



**PROVIDING SERVICES FOR OLDER AND DISABLED PEOPLE**

**Annual Review and  
Financial Statements  
31st March 2008**



**Bromley Association of People with Disabilities**

**BATH is a Company Limited by guarantee registered in England and Wales.  
Limited Company No. 3532309 Registered Charity No. 1074012**

## **Mission Statement**

**BATH** is a not-for-profit organisation providing user-led support and services to people with disabilities and older people.

**BATH** responds to changing needs and is proactive in enabling freedom of access and inclusion in everyday lives of those affected by disability.



**(BROMLEY ASSOCIATION OF PEOPLE WITH DISABILITIES)  
(limited by guarantee)**

***PROVIDING SERVICES FOR OLDER AND DISABLED PEOPLE***

**ANNUAL REVIEW AND SUMMARY FINANCIAL STATEMENT  
31<sup>st</sup> MARCH 2008**

**Charity no: 1074012  
Company no: 3532309**

## Contents

Charity information	3
Chairman's introduction	4
Trustees' report	5-12
Objectives & activities	
Achievements & performance	
Plans for future periods	
Financial review	
Structure, governance & management	
Independent Auditor's report	13
Statement of financial activities	14
Balance sheet	15
Notes to the financial statements	16-21
How you can contact us	22
How you can help	22

# Charity information

## Patron:

The Mayor of Bromley

## President:

Sir Roger Sims

## Trustees:

Phillip Metcalf (Chairman and Treasurer)  
John Chalk  
John Newton  
Robin Oakley Smith  
Stephen Varney  
Josephine Walters

## Management team:

Trevor Browne (Chief Executive and Company Secretary)  
Debora Cady (Respite Breaks Manager)  
Glen Cady (Disability Consultant and Website Manager)  
Malcolm Elvines (Disability Consultancy Service Manager)  
Peter Hart (Blue Badge scheme manager)  
Janet Smith (Finance Officer - volunteer)  
Alan Voda (Community Transport Development Manager)

## Registered office:

Lewis House  
30 Beckenham Road  
Beckenham Road  
Kent  
BR3 4LS

## Auditors:

Baker Tilly  
Tax and Accounting Ltd  
7 Elmfield Road  
Bromley  
Kent  
BR1 1LT

## Legal advisors:

Thackray Williams  
Kings House  
32-40 Widmore Road  
Bromley  
Kent  
BR1 1RY

## Bankers:

HSBC  
184 High Street  
Bromley  
Kent  
BR1 1HE

CAF BANK Ltd  
25 Kings Hill  
West Malling  
Kent  
ME19 4JQ

## Chairman's introduction

Welcome to the Annual Review and Summary Financial Statement 31<sup>st</sup> March 2008.

This year saw the continued development of our Community Transport scheme. In partnership with Bromley Social Services we successfully set up a dedicated transport service for a group of disabled young people, operating under the project name 'Access all Areas'. We also became one of four Community Transport providers in London offering contracted services to Transport for London's Dial-a-Ride operation.

We believe that the resulting growth in our operational capability will enable us to maintain and improve our transport services to our existing and new users.

We also took the opportunity during the year to restructure our transport charges and the terms of employment of our drivers. This has resulted in a significant decrease in our fixed costs.

All of our other services have operated successfully and it is pleasing to note that our partnerships with the London Borough of Bromley and the Bromley Primary Care Trust have continued to develop in a positive way.

Our Disability Consultancy Service carried out a record number of training courses and access audits, which made a welcome contribution to our unrestricted funds.

Although we carried out a number of housekeeping projects including the internal redecoration of Lewis House, we continued to maintain good control over costs while meeting all of our objectives, and each of our services continue to maintain healthy cash reserves.

On behalf of the board I would like to thank our partners who provide not only funding and grants but also their continuing support and encouragement which enables us to develop and deliver our services. Specifically these are

**Big Lottery Fund**

**City Bridge House Trust**

**London Borough of Bromley**

**Bromley Primary Care Trust**

Set against a demanding economic background, we expect next year to see further positive developments in the services we provide, and I am as ever grateful to our staff and volunteers for their cheerful and untiring support. My thanks also go to my colleagues on the Board for their help and support over the last year.

**Phillip Metcalf  
Chairman**

## Trustees' report

The Trustees, who act as directors for the purposes of company law, present their annual report and the audited financial statements for the year ended 31st March 2008.

