

# **Knowsley Disability Concern**


**Company Limited by Guarantee**

**Trustees' Report and Financial Statements**

**For the Year Ended 31 March 2022**

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# KNOWSLEY DISABILITY CONCERN

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YEAR ENDED 31 MARCH 2022

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# KNOWSLEY DISABILITY CONCERN

## CHARITY REFERENCE AND ADMINISTRATIVE DETAILS FOR THE YEAR ENDED 31 MARCH 2022

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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  
Mr James Walker

**Chief Executive Officer** Mrs Joyce Greaves (retired 8 October 2021)  
Mr Karl Pearce (appointed 31 August 2021)

**Independent Examiner** MHA Moore and Smalley  
Chartered Accountants  
Richard House  
9 Winckley Square  
Preston  
Lancashire  
PR1 3HP

**Bankers** Santander, Bootle

# **KNOWSLEY DISABILITY CONCERN**

## **TRUSTEES' ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2022**

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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 2022.

#### **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.

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 Daisie Henshall-Brown\*

Ms Irina Rodkina

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## TRUSTEES' ANNUAL REPORT

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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
- Better Lives (formerly 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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## TRUSTEES' ANNUAL REPORT

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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'.*

# KNOWSLEY DISABILITY CONCERN

## TRUSTEES' ANNUAL REPORT

### FOR THE YEAR ENDED 31 MARCH 2022

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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 206 people to join the scheme for the first time between April 2021 and March 2022 (previous year: 120) and provides ongoing support and advice for 852 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 – KDC Connections - for people using direct payments to recruit and employ suitable personal assistants to deliver care and support to meet their needs. We also coordinate direct training courses for the PAs employed such as: -

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- ***Pathways to Employment*** an asset based community development approach, supporting more people into the PA role. The model invited potential PAs to attend five sessions to explore more about the role, the values needed to work in social care and created the opportunity to meet potential employers. At the end, suitable candidates are recruited by individuals into paid jobs or voluntary work.
  - ***'Strengthening the Circle'*** an online or blended training offer providing practical tools and support to build the resilience of children and young people and those who support them, whatever their role. Strengthening the Circle programme is designed to strengthen the skills, confidence and competence of people working in non-specialist roles with children and young adults to support their mental wellbeing.
  - ***'Beyond "Behaviour": Supporting confidence, competence and a sense of well-being*** a workshop, to develop knowledge in - Determining what people may be communicating through their difficult behaviours; The role of physiological or psychiatric needs in the development of difficult behaviours; The importance of asking critical quality of life questions in building a support plan; The critical importance of addressing caregiver needs in the development of a support plan and Ways to support an individual in crisis.
  - ***The Importance of Belonging:*** a workshop about ideas for moving beyond interventions and staff cover to a system that supports enduring, freely chosen relationships. Participants had the chance to develop knowledge in the following areas - The impact of loneliness in the lives of people who experience disabilities, particularly as it relates to difficult behaviours; The importance of going home to the people we love as an important organising strategy for helping people to develop relationships; Strategies for helping people who are lonely to develop enduring, freely chosen, positive relationships and Problem-solving strategies for times when relationships are unbalanced or slow in developing.
  - ***Upside Down and Inside Out: Supporting a Person in Crisis,*** a workshop examining the strategies for supporting a person in crisis. The training focused on specific physiological changes that overcome a person in distress, and strategies that make sense for the person and his or her Personal Assistants. Participants were helped to develop their knowledge in the following areas - Understanding the reasons why a person may be in and out of crisis; Developing supports that assure the person's safety and the safety of others; Developing supports for the person's supporters; The physiology of aggression: What happens to the body in the presence of threat and Building a support plan that focuses on quality of life issues.
- Provision of a Direct Payments Managed Accounts Service (for 803 people in 2021-22, previous year: 727) 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 (82%), Liverpool City Council (15%) and other local authorities (3%).
  - 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 2021/22 A Good Life supported 802 people facing issues ranging from managing their tenancy, to coping with dementia to accessing full entitlement to disability benefits.
  - Provision of the 'Someone To Talk To' service (launched during the pandemic as part of A Good Life), offering telephone support and talking therapies to help combat isolation, anxiety and depression continues to develop and expand services. Between January 2021 and March 2022, 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.



