

**London Deaf and Disability Organisations
CIC
Operating as: Inclusion London
Report and Financial Statements
31 March 2011**

sayer vincent

consultants and auditors

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Reference and administrative details

For the year ended 31 March 2011

Status	The organisation is a company limited by guarantee, incorporated on 21 October 2008.	
Company number	6729420	
Registered office and operational address	49-51 East Road Old Street LONDON N1 6AH	
Directors	Andrew Little	(Chief executive and Company secretary) (resigned 11 January 2011)
	Tracey Lazard	(Resigned 25 February 2011, reappointed Director and Chief Executive 1 July 2011)
	Simone Aspis	
	Kirsten Hearn	
	Tony Heaton	
	Roger Hewitt	(appointed 16 March 2011)
	Sharon Matthew	
	Francis Mills	(appointed 22 May 2010)
	Caroline Nelson	
	Geraldine O'Hallaran	(resigned 20 September 2010)
Bankers	Unity Trust Nine Brindleyplace Birmingham B1 2HB	
Auditors	Sayer Vincent Chartered accountants and registered auditors 8 Angel Gate City Road London EC1V 2SJ	

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Report of the directors

For the year ended 31 March 2011

The directors present their report and the audited financial statements for the year ended 31 March 2011.

The directors and their interests

The organisation is a community interest company limited by guarantee, incorporated on 21 October 2008.

The company was established under a memorandum of association which established the objects and powers of the company and is governed under its articles of association. The company is registered under the name London Deaf and Disability Organisations CIC, but operates under the name Inclusion London.

Principal activities and review

In 2006 London Councils, The City Bridge Trust and City Parochial Foundation supported work to research the need for, and potential structure of an organisation able to represent and support Deaf and disabled people's organisations (DDPOs) and their service users in London. A steering group was formed, and with the aid of a number of consultants they undertook an extensive consultation exercise, leading to a report with clear recommendations for a new policy, voice and infrastructure support organisation.

Inclusion London (registered as the London Deaf and Disability organisations Community Interest Company) was set up in October 2008 and became operational in July 2009. In the period April 2010 to March 2011 Inclusion London continued to grow with support and funding from London Councils, BIG Lottery and Capacity builders. This report covers this period and outlines plans for future work.

Aims of Inclusion London

Inclusion London has the following strategic aims:

- To provide a strong, collective and effective voice at a strategic policy level, that reflects the diversity of Deaf and disabled peoples organisations (DDPO's) in London and addresses the strategic policy issues that impact on DDPO's ability to survive and thrive.
- To provide strategic capacity building support to London's DDPO's to enable DDPOs to better access mainstream resources, meet currently unmet need, build partnerships and respond to emerging policy and funding environments
- To support and promote innovation and entrepreneurship amongst DDPO's .
- To lead by example and ensure Inclusion London is an effective, professional, inclusive and accessible organisation that reflects the richness and diversity of London DDPO's and the Deaf and disabled people they represent.

Overview

The period 2010 – 2011 saw Inclusion London consolidate and further develop its policy and representation work and in late 2010 successfully recruit 2 members of staff to carry out a range of strategic capacity building work with DDPO's. Securing a full complement of staff has enabled the organisation to make rapid progress across all areas of its work, as detailed below, and begin to ensure there is effective representation and support for DDPOs at a London wide level.

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The organisation has also moved to appropriately accessible premises ensuring that both current and future access needs of staff, Board and members can be met.

Key achievements:

Policy and Voice

The year saw Inclusion London consolidate and develop its policy and voice work: responding to external policy consultations, providing briefings on the implications of proposals to DDPOs, and gathering evidence and case studies from DDPOs to include in final submissions, thus ensuring that the voice of London's Deaf and disabled peoples organisations were heard.

External financial and political changes had a major impact on the organisations policy and voice work over the year, most notably the Coalition government spending cuts and changes to benefits and welfare support contained in the Welfare Reform Bill. Specific achievements included:

- An election 'hustings' event in April 2010, attended by more than 60 Deaf and disabled people representing DDPO's from across London, that enabled DDPO's to hear from, and put forward their views, to representatives from the 3 main political parties and the Green party prior to the local council elections and general election in May 2010. Drawing from the event itself and a pre-event email survey of DDPOs, Inclusion London produced a report setting out what disabled people wanted from government and local government.
- A major event for DDPO's in September 2010, introducing the Equalities Act 2010, and comparing and contrasting the new Act with the previous Disability Discrimination Act. This was an extremely popular and successful event, attended by 62 DDPO's, which provided a timely introduction to this very important piece of legislation as well as extensive networking opportunities for DDPOs.
- Co-ordinated responses to a range of policy and strategy consultations including: The London Plan, the consultation on proposed public sector specific equality duties, Right To Control, Mayors Transport strategy, Mayors Health Inequality Strategy and Mayors Housing strategy, review of Dial-a-ride, Social care green paper and Welfare Reform Bill, the future of adult social care.
- Initiating research to resource the sector including a major evidence base on the position of Deaf and disabled Londoners which was subsequently profiled by the national disability charity sector.
- Organising a number of networking seminars and meetings where policy makers and DDPOs were given the opportunity to meet directly. Our evaluation showed 75 per cent positive feedback from policy makers who participated and reported an increased knowledge of DDPOs needs and views, whilst the DDPOs involved report increased understanding of and engagement with policy makers.
- Developing links with a range of partner organisations including London DDPO's and pan-London partners including LVSC and the London Civic Forum.
- Developing relationships with key policy units within government notably Transport for London's Equality Team and Strategic Planning Team, GLA, Department of Health and Voluntary Sector Forum.

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Strategic capacity building support to London's DDPO's

The period 2010-11 saw Inclusion London's face some difficulty in moving forward with this key area of work due to delays in recruiting to the post of Community Development Position. This was resolved by re-examining and refocusing the work to be clear about its role providing strategic capacity building support to DDPOs. Inclusion London successfully recruited 2 part time Strategic Development Officers in winter 2010. With the increase in personnel, Inclusion London has rapidly been able to improve and increase its contact with different DDPOs and has greatly increased the number of opportunities for DDPOs to network. Specific achievements include:

- Organising seven network meetings that were attended by 42 DDPOs, of which 95 per cent reported the events as positive and valuable.
- Work with London Voluntary Service Council, Disability Lib and Disability Action in Islington on the Building our Futures (BOF) project. The project, funded by Trust for London, carried out research into the employment and human resource needs of DDPOs and put forward a number of recommendations for meeting HR needs identified. Inclusion London has since implemented a key recommendation from the project to set up a training and peer support network for CEO's of DDPO's.
- Establishing links with mainstream infrastructure support providers, mapping resources and negotiating increased access for DDPOs . This will be a key on-going area of work.
- Developing the resource sections of the Inclusion London website to ensure it is a key source of information about policy and support issues affecting DDPO's.
- In partnership with DH London region, Inclusion London commissioned research to find out the level of engagement in the personalisation agenda of DDPO's in London. Dissemination of this research included presenting to the Dept of Health and London Borough Adult Social Services Transformation Leads
- The development of a good practice guide, funded by Capacity Builders and launched in March 2011, on how to address the needs of disabled Black, minority ethnic and refugee people following on from research into the needs of disabled people from London's BAMER communities

Financial review

The year 2010 to 2011 saw Inclusion London reach a full complement of staff and therefore reach budgeted levels of expenditure for the first time. Funding from our 3 funders: London Councils, BIG Lottery funding and Capacity Builders totalled £376,785 with a corresponding level of expenditure of £376,785. Inclusion London generated £4,457 of unrestricted income and ended the year with a reserve of £4,813.

A key objective over the next year and beyond is to diversify and expand our funding base both by seeking Charitable Trust funding for additional policy and strategic support work and by developing our chargeable income generation services to increase our unrestricted income and build up a much needed contingency reserve.

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Report of the directors

For the year ended 31 March 2011

Future work

Work for 2011-12 will focus on consolidating and developing our services to ensure we meet our strategic aims. Key areas of work include:

- Elections 2012 – ensuring DDPOs and the Deaf and disabled Londoners they represent have a voice in the forthcoming mayoral and assembly elections. Work will include developing, with DDPO's, a disability equality manifesto and holding hustings with candidates.
- CEO network –providing CEO's of DDPOs with facilitated and structured training, networking and peer support opportunities.
- Developing our website as a resource for DDPO's including creating a Facts and Stats page where DDPOs can quickly and easily access the key information they need on disability equality issues, creating links to a range of campaign tools and training, and capacity building and legal support providers.
- Continuing work to ensure the views of London's DDPOs are fed into key policy and legislative developments including around the implementation of the Equality Act 2010 and public sector equality plans, the development of Adult Social Care law and funding, the Welfare Reform Bill and disability-related benefits, specialist employment support, and education.
- Developing our links with, and support to London's Deaf organisations
- Continuing to provide regular opportunities for DDPOs to meet together to share and receive information and support and meet with policy makers
- Working with DDPOs to identify what strategic support and capacity building is most needed to enable DDPO's to respond to new commissioning and tendering environments including for example cross borough commissioning.

