maths and English Project grant	-	9,996	(9,996)	-	-
New Horizons grant	-	28,757	(2,040)	(25,334)	1,383
Big Science Club grant	-	1,498	(1,498)	-	-
COVID-19 project grants	-	4,890	(4,890)	-	-
	350	261,405	(272,081)	11,709	1,383
Total funds	131,468	526,731	(460,122)	-	198,077

The purposes of the restricted fund balances are as follows:

- The **Henry** Smith Charity grant was awarded to deliver the Big Pathway and Big Group programmes of learning and development activities for people with learning disabilities.
- The Money in Mind grant was awarded by the John Moores Foundation for the appointment of two employees to provide the delivery of welfare rights advice and support.
- The Managing my Money grant was awarded by Natwest bank to fund the programme which helps people with learning disabilities become more independent with money.
- The A Good Life grant was awarded by The National Lottery Community Fund to deliver The Good Life Partnership which will provide practical assistance for individuals who are living with symptoms and stressors in their lives, interfering with daily functioning.
- The Maths and English Project grant was awarded by the Workers' Educational Association to deliver the Maths and English core skills learning programme enabling people to gain credits towards a recognised qualification.
- **The** New Horizons grant is paid under a three-year Partnership Agreement with the Women's Organisation for KDC to deliver an employment programme to enable 180 adults with learning disabilities move into education, training and jobs.
- The grant received from The National Lottery under its COVID emergency funding enabled Someone to Talk to deliver telephone advice, support and therapy services during lockdown.

KNOWSLEY DISABILITY CONCERN

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

16 Analysis of charitable funds (continued)

- The Tesco Groundwork UK Grant funded costs to purchase mobile phones and data to enable staff to work remotely from home ensuring continuity of service delivery.
- The Leeds Building Society grant covered costs for six additional mobile phone handsets and sim cards for staff to operate remotely from home

Movement in funds – previous year

	<i>At 1</i>				<i>At 31</i>
	<i>April</i>	<i>Incoming</i>	<i>Outgoing</i>	<i>Transfers</i>	<i>March</i>
	<i>2019</i>	<i>resources</i>	<i>resources</i>		<i>2020</i>
	£	£	£	£	£
Unrestricted funds					
<i>General fund</i>	77,440	253,403	(199,725)	-	131,118
Restricted funds					
<i>Henry Smith grant</i>	2,627	57,317	(59,594)	-	350
<i>Money in Mind grant</i>	-	5,000	(5,000)	-	-
<i>Managing my Money</i>	(61)	23,258	(23,197)	-	-
<i>Easy Read Service grant</i>	-	4,190	(4,190)	-	-
<i>ESFA Big Pathway grant</i>	6,453	-	(6,453)	-	-
<i>Better Together grant</i>	3,770	-	(3,770)	-	-
<i>A Good Life grant</i>	-	31,323	(31,323)	-	-
<i>Maths and English Project grant</i>	-	9,996	(9,996)	-	-
<i>Reach Fund grant</i>	-	12,680	(12,680)	-	-
<i>Wolfson Foundation grant</i>	-	40,000	(40,000)	-	-
	12,789	183,764	(196,203)	-	350
Total funds	90,229	437,167	(395,928)	-	131,468

17 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	1,737	-	1,737
Fixed asset investments	60	-	60
Current assets	221,098	112,605	333,703
Current liabilities	(26,201)	(111,222)	(137,423)
	196,694	1,383	198,077

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NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2021

17 Analysis of net assets between funds – previous year

	<i>Unrestricted Funds</i>	<i>Restricted Funds</i>	<i>Total Funds</i>
	£	£	£
<i>Fund balances at 31 March 2020 are represented by:</i>			
<i>Tangible fixed assets</i>	92	-	92
<i>Fixed asset investments</i>	60	-	60
<i>Current assets</i>	143,815	54,438	198,253
<i>Current liabilities</i>	(12,849)	(54,088)	(66,937)
	131,118	350	131,468

18 Commitments under operating leases

At the balance sheet date the charity had outstanding commitments for future lease payments under operating leases, which fall due as follows:

	2021	2020
	£	£
In less than one year or on demand	245	1,143
In two to five years	-	245
	245	1,388

19 Related party transactions

During the year the charity charged rent of £600 (2020: £600) and re-charged management costs of £41,647 (2020: £28,914) to KDC (Commercial) Limited, the charity's subsidiary undertaking.

During the year ended 31 March 2021 KDC (Commercial) Limited donated £36,915 (2020: £42,482) of its profits in the form of gift aid. AT the year end £15,060 is due from KDC (Commercial Limited (2020: £17,897).

20 Reconciliation of net income to net cash flow from operating activities

	2021	2020
	£	£
Net income/(expenditure) for the year	66,609	41,239
Interest receivable	(256)	(93)
Depreciation and impairment of tangible fixed assets	957	359
(Increase) / decrease in debtors	8,536	(5,800)
Increase / (decrease) in creditors	70,486	29,377
	146,332	65,082