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As a result of this service clients who received help through their crises have formed small social groups and check in with one another on a regular basis, providing support and combatting isolation.

- Continued 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 an Appointeeship Service designed to support vulnerable people by claiming their full benefit entitlement and looking after their day-to-day finances.
- 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 180 people to debate issues and concerns, learn about change, share opinions, influence policy and decisions, take part in projects, coproduction 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 and mate crime in Knowsley. KDC works closely with Merseyside Police and trains and supports 11 disability hate crime ambassadors to take incident reports and support victims. As restrictions eased hybrid and face to face meetings started to take place including Messy Monday's and Chill and Chat social events. At the end of March 2022, 105 people were regularly participating in BIG group activities including taking part in a joint art exhibition with Buzz Hub in St Helens Town Centre as part of World Down Syndrome Day, a sponsored work in aid of Mencap, and 4 members of the BIG group were involved in a coproduction project with Buzz Hub and the NHS around Advanced Statements..
- Delivery, as one of 9 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, 55 adults with learning disabilities were enrolled on the New Horizons programme taking the total number of individuals enrolled to 73.
- Organisation and facilitation of the 'Stories' reading groups allowing adults with learning disabilities to engage together through literature, improve confidence and broaden horizons.
- Development of an online members only Learning Portal designed to allow learners to access and submit activity and course work remotely.

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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. Programmes provided during the year included:
  - **The BIG Pathway**, helping people to build self-confidence and skills to prepare for the world of work were incorporated into the New Horizons programme.
  - **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. The course has been expanded to include food and sustainability topics and there is a monthly Science session that takes place to continue engagement with prior learners. 68 people completed the 6 week course during this period with 21 people engaging in the monthly sessions.
  - **Basic Math's and English** skills, designed to enable people gain a core skills qualification, were incorporated into the New Horizons programme.
  - **The BIG Science Club**, designed to bring the world of chemistry to life through fun and interactive learning activities and 'kitchen-sink' experiments continued during this period.
  - **Focused Training for the Future**, is a new project funded by ESF Community Grants up to the end of May 2022. It is a 12 week programme focusing on budgeting, sustainability, behaviour management, gardening and job skill development activities for adults with learning disabilities living in Knowsley and the surrounding areas. The project is based in the garden and classroom at KDC for a cohort of 12 individuals.

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 2022 there were 931 clients receiving this service, compared to 928 at the end of the previous year.

#### COVID-19 Response

KDC continued to operate in line with national guidance during 2021-22, hybrid working arrangements for employees of both KDC and Your Payroll were adopted. Community learning sessions and other activities, home visits and face-to-face meetings slowly started increasing with the implementation of the COVID-recovery plan 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. This allowed KDC once again to continue to deliver all projects and services successfully.

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 ongoing anxiety, depression and social isolation as a result of the pandemic.

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#### Delivery of Strategic Priorities and Objectives

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, with a marked increase in the number of health and social care assessments undertaken by KMBC, referral rates rose resulting in increased numbers of new referrals into our service to 270 in 21/22 from 157 during 20/21, an increase of 64%. 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 852, increasing from 797 for 2020/21.
    - A customer survey was launched for direct payment recipients who manage their own accounts. The survey took the form of a telephone question and answer session, which allowed additional general comments to be collected as well as the validation of personal details for data cleansing purposes. We tested our responsiveness to enquiries and confidence with paying care charges (client contribution) and confidence with keeping good records for Audit purposes.
    - User engagement continued through our support for the local direct payments user support group and closed Facebook groups 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
    - The PA finder website - KDC Connections - was redeveloped in coproduction with PAs and Direct Payment users and relaunched in March 2022.
    - A free programme of e-learning for all PAs working in Knowsley was offered through Cherry Training and included - Dementia Awareness; Anxiety; Epilepsy Awareness; Stroke Awareness; Nutrition and Hydration, Fire Safety; Infection Control; Depression; Diabetes Awareness and Person Centered Care.
    - Facilitation of accredited at-home training for PAs to undertake the following courses within the employers home in - Emergency First Aid at Work; Moving and Handling Risk Assessment and Personal Plan and Moving and Handling People (linked to the risk Assessment and plan).
  - 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 continued to increase during the year contributing to the overall growth in client numbers of 7%, from 747 at 31 March 2021 to 803 at 31 March 2022.
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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 9 organisations, led by the Woman's Organisation, to deliver New Horizons, a £4m Work Programme for the DWP. The programme is set to run until December 2023.
  - 2 KDC's BIG Group enabled 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 continues to develop new projects aimed at improving the health and wellbeing of adults with learning disabilities in Knowsley, including creative writing groups, the BIG Science Club and the men's and women's support groups.