Statement of the directors' responsibilities

The directors are responsible for preparing the directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and the profit or loss of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

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Report of the directors

For the year ended 31 March 2011

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Each of the directors confirms that to the best of his/her knowledge there is no information relevant to the audit of which the auditors are unaware. Each of the directors also confirms that he/she has taken all necessary steps to ensure that he/she is aware of all relevant audit information and that this information has been communicated to the auditors.

The directors

The directors who served during the period and up to the date of this report were as follows:

Andrew Little (Chief executive and Company secretary, resigned 11 January 2011)
Simone Aspis
Kirsten Hearn
Tony Heaton
Roger Hewitt (appointed 16 March 2011)
Tracey Lazard (resigned 25 February 2011, appointed Chief Executive 1 July 2011)
Sharon Matthew
Francis Mills (appointed 22 May 2010)
Caroline Nelson
Geraldine O'Hallaran (resigned 20 September 2010)

Members of the company guarantee to contribute an amount not exceeding £1 to the assets of the company in the event of winding up. The total number of such guarantees at 31 March 2011 was 8 (2010: 9). The directors have no beneficial interest in the company.

Auditors

Sayer Vincent were re-appointed as the company's auditors during the year and have expressed their willingness to continue in that capacity.

The directors' report has been prepared in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the directors on 21 September 2011 and signed on their behalf by

Tracey Lazard

Independent auditors' report

To the members of

London Deaf and Disability Organisations CIC (operating as Inclusion London)

We have audited the financial statements of Inclusion London for the year ended 31 March 2011 which comprise the income and expenditure account, balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

Respective responsibilities of directors and auditors

As explained more fully in statement of directors responsibilities set out in the report of the directors, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

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

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2011 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

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

Independent auditors' report

To the members of

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Matters on which we are required to report by exception

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

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

[Signature as senior statutory auditor]

Catherine L Sayer (Senior statutory auditor)

Date

for and on behalf of Sayer Vincent, Statutory Auditors
Sayer Vincent, 8 Angel Gate, City Road, LONDON EC1V 2SJ

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London Deaf and Disability Organisations CIC (operating as Inclusion London)

Income and expenditure account

For the year ended 31 March 2011

				18 months ended 31 March 2010
			Year ended 31 March 2011	
	Note	Restricted £	Unrestricted £	Total £
				Total £
Income				
Grants receivable	2	376,785	-	376,785
Consultancy income		-	1,100	1,100
Interest receivable		-	177	177
Other income		-	3,180	3,180
Total income		376,785	4,457	381,242
Expenditure				
Staff salaries	4	149,291	476	149,767
Other staff costs		17,579	-	17,579
Marketing and communication		65,132	3,528	68,660
Consultancy fees		63,017	-	63,017
Premises costs		24,285	-	24,285
Depreciation costs		1,969	-	1,969
Administration		14,332	-	14,332
Legal and professional		8,209	-	8,209
Board and governance		32,971	-	32,971
Total expenditure	3	376,785	4,004	380,789
Surplus for the year		-	453	453
Taxation	5	-	-	-
Net movement in funds		-	453	453
Reserves at the start of the year		-	4,360	4,360
Reserves at the end of the year		-	4,813	4,813

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than the net movement in funds for the period.

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Balance sheet

31 March 2011

	Note	£	2011 £	2010 £
Tangible fixed assets	6		6,468	5,755
Current assets				
Debtors	7	25,451		155,438
Cash at bank and in hand		140,945		120,707
		166,396		276,145
Creditors: amounts due within one year	8	168,051		277,540
Net current liabilities			(1,655)	(1,395)
Net assets			4,813	4,360
Reserves				
Reserves			4,813	4,360
Total funds			4,813	4,360

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

Approved by the directors on 21 September 2011 and signed on their behalf by

Tracey Lazard

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Notes to the financial statements

For the year ended 31 March 2011

1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006.
- b) Consultancy income represents invoiced sales of services, exclusive of VAT.
- c) Grants are recognised in full in the Income and expenditure account in the year in which they are receivable. Grants for the purchase of fixed assets are credited to restricted incoming resources when receivable. Depreciation of fixed assets purchased with such grants is charged against the restricted fund.
- d) Depreciation is provided on all tangible assets at rates calculated to write each asset down to its estimated residual value evenly over its expected useful life, which in all cases is set at four years. Items of equipment are capitalised where the purchase price exceeds £500.
- e) Provision is made on the liability method for all taxation deferred in respect of timing differences to the extent that, in the opinion of the directors, a liability is likely to crystallise in the foreseeable future.

