

**The Association of Disabled Professionals
(Limited by Guarantee)**

**Legal and administrative information for the year ended
31st March 2019**

Directors

Trustees :

Miss R Graham-Hunt
Miss JE Hunt
Miss P Moon
Mr A Oliver
Dr VG Rivlin

Secretary:

Miss JE Hunt

Charity number

1121706.

Company number

6390586.

**Registered Office/
Principal address**

C/o 12 Augusta Court
Sheringham
Norfolk
NR26 8AH

Accountant

Mrs M Yarr
105 Cedar Drive
Chichester
West Sussex
PO19 3EL

Bankers

Barclays Bank PLC
Po Box 6
Portsmouth
Hampshire
PO6 3DH



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**Report of the Directors/Trustees
for the year ended 31st March 2019**

The Directors (the trustees) present their report on the financial statements of the company(charity) for the year ended 31st March 2019

The accounts have been prepared in accordance with the accounting policies and comply with the companies act 2006 and the statement of accounting practice 'accounting and reporting by charities' issued in 2005

Structure, Governance and Management

The Association of Disabled Professionals known as ADP is a charitable company limited by Guarantee. It started in 1972 and became incorporated on 4th October 2007 company number 6390586 and was granted charitable status on 28th November 2007 charity number 1121706. The Company is governed by its Memorandum and Articles of Association.

Principal Activity

The principal activity of ADP for the period under review are to relieve the disability of people with physical, sensory or mental impairment to improve

- (i) the rehabilitation, education and training facilities and opportunities of disabled people and to assist them by encouragement and example and such other means that are available to develop their full mental and physical potential and promote their entry into the professions and their integration with, and full and active participation in, and contribution to, society;
- (j) the employment opportunities and career prospects of disabled people and to assist disabled people by encouragement and example and such other means that are available, but excluding the functions of an employment agency, to find and retain employment, including part-time employment, self-employment and voluntary and valued work commensurate with their abilities and educational and professional qualifications.

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Trustees

The trustees are also directors for the purposes of company law. They held no beneficial interest in the charity during the year ending 31st March 2019 and holding office during the year under review were

Miss R Graham-Hunt
Miss JE Hunt
Miss P Moon
Mr A Oliver
Dr VG Rivlin

The trustees as charity trustees have control of the charity and its property and funds. The trustees when complete consist of at least 6 and not more than 10. Every trustee on nomination signs a declaration of willingness to act as a trustee. The trustees meet at least twice yearly online. They are in contact electronically. They receive appropriate training and are encouraged to attend training courses and conferences when appropriate.

Trustees are in post for three years. Retiring trustees will be eligible for re-election.

Management

The ADP is managed by the board of trustees and volunteers .

ADP is a membership organisation consisting of individuals, other disability organisations, companies.

Risk

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

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Objectives, activities, achievements and performance

The ADP advice line is voluntarily operated by START ability services to whom we are extremely grateful. The helpline continues to be very busy. We have developed a new website called workhelpline.uk combining all the information we have on all work matters.

NAIDEX

We were again extremely fortunate to secure a stand at the Naidex exhibition in April 18 and March 19. The stand was very busy with enquiries about work issues. We have secured a stand for March 2020.

Financial review

Late in the year ADP was extremely fortunate in receiving a very large legacy. The executive committee are developing a business plan for the future. Some of these ideas include rewriting our guide 'setting up in business', new social media presence and other media avenues, website update. We continue to look for opportunities and partnerships.

RESPONSIBILITIES OF THE TRUSTEES/ DIRECTORS

Company and Charity law require the trustees and directors to prepare financial statements for each financial year. According to section 477 (total exemption) of the Companies Act 2006 ADP is not required to have an audit and no notice has been deposited under section 476 of the Companies Act 2006 in relation to its financial statements for the financial period. In preparing the financial statements the trustees are required to

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are prudent; and
- c) state whether applicable accounting standards have been followed .

and

- 1) The trustees are responsible for keeping proper accounting records that 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.
- 2) Preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements and otherwise comply with the requirements of the Companies Act 2006 relating to financial statements so far is applicable to the charity and
- 3) They are also responsible for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In preparing these financial statements the trustees have taken advantage of the special exemptions applicable to small companies conferred by part 15 of the Companies Act 2006. The trustees have done so on the grounds that in their opinion the charity is entitled to the benefit of these exemptions because it meets the

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qualifying conditions for small companies as stated in section 477
of the Companies Act 2006

For and on behalf of the Board

A handwritten signature in black ink, appearing to read 'J Hunt', written in a cursive style.

Jane Hunt
Company Secretary

Approved by the board on 19th November 2019

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Accountants Report

I report on the accounts for the year ended 31st March 2019 set out on pages 9 to 14.

Respective responsibilities of the Trustees and Accountant

As described on page 5 the Trustees are responsible for the preparation of the accounts and they consider the Company is exempt from an audit as per section 477 of the Companies Act 2006. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act whether particular matters have come to my attention.