### Company status...

The Charity is constituted as a company limited by guarantee and is therefore governed by its memorandum and articles of association. The liability of each member in the event of the company being wound up is limited to £1.00. The company is a registered charity and acts as a non-profit making organisation.

## Objectives & activities

### How it all began...

The Charity was founded in 1968 when a group of like-minded people set about improving the daily lives of people with disabilities who were in many cases isolated from the local community. The inaugural meeting was held on Tuesday 24 September 1968 and was attended by over 40 founding members including the British Red Cross Society, the Disabled Drivers Association, and British Polio Fellowship, to mention just a few.

### Aim...

**BATH** is an organisation providing services for older and disabled people of all ages, social enterprise groups and young people through a range of personal and social schemes to help overcome issues of social exclusion.

### Driving force...

There are currently thousands of older and disabled people who are vulnerable, socially excluded and at risk of abuse.

We want to help change that. Our range of services offers a real opportunity for these groups of people to play a full and meaningful role within the community.

### Vision...

To be one of the best providers of direct and indirect services for our clients.

### Approach...

We recognise that when older and disabled people can maintain their independence and are socially included in their local communities, the benefits to themselves and their communities are enormous.

## Services...

We provide a wide range of services for older and disabled people. They are:

**Independent Living Centre** - Our centre is a full member of the Assist UK network and is staffed by State Registered Occupational Therapists and an Occupational Therapist assistant. They discuss with clients the difficulties they experience in day-to-day living and make recommendations about the aids, equipment and adaptations that could help improve daily living and promote independence. Appointments are made with the Occupational Therapists by telephoning 020 8461 7777.

**Disability Consultancy Service** - The team is made up of disabled and non-disabled staff who provide Access Audits and Disability Awareness training to private and public bodies as well as organisations that cater for the general public e.g. leisure centres, public houses, restaurants and churches. These services aim to make providers of goods and services to the general public aware of their obligations under the Disability Discrimination Act.

**Bromley Community Transport** – With a second year grant from the **City Bridge Trust** we have now completed the transformation from an Accessible Transport scheme to a fully integrated Community Transport service. This service is now able to provide transport not only to older and disabled people but to social enterprise groups, young people, not for profit groups, organisations and individuals. The service is in operation 24 hours a day, 365 days a year and aims to provide affordable and accessible transport to individuals and groups who find public transport difficult or impossible to use.

We will also be expanding the service to include an “Outings” scheme which will take members on day trips to the coast, sites of historic interest and many other different places. The trips will also give the participants the opportunity to make new friends, enjoy a good lunch and experience a wide range of sites. **For more details on the service please contact Alan Voda on 020 8663 6286.**

**Respite Breaks** - This service is funded by Social Services and Housing and enables residents with disabilities in the London Borough of Bromley who could not otherwise afford a holiday to get away for a respite break. This beneficial service, whilst giving the client a break, can also give the carer an opportunity for personal respite. The respite breaks are organised in accordance with the clients’ wishes and particular needs, ranging from own-choice venues, group holidays and activity breaks. Users of this service do make a contribution towards the costs of their respite break.

**Blue Badge Scheme** - Working in partnership with the London Borough of Bromley and the Bromley Primary Care Trust our registered Occupational Therapist undertakes assessments of those applicants falling into the discretionary category. This assessment determines whether the applicant meets the criteria laid down by the Department for Transport.

**Shopmobility** - This scheme has been funded by the **Big Lottery Fund** for the last three years. The demand for our electric scooters and manual wheelchairs on a short or long term leasing basis has been growing steadily. We are now planning to integrate the scheme into our Community Transport service which will enable our less mobile clients to make use of a scooter or wheelchair if required.

**Bromley Disability Trust** – The trust was formed in 1992 by **BATH** following a bequest from a local resident. The Trust makes grants to support people with disabilities for a specific purpose that is likely to improve or enhance their quality of life. Grants are made to individuals, special schools, clubs, centres and organisations run specifically for residents with disabilities in the London Borough of Bromley.

## **Relationships...**

Working in partnership with a wide range of corporate, voluntary and public sector organisations has been important to the continued development of our services. Some of the key relationships over the past 12 months include:

### **Big Lottery Fund**

Provided revenue and capital funding for our Shopmobility scheme.

### **City Bridge Trust**

Provided revenue funding for our Bromley Community Transport staffing and development costs.