### **A Good Life**

KDC's 'A Good Life' project, launched in February 2020 enabled 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, (Better Lives, TASC and Sight & Mind) led by KDC, helped people deal with the immediate issue and worked 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. The service has supported 911 people in the period from its launch date to 31 March 2022, and help clients to claim £4,339,476.45 in unclaimed welfare benefit entitlements, 89% of clients helped declared they had a disability.

### **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 and Project Worker, 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.

During the period to March 2022, 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.

### **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.

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### **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.

On the 1 February 2022, four Payroll were awarded the ISO 9001 (Quality Management) certification.

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 2022, the Charity employed 21 members of staff. Of the 21 staff, 13 work full-time (35 hours per week) and 8 work part-time (between 4 and 28 hours per week). KDC (Commercial) Limited employed 5 members of staff, working full-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.

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 was confirmed following a review in October 2021.

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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 2022. The Statement of Financial Activities shows incoming resources of £624,708 (2021 £526,731) and outgoing resources of £602,625 (2021 £460,122) for the year ending 31 March 2022, resulting in an in-year surplus of £22,083 (2021 surplus £66,609). The total reserves held by the Charity at 31 March 2022 amounted to £220,160 212,493, of which restricted funds totalled £23,042. Therefore, unrestricted reserves amounted to £197,118 compared with £196,694 at 31 March 2021.

#### Principal Funding Sources

During the period, the Charity derived 11% (2021: 11%) of its income from contracts with the Local Authority for the provision of services and 57% (2021: 55%) comprised grants and donations received. Earned income from primary purpose trading made up a further 26% (2021: 26%) and the Charity's trading subsidiary donations, made up 6% (2021: 7%) and totalled £39,218 (2021: £36,915) 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'.

#### 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 2022/23 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.

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 enabled the appointment, from 1 September, of a suitable successor who worked alongside the CEO for a period of induction and handover.

# KNOWSLEY DISABILITY CONCERN

## TRUSTEES' ANNUAL REPORT

### FOR THE YEAR ENDED 31 MARCH 2022

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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 free reserves to be maintained at a level which can ensure that Knowsley Disability Concern's core charitable objectives can continue to be delivered even during a period of unforeseen difficulty.

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:

- The resources required to manage and adjust staffing levels across the charity and its trading subsidiary
- The resources required to fulfil existing contracts, leases and other obligations and commitments.

Based on these principles, the required target level of free reserves for the Charity at 31 March 2022 has been calculated as £161,000.

At 31 March 2022, the level of accumulated unrestricted reserves stood at £197,118, however, of this, £2,353 is committed to fixed assets. Therefore, at 31 March 2022, the Charity had available free reserves of £194,764, representing a surplus of £33,764 against the minimum target level.

# KNOWSLEY DISABILITY CONCERN

## TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 MARCH 2022

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### 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 2022, 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
  - Securing Autism-Friendly accreditation
- 2 Expand the range of service by type, targeting need as well as income generation, including:
  - Development of a Suitable Person Service offer
  - Development of a blended offer for community education programmes and activities for adults with learning disabilities and online learner portal
  - 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**

Date:..... 05/12/2022 .....