2. Grants receivable

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
London Councils - RSI for DDPOs	244,517	190,885
Capacity Builders (project contribution)	-	8,490
Capacity Builders	97,177	15,533
Big Lottery Fund revenue grant	35,091	19,371
Big Lottery Fund capital grant	-	6,700
	<u>376,785</u>	<u>240,979</u>

London Councils

Inclusion London had £236,615 of London Councils deferred income brought forward from the previous year. London Councils paid Inclusion London a further £79,934 of grant income during the year. Of this, £244,517 was recognised as income during the year and was fully expended for the purposes for which it was awarded. The remaining £72,178 has been deferred to contribute towards activities in 2011/2012. This grant is restricted and solely to be spent on the RSI project - Developing Representation, Support and Information for London DDPOs.

Capacity Builders

Capacity Builders funding is restricted to a research project looking into the needs of disabled black and minority ethnic refugees. The project contribution element is for the overheads associated with the project.

Big Lottery fund - revenue grant

Inclusion London had £20,444 of Big Lottery Fund deferred income brought forward from the previous year. The Big Lottery Fund paid Inclusion London a further £40,758 during the year. Of this, £35,091 was spent during the year. The unspent amount of £26,111 is carried forward as deferred income and will be spent in the next financial year. This grant is restricted and solely to be spent on the RSI project - Developing Representation, Support and Information for London

Big Lottery Fund - capital grant

The Big Lottery Fund capital grant of £6,700 was fully spent in the year of receipt (2010) on capital equipment. Depreciation of £1,675 was charged against these assets in the year.

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Notes to the financial statements

For the year ended 31 March 2011

3. Net income for the period

This is stated after charging / crediting:

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
Depreciation	1,969	1,919
Directors' remuneration	25,482	34,083
Directors' expenses	2,230	1,486
Auditors' remuneration: <ul style="list-style-type: none">▪ Audit	4,800	4,700

Directors are paid a salary of £250 per month for their services as directors (£833 per month for the Chair). The salary of the Chief Executive (who is also a Director) is included within staff costs in note 4.

4. Staff costs

Staff costs were as follows:

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
Salaries and wages	135,461	109,727
Social security costs	14,306	12,114
Total staff costs	149,767	121,841

5. Taxation

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
UK corporation tax at 21%	-	-

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Notes to the financial statements

For the year ended 31 March 2011

6. Tangible fixed assets

	Fixtures and fittings £	Total £
Cost		
At start of the year	7,674	7,674
Additions in year	2,682	2,682
At the end of the year	10,356	10,356
Depreciation		
At the start of the year	1,919	1,919
Charge for the period	1,969	1,969
At the end of the period	3,888	3,888
Net book value		
At the end of the year	6,468	6,468
At the start of the year	5,755	5,755

7. Debtors

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
Trade debtors	6,750	9,500
Accrued income	8,684	142,500
Prepayments	10,017	1,428
Other debtors	-	2,010
	25,451	155,438

8. Creditors : amounts due within one year

	Year ended 31 March 2011 £	18 months ended 31 March 2010 £
Trade creditors	46,346	784
Other creditors	2,690	4,063
Deferred income	98,289	257,205
Accruals	15,235	11,907
Social security	5,491	3,581
	168,051	277,540

London Deaf and Disability Organisations CIC (operating as Inclusion London)

Notes to the financial statements

For the year ended 31 March 2011

9. Deferred Income

	London Councils £	Big Lottery £	Total £
As at 1 April 2010	236,761	20,444	257,205
Cash received and accrued in year	79,934	40,758	120,692
Resources expended in year	(244,517)	(35,091)	(279,608)
As at 31 March 2011	<u>72,178</u>	<u>26,111</u>	<u>98,289</u>

10. Related party transactions

Inclusion London paid Shape Limited £3,182 for accountancy services and room hire in the period. One of Inclusion London's directors, Tony Heaton, is Chief Executive of Shape Limited.

£4,000 was paid to Caroline Gooding for consultancy services. She is the partner of an employee of Inclusion London, however this employee was not involved in the selection process

Both of these arrangements were on an arm's length basis and normal rates were paid for the services received.