### **London Borough of Bromley**

Social Services and Housing support two of our services, the Independent Living Centre and the Respite Break service. We also work closely with the Transport Strategy and Town Centre units as well as the Borough's Town Centre managers.

### **Bromley Primary Care Trust**

Provides funds to cover the Blue Badge scheme staffing costs.

### **South East London Chamber of Commerce**

**BATH** is a full and active member of the Chamber and seeks to promote our services to the wider business community in South East London.

### **Other organisations**

Disability Rights Commission, Age Concern (Bromley), Bromley Mencap, Citizens Advice Bureau, Bromley Advocacy Alliance, Community Links, Disability Voice, Mind, Headway, Dovetail, Carers Bromley, Community Transport Association, Access UK, Home Office, Transport for London.

## Achievements & performance

### 2007/2008 Objectives

#### Bromley Community Transport

- increase the membership of our Community Transport service
- ensure our Community Transport is affordable, sustainable and also covers its costs
- offer MIDAS (Minibus Driver Awareness Scheme) training courses
- initiate and support a Bromley Mobility Forum
- acquire additional parking for our minibuses in the adjacent car park

#### Shopmobility

- introduce a rental service

#### Respite Breaks

- provide “best value for money” respite breaks

#### Disability Consultancy Service

- promote our Disability Awareness training courses and Access Audit services to both the public sector and members of the South London Chamber of Commerce

### Over the last 12 months we have...

#### Bromley Community Transport

- successfully negotiated additional parking spaces adjacent to Lewis House
- secured a second year grant from the **City Bridge Trust** (£38,000)
- created a fully integrated Community Transport service
- upgraded our administration (Sage) and booking systems (CT2000)
- introduced “sessional working” for all our drivers
- MIDAS trained all our drivers

- externally trained two staff as MIDAS trainers and assessors
- brokered two additional vehicles into the service
- introduced a membership scheme for groups and individuals

### **Shopmobility**

- developed a short and long term rental service

### **Respite breaks**

- provided “best value for money” respite breaks

### **Disability Consultancy Service**

- carried out Access Audits on seven town centres in the London Borough of Croydon
- delivered over a dozen Disability Awareness Training courses

## **Future plans**

### **Over the next 12 months we aim to...**

- continue to increase the membership of our Community Transport service
- ensure our Community Transport continues to be affordable, sustainable and also covers its costs
- establish ourselves as a centre for MIDAS (Minibus Driver Awareness Scheme) training courses in the area
- introduce an all year round “outings service”

### **In the longer term, our five-year strategic plan will see us...**

- generate more income from the services we provide and reduce our dependency on external funding
- further develop our portfolio of programmes and increase our capacity to reach out to older and disabled people in a wider area
- develop credible and meaningful monitoring and evaluation methods that meet the needs of older and disabled people, funders and policy makers
- Continue to build our relationships with local government, statutory bodies and funding agencies

# Financial Review

## Income

Our overall income increased by 14% compared with the previous year, due primarily to improved revenues from our transport operations.

Our principal sources of grant income were:

- **London Borough of Bromley** - Respite Breaks, Independent Living Centre
- **Bromley Primary Care Trust** - Blue Badge Scheme
- **City Bridge Trust** – Bromley Community Transport (£38,000)
- **Big Lottery Fund** - Shopmobility service (£61,700)

London Borough of Bromley also provided funding of £35,000 for the 'Access all Areas' project.

As a result of increased client contributions and our new relationship with Transport for London's Dial-a-Ride scheme, our 'non-grant' income for Bromley Community Transport rose from £44,000 to £76,800 an increase of 75%.

Our Disability Consultancy Service which provides Disability Awareness training and Access Audits also generated in excess of £11,000 of fee income.

Investment income of £5,314 was all derived from interest on our deposit account.

## Expenditure

After adjusting for one off legal fees incurred in 2006/7, overall expenditure on charitable activities increased by 2.3% compared with the previous year. Additional costs incurred in improving the management and resourcing of our transport operation, were largely offset by savings elsewhere.

## Assets

We acquired one new fully accessible vehicle during the year.

## Surplus

Overall we recorded a net surplus of £19,813 for the year.

## Funds

At the end of the year, **BATH** held £150,231 in funds available to meet its charitable objectives. This compared with £130,418 at the end of the previous year. Although unrestricted funds declined to £10,046 this was primarily due to expenditure on the redecoration of Lewis House, which will not be incurred again for some time.