**KNOWSLEY DISABILITY CONCERN**  
**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022 which are set out on pages 16 to 31.

**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: 05/12/2022 .....

# KNOWSLEY DISABILITY CONCERN

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

FOR THE YEAR ENDED 31 MARCH 2022

	Note	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
<b>Income from:</b>					
Donations and grants	3	45,178	21,445	66,623	66,341
Charitable activities	4	241,884	313,204	555,088	453,338
Other trading activities		600	-	600	600
Investment income	5	778	-	778	256
Other income		1,619	-	1,619	6,196
<b>Total</b>		290,059	334,649	624,708	526,731
<b>Expenditure on:</b>					
Charitable activities	6	202,999	399,626	602,625	460,122
<b>Total resources expended</b>		202,999	399,626	602,625	460,122
<b>Net income/(expenditure)</b>		87,060	(64,977)	22,083	66,609
<b>Transfers between funds</b>		(86,636)	86,636	-	-
<b>Net movement in funds</b>		424	21,659	22,083	66,609
<b>Reconciliation of funds:</b>					
<b>Total funds brought forward</b>		196,694	1,383	198,077	131,468
<b>Total funds carried forward</b>	16	197,118	23,042	220,160	198,077

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 2022

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	11	2,353	1,737
Investments	12	60	60
		<b>2,413</b>	<b>1,797</b>
<b>Current assets</b>			
Debtors	13	100,376	105,696
Cash at bank and in hand		229,668	228,007
		<b>330,044</b>	<b>333,703</b>
<b>Creditors falling due within one year</b>	14	(112,297)	(137,423)
<b>Net current assets</b>		<b>217,747</b>	<b>196,280</b>
<b>Net assets</b>		<b>220,160</b>	<b>198,077</b>
<b>Funds:</b>			
Unrestricted general funds		197,118	196,694
Restricted general funds		23,042	1,383
<b>Total charity funds</b>	16	<b>220,160</b>	<b>198,077</b>

For the year ended 31 March 2022 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.

These accounts were approved by the members of the committee and authorised for issue on the 05/12/2022 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 2022**

	Note	2022 £	2021 £
Cash flow from operating activities	20	3,063	146,332
Cash flow from investing activities			
Payments to acquire tangible fixed assets		(2,180)	(2,602)
Interest received		778	256
Net cash flow from investing activities		(1,402)	(2,346)
Net increase in cash and cash equivalents		1,662	143,986
Cash and cash equivalents at 1 April 2020		228,007	84,021
Cash and cash equivalents at 31 March 2021		229,669	228,007

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

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### 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 October 2019, 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 inflation, the cost of living crisis, and the impact of the COVID-19 pandemic.

The trustees have considered the level of funds held and the expected level of income and expenditure for the twelve months from authorising these financial statements. The trustees assess the charity to be a going concern based on review of financial performance of the financial year to date, the management accounts forecast for the remainder of the financial year, the rolling cash flow forecast, and future funding commitments.

As a result, the trustees are confident about the financial future of the charity and satisfied that these accounts are prepared on a going concern basis.

#### 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 2022

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### 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
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#### **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 2022

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### 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 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Gift aid from trading subsidiary	39,218	-	<b>39,218</b>	36,915
Gift in kind - rent	5,900	-	<b>5,900</b>	5,900
Skills for Care grant	-	13,345	<b>13,345</b>	8,543
COVID-19 project grants	-	-	-	4,890
KMBC Coronavirus Community Fund grant	-	8,100	<b>8,100</b>	10,000
Other donations and grants	60	-	<b>60</b>	93
	<b>45,178</b>	<b>21,445</b>	<b>66,623</b>	66,341
<b>Total 2021</b>	61,451	4,890	66,341	65,496

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 4 Incoming resources from charitable activities