Basis of Accountants report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Accountants Statement

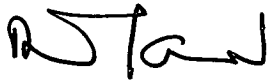
In connection with my examination, no matter has come to my attention

(1) which give me reasonable cause to believe that in any material respect the requirements

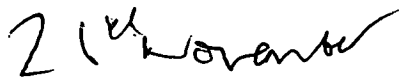
- to keep accounting records in accordance with section 41 of the Act and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or

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(2) to which in my opinion attention should be drawn in order /*to enable a proper understanding of the accounts to be reached.



Mrs M Yarr



2019

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Balance sheet as on 31st March 2019

	Note	2019	2018
Fixed assets	2	0	0
Current assets			
Debtors	7	0	0
Cash at bank		153346	2260
Total current assets		153346	2260
Less Current liabilities			
Creditors	8	0	0
Net current assets		153346	2260
Total assets		153346	2260
Represented by			
Unrestricted funds	5	153346	2260
Total funds		153346	2260

For the year ending 31st March 2019 ADP was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Signed on behalf of the Board



J Hunt

The financial statements for the year ended 31st March 2019 were approved by the Board on 19th November 2019

The notes and accounting policies on pages 11 to 14 form part of these accounts

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**Statement of financial activities incorporating
Income and expenditure account
for the year ending 31st March 2019**

	Note	2019	2018
Incoming Resources			
Subscriptions	3	235	235
Advice		195	0
Donations		550	500
Legacy	4	160000	0
Total incoming resources		160980	735
Less Resources expended			
Direct charitable expenditure	6	9894	281
Total resources expended		9894	281
Net income		151086	454
 Balance brought forward		 2260	 1806
Balance carried forward		153346	2260

**Notes to the accounts for the period ended 31st March
2019**

1) ACCOUNTING POLICIES

The principle accounting policies are set out below:

BASIS OF PREPARATION OF THE ACCOUNTS

Although ADP is a small charity as defined by the Charities Act 1993 advantage has not been taken of the right to prepare a statement of receipts and payments in lieu of full accounts prepared in accordance with the four fundamental accounting concepts as the income may exceed the limit for small charity status within the next few years and full accounts have been prepared in the interests of consistency.

The financial statements have been prepared on the historical cost convention and in accordance with applicable accounting standards, statement of recommended practice FRS102 'Accounting and Reporting by charities' effective January 2015 and the companies act 1985.

Gross income

Income includes all grants, contracts, donations, and sundry income received during the period and is accounted for on the receipts basis. The gross and net income are attributable to the principal activity of the charity

Resources expended are accounted for on a cost basis.

DEPRECIATION

Depreciation is calculated as follows and aims to write down the cost of all tangible fixed assets over their expected useful lives.

Office equipment Written off over 4 years

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**Notes to the accounts for the period ended 31st March
2019 Continued**

2) FIXED ASSETS

Office equipment

	2019	2018
Balance BF 1st April 2018	176	710
Less disposals	0	534
Cost at 31st March 2019	176	176
depreciation depn at 1st April 2018	176	710
Less Disposals	0	534
at 31st March 2019	176	176
Net book value 1st April 2018	0	0
Net book value 31st March 2019	0	0

3) SUBSCRIPTIONS

Subscriptions are due on 1st January in each year .

4) LEGACY

The charity received a distribution of £160000 from the estate of Dorothy Craig deceased. In June 2019 the charity received a small payment from the final distribution of her estate.

5) FUNDS

Unrestricted funds

These are being retained to make provision for :-

- a) the cost of maintaining and developing the provision of current services and commitment to projects;
- b) the publication costs of the guide
- c) to cover the shortfalls of expenditure in any one year.

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**Notes to the accounts for the period ended 31st March
2019 Continued**

6) DIRECT CHARITABLE ACTIVITIES

	<u>2019</u>	<u>2018</u>
	£	£
Consultants fees	9894	281

7) DEBTORS

	<u>2019</u>	<u>2018</u>
	£	£
Amount due within one year		
Debtors	<u>0</u>	<u>0</u>

8) CREDITORS

	<u>2019</u>	<u>2018</u>
	£	£
Amount due within one year		
Creditors	<u>0</u>	<u>0</u>

9) DIRECTOR AND STAFF COSTS

	<u>2019</u>	<u>2018</u>
Directors emoluments	0	0
No of Staff employed	0	0

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**Notes to the accounts for the period ended 31st March
2019 Continued**

10) MEMBERS LIABILITY

Members liability is limited. Every member undertakes to contribute up to a maximum of £10 to the charity's assets if it should be insolvent and be wound up.

11) CAPITAL COMMITMENTS

There were no capital commitments at 31st March 2018 and 31st March 2019

12) CONTINGENT LIABILITIES

There were no contingent liabilities at 31st March 2018 and 31st March 2019