## Reserves

The term “reserves” (in accordance with the SORP 2005 definition) is used to describe our income funds that are freely available to help us meet our objectives. In the case of **BATH**, the majority of its income is contributed to “restricted funds” and therefore we are not in a position to build up any substantial levels of reserve funding, with the exception of our Community Transport scheme whose reserves are used for vehicle replacement.

In the opinion of the Trustees the charitable company’s assets are sufficient to fulfil the obligations of the charity.

## Structure, governance & management

### Structure and decision making process

The governing body of the charity is the Board of Trustees. The Trustees hold Board meetings four times a year and are elected for a four-year period and may be re-elected if willing to stand. The names of the Trustees who served during the year are listed on page three. The Chief Executive attends Board meetings. The Chief Executive, Treasurer and External Auditors hold audit review meetings.

Day-to-day management decisions are made by the Chief Executive in accordance with the “Decision Making Structure” laid down by the Trustees.

### Statement as to disclosure of information to auditors

So far as the Trustees are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each Trustee has taken all steps that he or she ought to have taken as a Trustee in order to make himself or herself aware of any relevant audit information and to establish that the Company's auditors are aware of that information.

### Internal controls

We, the Trustees confirm that internal control procedures are in place in order to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- comprehensive financial policies and procedures which are kept under constant review
- qualitative comparison of our procedures against the internal financial controls self check list on an annual basis
- internal audit of cash handling and other financial procedures, minimum twice yearly
- comprehensive system of annual budgets, approved by the Trustees, and monthly financial reporting of actuals against budget
- regular forecasting of predicted income and cashflow
- periodic review of the charity’s risk factors

### Risk management

Towards the end of 2004 a full risk assessment was undertaken in order to identify the major risks to which the charity was exposed under the headings


Governance & Management, Operations, Financial and Compliance with Law & Regulation.

The Trustees have introduced a formal risk management process to assess business risks and a strategy to mitigate the potential impact and likelihood of their occurrence.

In addition, a number of operating procedures have been revised and a personnel management system introduced.

This report has been prepared in accordance with the special provision of Part VII of the Companies Act 1985 relating to small companies.

**By order of the board**

  
**Trevor Browne**  
**Company Secretary**

# **BATH** (Bromley Association of People with Disabilities)

## TRUSTEES' RESPONSIBILITIES IN THE PREPARATION OF FINANCIAL STATEMENTS

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The trustees are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees 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). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the requirements of the Companies Act 1985. 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.

ACCOUNTANTS' REPORT TO THE SHAREHOLDERS ON THE UNAUDITED ACCOUNTS OF  
**BATH** (Bromley Association of People with Disabilities)

We report on the accounts for the year ended 31 March 2008 set out on pages 15 to 22.

**Respective responsibilities of directors and reporting accountants**

As described on page 13 the trustees, who are also the directors of BATH (Bromley Association of People with Disabilities) for the purposes of company law, are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

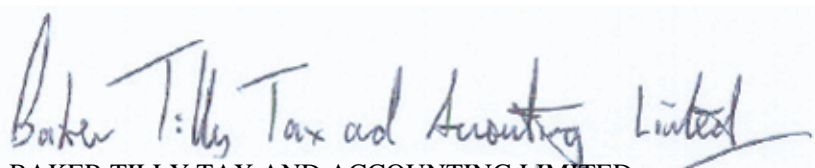
**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
  - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).



BAKER TILLY TAX AND ACCOUNTING LIMITED

Chartered Accountants  
Lancaster House  
7 Elmfield Road  
Bromley  
Kent BR1 1LT

12 December 2008

# **BATH** (Bromley Association of People with Disabilities)

## STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2008

	<i>Notes</i>	<i>Unrestricted Funds £</i>	<i>Restricted Funds £</i>	<i>Total funds 2008 £</i>	<i>Total funds 2007 £</i>
<b>Incoming resources</b>					
<b>Incoming resources from generated funds-</b>					
<i>Voluntary income:</i>					
Donations and grants	1	98,746	254,834	353,580	338,861
<i>Activities for generating income:</i>					
Investment income	2	-	5,314	5,314	5,710
<b>Incoming resources from charitable activities</b>	3	11,309	84,863	96,172	51,983
<b>Other incoming resources</b>		509	1,041	1,550	3,864
<b>Total incoming resources</b>		<u>110,564</u>	<u>346,052</u>	<u>456,616</u>	<u>400,418</u>
<b>Resources expended</b>					
<b>Charitable activities</b>	4	109,169	322,621	431,790	421,651
<b>Governance costs</b>	5	5,013	-	5,013	16,311
<b>Total resources expended</b>		<u>114,182</u>	<u>322,621</u>	<u>436,803</u>	<u>437,962</u>
<b>Net movement in funds</b>		<u>(3,618)</u>	<u>23,431</u>	<u>19,813</u>	<u>(37,544)</u>
<b>Total funds brought forward</b>	11	13,664	116,754	130,418	167,962
<b>Total funds carried forward</b>	11	<u>10,046</u>	<u>140,185</u>	<u>150,231</u>	<u>130,418</u>