	Unrestricted Funds 2022 £	Restricted Funds 2022 £	Total Funds 2022 £	Total Funds 2021 £
Managed Accounts	163,194	-	163,194	138,690
PHB Service Fees	-	-	-	125
Placement Fees	560	-	560	-
Direct Payments Support	70,565	-	70,565	56,700
Money In Mind grant	-	-	-	2,500
Managing my Money grant	-	14,473	14,473	5,815
Henry Smith grant	-	-	-	58,100
A Good Life grant	-	128,212	128,212	149,849
New Horizons grant	-	63,264	63,264	28,757
Big Science Club grant	-	11,384	11,384	1,498
Maths and English Project grant	-	-	-	9,996
National Lottery grant	-	-	-	1,308
Big Garden project grant	-	354	354	-
Big Group grant	-	23,125	23,125	-
Counselling service	-	4,020	4,020	-
Someone to talk to grant	-	2,984	2,984	-
Big pathway grant	-	22,125	22,125	-
Stories grant	-	31,007	31,007	-
Kickstart grant	7,565	-	7,565	-
Misc Restricted income projects	-	12,256	12,256	-
	<b>241,884</b>	<b>313,204</b>	<b>555,088</b>	<b>453,338</b>
	<b>Unrestricted Funds 2021 £</b>	<b>Restricted Funds 2021 £</b>	<b>Total Funds 2021 £</b>	<b>Total Funds 2020 £</b>
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	-
	<b>196,823</b>	<b>256,515</b>	<b>453,338</b>	<b>369,427</b>



# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 5 Investment income - unrestricted

	2022 £	2021 £
Bank deposit interest received	778	256

### 6 Expenditure on charitable activities

	Direct staff costs 2022 £	Other direct costs 2022 £	Support & governance costs (note 7) 2022 £	Total Funds 2022 £	Total Funds 2021 £
Appointeeship Service	17,883	3,367	-	21,250	-
Managed Accounts	72,481	17,886	-	90,367	97,505
ESF (Big Pathway)	45,330	2,197	-	47,527	41,109
Direct Payments Support	111,907	13,068	-	124,975	81,978
Money In Mind	-	-	-	-	2,500
Managing my Money	12,227	2,128	-	14,355	27,558
The Big Group	56,234	4,514	-	60,748	32,641
Easy Read Service	-	-	-	-	9,996
Maths and English project	-	-	-	-	149,849
A Good Life	37,659	90,553	-	128,212	1,308
Counselling	-	4,020	-	4,020	6,297
Stories	30,221	2,113	-	32,334	2,040
New Horizons	79,628	7,303	-	86,931	1,498
Big Science Club	2,012	274	-	2,286	4,890
Someone to talk to	2,444	540	-	2,984	-
Big Garden Project	8	346	-	354	-
Other restricted projects	2,056	4,474	-	6,530	-
Skills for care	6,457	6,888	-	13,345	-
Core running costs	-	-	10,657	10,657	12,664
Recharged to subsidiary	-	-	(44,250)	(44,250)	(11,709)
<b>Total 2022</b>	<b>476,547</b>	<b>159,671</b>	<b>(33,593)</b>	<b>602,625</b>	<b>460,122</b>
<b>Total 2021</b>	<b>277,839</b>	<b>181,330</b>	<b>953</b>	<b>460,122</b>	

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 6 Expenditure on charitable activities (continued)

#### Expenditure on charitable activities – previous year

	2021			
	<i>Direct staff costs</i>	<i>Other direct costs</i>	<i>Support &amp; governance (note 1)</i>	<i>Total</i>
<i>Appointeeship Service</i>	65,029	32,477		97,505
<i>Managed Accounts</i>	36,844	7,267		44,112
<i>ESF (Big Pathway)</i>	68,489	13,489		81,978
<i>Direct Payments Support</i>	500	2,000		2,500
<i>Money In Mind</i>	24,422	3,136		27,557
<i>Managing my Money</i>	32,545	95	-	32,640
<i>The Big Group</i>	-	-	-	-
<i>Easy Read Service</i>	9,860	135		9,996
<i>Maths and English project</i>	32,743	117,105		149,848
<i>A Good Life</i>	-	1,308	-	1,308
<i>Counselling</i>	6,297	-	-	6,297
<i>Stories</i>	-	2,040		2,040
<i>New Horizons</i>	1,110	388		1,498
<i>Big Science Club</i>		3,700		3,700
<i>Someone to talk to</i>		1,190		1,190
<i>Core running costs</i>			12,662	12,662
<i>Recharged to subsidiary</i>			(11,709)	(11,709)
	<b>277,839</b>	<b>184,330</b>	<b>953</b>	<b>463,122</b>