The Statement of Financial Activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

# BATH (Bromley Association of People with Disabilities)

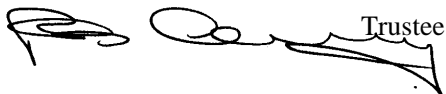
## BALANCE SHEET

31 March 2008

	<i>Notes</i>	2008 £	2007 £
<b>FIXED ASSETS</b>			
Tangible assets	7	52,029	58,598
<b>CURRENT ASSETS</b>			
Debtors and prepayments	8	29,795	4,676
Cash at bank and in hand		75,183	75,514
		<u>104,978</u>	<u>80,190</u>
Creditors: Amounts falling due within one year	9	(6,776)	(8,370)
<b>NET CURRENT ASSETS</b>		98,202	71,820
<b>NET ASSETS</b>		<u>150,231</u>	<u>130,418</u>
<b>FUNDS OF THE CHARITY</b>			
Restricted income funds	11	140,185	116,754
Unrestricted income funds	11	10,046	13,664
		<u>150,231</u>	<u>130,418</u>

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements on pages 15 to 22 were approved by the trustees and authorised for issue on 12 December 2008 and signed on its behalf by:

 Trustee

# **BATH** (Bromley Association of People with Disabilities)

## ACCOUNTING POLICIES

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### STATUS

The company is limited by guarantee and thus has no share capital. Each of the members has undertaken to contribute the sum of £1 in the event of the company being unable to meet its liabilities. There are 25 members.

### BASIS OF ACCOUNTING

The financial statements have been prepared under the historical cost convention in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities issued in 2005, the Companies Act 1985, and in accordance with the accounting policies set out below.

### INCOME

Voluntary income received by way of donations is included in full in the Statement of Financial Activities when receivable.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Grants received in respect of future periods are treated as deferred income.

Investment income is recognised when receivable.

### EXPENDITURE

Resources expended are recognised in the period in which they are incurred on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Resources expended are allocated to the particular activity where the cost relates directly to that activity.

Support costs are allocated to the charitable activities in accordance with service level agreements where permitted.

Governance costs comprise costs involving the public accountability of the Charity and its compliance with regulation and good practice. These costs include costs relating to accountancy and legal fees.

### DEPRECIATION OF TANGIBLE ASSETS

Depreciation is provided on tangible fixed assets at rates calculated to write off the cost less estimated residual value over the estimated useful life as follows:

Motor vehicles	20% straight line
Equipment	20% straight line

Fixed assets with an individual cost of less than £500 are written off in the year of purchase.

# BATH (Bromley Association of People with Disabilities)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2008

1	DONATIONS AND GRANTS	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £	
	<b>Grants</b>					
	<b>Bromley Community Transport:</b>					
	Big Lottery Fund	-	-	-	755	
	City Bridge Trust	-	38,000	38,000	-	
	London Borough of Bromley	-	35,000	35,000	-	
	<b>Respite Breaks Service:</b>					
	London Borough of Bromley	-	67,605	67,605	65,380	
	<b>Blue Badge Scheme:</b>					
	Bromley Primary Care Trust	-	52,080	52,080	50,811	
	<b>Shopmobility:</b>					
	Big Lottery Fund	-	61,738	61,738	79,030	
	<b>Independent Living Centre:</b>					
	London Borough of Bromley	98,401	-	98,401	95,163	
	Total grants for the year	<u>98,401</u>	<u>254,423</u>	<u>352,824</u>	<u>338,139</u>	
	<b>Donations</b>	345	411	756	722	
		<u>98,746</u>	<u>254,834</u>	<u>353,580</u>	<u>338,861</u>	
		=====	=====	=====	=====	
2	INVESTMENT INCOME	Unrestricted funds £	Restricted funds £	2008 Total £	2007 Total £	
	Bank interest received	-	5,314	5,314	5,710	
		<u>-</u>	<u>5,314</u>	<u>5,314</u>	<u>5,710</u>	
		=====	=====	=====	=====	
3	INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	Transport fees £	Training £	Access audits £	Other £	Total £
	Bromley Community Transport	75,806	1,315	-	1,040	78,162
	Respite Breaks Service	-	-	-	5,646	5,646
	Shopmobility	-	-	-	1,056	1,056
	Independent Living Centre	-	3,928	7,381	-	11,309
		<u>75,806</u>	<u>5,243</u>	<u>7,381</u>	<u>7,742</u>	<u>96,172</u>
		=====	=====	=====	=====	=====

# **BATH** (Bromley Association of People with Disabilities)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2008

4	COSTS OF CHARITABLE ACTIVITIES	Direct Activities £	Support Costs £	2008 Total £	2007 Total £
	Restricted Funds:				
	Bromley Community Transport	159,112	-	159,112	133,564
	Respite Breaks Service	73,417	-	73,417	70,068
	Blue Badge Scheme	43,821	8,000	51,821	49,906
	Shopmobility	30,828	5,000	35,828	52,896
	Bromley Disability Trust	2,443	-	2,443	2,112
	Total restricted funds	<u>308,622</u>	<u>13,000</u>	<u>322,621</u>	<u>308,546</u>
	Unrestricted Funds:				
	Independent Living Centre	76,584	32,585	109,169	113,105
	Total unrestricted funds	<u>76,584</u>	<u>32,585</u>	<u>109,169</u>	<u>113,105</u>
	TOTAL FUNDS	<u>386,205</u>	<u>45,585</u>	<u>431,790</u>	<u>421,651</u>
5	STAFF COSTS			2008 £	2007 £
	Wages and salaries			235,636	199,565
	Social security costs			19,952	15,723
	Temporary agency staff			-	23,327
				<u>255,588</u>	<u>£238,615</u>

During the year the average number of full time equivalent employees was 11 (2007: 11).

No employee received emoluments in excess of £60,000 during either year.

No trustee, nor any person connected with a trustee, received any remuneration or reimbursed expenses.

# BATH (Bromley Association of People with Disabilities)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2008

6	GOVERNANCE COSTS		2008 Total £	2007 Total £
	Accountancy		2,350	-
	Reporting Accountant's fee		2,056	-
	Auditor's remuneration - Audit		-	3,860
	Non-audit services		607	1,115
	Legal fees		-	11,336
			<u>5,013</u>	<u>16,311</u>
7	TANGIBLE FIXED ASSETS			
		<i>Motor vehicles</i> £	<i>Equipment</i> £	<i>Total</i> £
	Cost			
	1 April 2007	105,845	67,763	173,608
	Additions	14,410	995	15,405
	Disposals	-	(16,758)	(16,758)
	31 March 2008	<u>120,255</u>	<u>52,000</u>	<u>172,255</u>
	Depreciation			
	1 April 2007	83,353	31,657	115,010
	Charged in the year	12,123	9,851	21,974
	Disposals	-	(16,758)	(16,758)
	31 March 2008	<u>95,476</u>	<u>24,750</u>	<u>120,226</u>
	Net book value			
	31 March 2008	<u>24,779</u>	<u>27,250</u>	<u>52,029</u>
	31 March 2007	<u>22,492</u>	<u>36,106</u>	<u>58,598</u>
8	DEBTORS		2008 £	2007 £
	Accrued income		29,795	4,676
9	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		2008 £	2007 £
	Accruals		6,776	8,370

# BATH (Bromley Association of People with Disabilities)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2008

### 10 FINANCIAL COMMITMENTS

At 31 March 2008 the charity had annual commitments under non-cancellable operating leases as follows:

	<i>Land and buildings</i>	
	2008	2007
	£	£
Expiry date:		
In more than five years	14,580	10,000

The financial commitments comprise the rents payable under the lease for Lewis House.

### 11 FUNDS

Restricted funds hold amounts received for specific activities and expenditure on those activities is set against those amounts.

Unrestricted funds comprise donations and income received for general use of the charity.