### 7 Analysis of support and governance costs

	2022 £	2021 £
Wages and salaries	(13,602)	(8,104)
Other staff costs, expenses and consumables	-	989
Premises costs	3,046	7,653
IT costs	8,376	-
Consultancy, legal and accountancy fees	4,525	2,590
Consumables	8,312	9,534
	<b>10,657</b>	<b>12,662</b>

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 8 Net (incoming)/outgoing resources

	2022 £	2021 £
<b>Net resources are stated after charging/(crediting):</b>		
Depreciation of owned fixed assets	1,563	957
Rentals under operating leases	245	1,143
Independent examination fee (exclusive of VAT)	2,535	2,395

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

	2022 £	2021 £
Gross salaries	398,509	282,627
Employer's national insurance	27,912	18,362
Pension contributions	8,445	7,538
	<b>434,866</b>	<b>308,527</b>

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

	2022 Head count	2022 Full time equivalent	2021 Head count	2021 Full time equivalent
Engaged on charitable activities	15	13	10	9
Engaged on management and administration	5	3	5	4
	<b>20</b>	<b>16</b>	<b>15</b>	<b>13</b>

No employees had employee benefits in excess of £60,000 per annum (2021: 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 (2021: £nil) were paid to no (2021: nil) trustees during the year.

The employee benefits paid to key management personnel during the year were £44,983 (2021: £37,373).

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 £131 (2021: £310).

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

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### 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 £8,445 (2021: £7,538). There were no contributions outstanding at either the current or previous balance sheet date.

### 11 Tangible fixed assets

	Office Equipment £
<b>Cost or valuation</b>	
At 1 April 2021	42,142
Additions	2,180
Disposals	-
At 31 March 2022	<b>44,321</b>
<b>Depreciation</b>	
At 1 April 2021	40,405
Charge for the year	1,563
At 31 March 2022	<b>41,968</b>
<b>Net book value</b>	
At 31 March 2021	1,737
At 31 March 2022	<b>2,353</b>

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 12 Investments

	2022 £	2021 £
Investment in subsidiary undertakings held at cost	60	60
	<b>60</b>	<b>60</b>

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. Income for the year in the subsidiary was £223,981 (2021: £218,258) and reported a pre-tax profit of £39,218 (2021: £37,005), before the donation of taxable trading profits to Knowsley Disability Concern. KDC (Commercial) Limited's net assets at 31 March 2022 amounted to £11,873 (2021: £12,498).

The performance of the subsidiary can be summarised as follows: -

	2022 £	2021 £
Turnover	<b>223,981</b>	218,258
Cost of sales	<b>(125,152)</b>	(116,288)
Gross profit	<b>98,829</b>	101,970
Administrative expenses and other operating income	<b>(60,236)</b>	(64,965)
Operating profit	<b>38,593</b>	37,005
Distribution to parent charity	<b>(39,218)</b>	(36,915)
Retained earnings brought forward	<b>12,498</b>	12,408
Retained earnings carried forward	<b>11,873</b>	12,498

### 13 Debtors

	2022 £	2021 £
Trade debtors	<b>4,098</b>	10,000
Prepaid expenses	<b>21,638</b>	28,130
Accrued income	<b>21,618</b>	52,506
Amounts due from subsidiary undertakings	<b>53,021</b>	15,060
VAT recoverable	-	-
	<b>100,376</b>	105,696

# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2022

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

	2022 £	2021 £
Trade creditors	9,322	3,148
Accruals	4,026	4,728
Deferred income (note 15)	82,421	117,802
Other taxes and social security	6,093	5,832
Other creditors	-	48
VAT payable	10,435	5,865
	<b>112,297</b>	<b>137,423</b>