	Movement in funds			
	Balance	Incoming	Resources	Balance
	1.4.07	Resources	Expended	31.3.08
	£	£	£	£
<b>RESTRICTED FUNDS</b>				
Bromley Community Transport	61,846	156,414	159,112	59,148
Respite Breaks Service	5,168	73,251	73,417	5,002
Blue Badge Scheme	1,458	52,080	51,821	1,717
Shopmobility	25,323	62,794	35,828	52,289
Bromley Disability Trust	21,990	1,513	2,443	21,060
Dolly Robertson Trust	969	-	-	969
Total restricted funds	116,754	346,052	322,621	140,185
<b>UNRESTRICTED FUNDS</b>				
Independent Living Centre	13,664	110,564	114,182	10,046
<b>TOTAL FUNDS</b>	<b>130,418</b>	<b>456,616</b>	<b>436,803</b>	<b>150,231</b>

The balance on these funds is represented by the assets and liabilities of the charity and an analysis of these assets and liabilities between restricted and unrestricted funds is shown in Note 12.

#### BROMLEY COMMUNITY TRANSPORT

This scheme was previously known as Accessible Transport. It provides accessible transport for older and disabled people in the London Borough of Bromley and the surrounding area. Community Transport is a membership led scheme which provides transport for social enterprise groups. A charge is made for this service.

# **BATH** (Bromley Association of People with Disabilities)

## NOTES TO THE FINANCIAL STATEMENTS

for the year ended 31 March 2008

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### RESPIRE BREAKS SERVICE

This service is funded by Social Services and Housing and is used to provide financial assistance towards the cost of respite breaks for adults between the ages of 19 and 65 with disabilities.

### BLUE BADGE SCHEME

The service is funded by the Bromley Primary Care Trust (BPCT) and Social Services and Housing (SSH). The BPCT funds both the Occupational Therapist and the Administrator with SSH supporting operational costs.

### SHOPMOBILITY

Shopmobility hires out electric scooters and manual wheelchairs to older and disabled people for their personal use. The hire is usually on a daily basis but longer term leasing can be arranged.

### BROMLEY DISABILITY TRUST

This fund uses the interest received from the capital invested to assist in the purchase of items which will improve the quality of life for people with disabilities who are resident in the London Borough of Bromley.

### DOLLY ROBERTSON TRUST

The Trust provides information and advice to gardeners with disabilities.

### INDEPENDENT LIVING CENTRE

Lewis House is a member of Access UK. The London Borough of Bromley, Social Services and Housing funds this activity. The grant provides the facilities for clients to be able to make an appointment with an Occupational Therapist and receive information about equipment and adaptations that assist day-to-day living.

*Further information on the activities undertaken with the resources of each fund is given on page 6.*

12	ANALYSIS OF NET ASSETS BETWEEN FUNDS	<i>Unrestricted Funds</i> £	<i>Restricted Funds</i> £	<i>Total Funds</i> £
	Fund balances at 31 March 2008 are represented by:			
	Tangible fixed assets	2,174	49,855	52,029
	Current assets:			
	Debtors and prepayments	-	29,795	29,795
	Cash at bank	12,278	62,905	75,183
	Current liabilities	(4,406)	(2,370)	(6,776)
	NET ASSETS	<u>10,046</u>	<u>140,185</u>	<u>150,231</u>

### 13 TAXATION

BATH (Bromley Association of People with Disabilities) is a registered charity and, as such, its income and gains falling within Section 505 of Income and Corporation Taxes Act 1988 or Section 256 of Taxation of Chargeable Gains Act 1992 are exempt from tax to the extent that they are applied to its charitable activities.

## How to contact us...

There are a number of different ways you can get in contact with us.

You can: Visit our website on [www.bath-disability.org](http://www.bath-disability.org)

E-mail at: **info@bath-disability.org**

Telephone: 020 8663 3345 or write to us at: -

BATH  
Lewis House  
30 Beckenham Road  
Beckenham  
Kent  
BR3 4LS

And lastly if you are passing by please call in and we will do our best to help you.

## How you can help...

We continually need support to enable us to help more older and disabled people.



By using this slip and sending us a donation – no matter how small – you can help us make a big difference to a disabled person's life.

Please accept my donation of: -

£\_\_\_\_\_ (Cheques should be payable to BATH)

Please tick this box  if you would like us to claim the tax back on your donation and all future donations.

Name:

Address:

Please tick here  if you need a receipt.

*giftaid it*

If you are a UK taxpayer, you can make a tax efficient Gift Aid donation to **BATH** by completing a declaration valid for this and all future donations