#### 15 Deferred income

	As at 1 April 2021 £	Released from prior years £	Deferred in year £	As at 31 March 2022 £
Deferred income	117,802	(117,802)	82,421	82,421
	<b>117,802</b>	<b>(117,802)</b>	<b>82,421</b>	<b>82,421</b>

Deferred income in the year includes a grant of £15,338 counselling service, £12,158 for the Big Garden Project, £18,951 for Skills for Care grant £29,098 for the A Good Life project and £6,878 re Someone to Talk to. 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 2022

### 16 Analysis of charitable funds

	At 1 April 2021 £	Incoming resources £	Outgoing resources £	Transfers £	At 31 March 2022 £
<b>Unrestricted funds</b>					
General fund	196,694	290,059	(202,999)	(86,636)	197,118
<b>Restricted funds</b>					
A Good Life	-	128,212	(128,212)	-	-
BIG Group	-	23,125	(60,748)	37,623	-
BIG Garden Project	-	354	(354)	-	-
BIG Pathway	-	22,125	(47,527)	25,402	-
BIG Science	-	11,384	(2,286)	-	9,098
Counselling Service	-	4,020	(4,020)	-	-
Managing My Money	-	14,473	(14,355)	-	118
Other Restricted Projects	-	20,356	(6,530)	-	13,826
New Horizons	1,383	63,264	(86,931)	22,284	-
Skills For Care	-	13,345	(13,345)	-	-
STTT	-	2,984	(2,984)	-	-
Stories	-	31,007	(32,334)	1,327	-
	<b>1,383</b>	<b>334,649</b>	<b>(399,626)</b>	<b>86,636</b>	<b>23,042</b>
<b>Total funds</b>	<b>198,077</b>	<b>624,708</b>	<b>(602,625)</b>	<b>-</b>	<b>220,160</b>

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** 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 2022

### 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

	<b>At 1 April 2020 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Transfers £</b>	<b>At 31 March 2021 £</b>
<b>Unrestricted funds</b>					
General fund	131,118	265,326	(188,041)	(11,709)	196,694
<b>Restricted funds</b>					
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)	-	-
	<b>350</b>	<b>261,405</b>	<b>(272,081)</b>	<b>11,709</b>	<b>1,383</b>
<b>Total funds</b>	<b>131,468</b>	<b>526,731</b>	<b>(460,122)</b>	<b>-</b>	<b>198,077</b>

### 17 Analysis of net assets between funds

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
<b>Fund balances at 31 March 2022 are represented by:</b>			
Tangible fixed assets	2,353	-	<b>2,353</b>
Fixed asset investments	60	-	<b>60</b>
Current assets	208,050	121,994	<b>330,044</b>
Current liabilities	(13,346)	(98,952)	<b>(112,297)</b>
	<b>197,118</b>	<b>23,042</b>	<b>220,160</b>



# KNOWSLEY DISABILITY CONCERN

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 17 Analysis of net assets between funds – previous year

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

### 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:

	<b>2022</b>	<b>2021</b>
	£	£
In less than one year or on demand	-	245
In two to five years	-	-
	<b>-</b>	<b>245</b>

### 19 Related party transactions

During the year the charity charged rent of £600 (2021: £600) and re-charged management costs of £44,250 (2021: £41,647) to KDC (Commercial) Limited, the charity's subsidiary undertaking.

During the year ended 31 March 2022 KDC (Commercial) Limited donated £39,218 (2021: £36,915) of its profits in the form of gift aid. AT the year end £53,021 is due from KDC (Commercial Limited (2021: £15,060).

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

	<b>2022</b>	<b>2021</b>
	£	£
Net income/(expenditure) for the year	22,083	66,609
Interest receivable	(778)	(256)
Depreciation and impairment of tangible fixed assets	1,563	957
(Increase) / decrease in debtors	5,320	8,536
Increase / (decrease) in creditors	(25,126)	70,486
	<b>3,063</b>	<b>146,332</b>