

Merton Centre for Independent Living (Merton CIL)

**MERTON CENTRE FOR INDEPENDENT LIVING  
(Merton CIL)**



**FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31 2015**

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Registered Company No. 7645926  
Registered Charity No. 1152825

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## LEGAL AND ADMINISTRATIVE INFORMATION

### Constitution

Merton Centre for Independent Living (MCIL) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association. The Charity number is 1152825. The Company number is 7645926.

### Directors and Trustees

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association the Management Board comprises the Chair, the Vice Chair and the Treasurer supported by up to nine trustees. At each Annual General Meeting one-third of the directors must retire from office and may be re-elected at the recommendation of the board. The trustees serving during the year and since the year-end are as follows:

<b>Chair</b>	Roy Benjamin
<b>Vice Chair</b>	John Kelly
<b>Treasurer</b>	Fiona Ringwood

### Trustees

Charles Barraball (co-opted September 2014), Claire Benjamin, Martia Bevan, Slim Flegg, Sarah Henley, Carole Mathurin, Nick Pizey, Gina Vettese, Anita Jones

### Senior Management

Lyla Adwan-Kamara

### Registered Office and Principal Office

Wandle Valley Resource Centre, Church Road, Mitcham CR4 3BE

### Independent Examiner

Elizabeth Robertson CPA, Elanfrey Ltd, 66 Pine Road, London NW2 6SA

### Principal Bankers

HSBC, Crown House, 102 London Road, Morden SM4 5AY

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## **REPORT OF THE BOARD OF TRUSTEES for year ending 31 Mar 2015**

The Board presents the report and financial statements of Merton Centre for Independent Living (MCIL) for the year ended 31 March 2015. The statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised March 2005). The report and statements comply with Companies Act 2006.

### **Structure, Governance and Management**

#### Governing Document:

Merton Centre for Independent Living (MCIL) is a company limited by guarantee, having no share capital, governed by its Memorandum and Articles of Association dated June 2013. The liability of the Trustees, is limited to £1 in the event of the charity winding up. It is registered as a Charity with the Charity Commission.

#### Appointment of Trustees:

The Board of Trustees is made up of not less than three and no more than twelve persons. Trustees are elected from the membership at the AGM or co-opted during the year by agreement of the board and confirmed at the AGM. Trustees must be aged 16 years or older. At least 75% of trustees should be disabled. All trustees give their time voluntarily and receive no benefits from the organisation. New trustees are given induction on their roles and responsibilities and are offered additional training.

#### Organisation:

The Board of Trustees administers the charity. The board meets every other month. A manager is appointed to manage the day-to-day operations of the Charity. To facilitate effective operations, the Manager has delegated authority, within the terms of the delegation approved by the Trustees, for operational matters including finance, employment and practice related issues.

#### Risk Management:

The Directors have reviewed the risks to which the charity is exposed. These are minimised by the implementation of procedures and policies, with a regular review of these to ensure current good practice.

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## Objectives and Activities

A summary of the objects as set out in the charity's Governing document.

"To relieve the needs of disabled persons in Merton and the surrounding areas by providing support and services to enable them to live as full and equal citizens in all aspects of life."

### Our Aims:

- To promote the independence and inclusion of disabled and deaf people in Merton;
- Challenge discrimination facing disabled and deaf people in Merton;
- Encourage disabled and deaf people and supporters to achieve change locally.

### Key Activities:

- A home visiting advice service including income maximisation, benefit checks, debt advice, form filling;
- Advocacy helping disabled people get their voice heard, including support at tribunals and assessments;
- A 12 week programme of 1-2-1 Peer Support led by volunteers with lived experience of disability and a members' group for skills and experience sharing;
- Volunteer training and opportunities programme;
- Responding to consultations and reviews, and representing the voice of Merton's disabled people;
- Developing new areas of work around tackling disability hate crime.

### Summary of Achievements:

We have consolidated the work Merton CIL does in Advice and Advocacy in particular and piloted new areas of work especially around volunteer training and opportunities. We continued to deliver Peer Support including the ongoing Members Group, and a Volunteer Support Group where we offer regular skills training.

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We have also held several events this year including our AGM held September 2014; 'My Voice Matters' Consultation event December 2014; supporting disabled people to engage with the General Election 2015 through voter registration and hustings events; and an event exploring the experiences of disabled people from BME groups.

We have supported disabled people to highlight their views and concerns in particular around the proposed cuts to services by London Borough of Merton as well as engaging with other local service providers such as Circle Housing Merton Priory on issues like repairs and adaptations.

We continue to be part of the Safer Neighborhoods Board in Merton and have joined the Merton Stop and Search Group. We continue on the Merton Action on Transport Alliance (MATA), Learning Disabilities Partnership Board, and have joined the London Borough of Merton-led Welfare Reform Group.

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## FINANCIAL REVIEW

The results for the year and financial position of the Charity are shown in the annexed statements.

The charity brought forward restricted funds of £28,354 from the previous accounting period. During the current accounting period, the net deficit is £2,414, of which income £7,273 is unrestricted and deficit £9,687 is restricted. This £9,687 relates to charity spending in the current year of funding, which was received in the previous year. This leaves final balances to carry forward of £9,723 unrestricted and £16,217 restricted balance. Since the Balance Sheet date no significant changes have taken place.

The Charity continues to rely on grant applications to fund its activities. The Trustees are confident that these grants will continue to be available for the valuable work the charity is doing.

During the year the Charity's Trustees have monitored the financial position of the organisation to ensure that the charity's funds, both restricted and unrestricted, are correctly applied and accounted for. During 2014-15 the grant funding received increased from £63,929 to £91,200 when compared to the previous financial year.

## PLANS FOR FUTURE PERIODS

We will continue to deliver around the strategic priorities set by members in 2013 which focuses on key areas of work around each of the organisation's 3 aims. We will consolidate and scale up existing services, which have been secured through 3 year grants from Big Lottery Reaching Communities Fund, London Borough of Merton Strategic Partnership Fund and Henry Smith Charity for 2015-2018.

We will also pilot our Disability Hate Crime Prevention and Reporting Service, and deliver a new Policy and Strategy Service which will support disabled people to speak up in Merton. In 2015-16 one of the key areas of focus for this service will be engaging with disabled people and external organisations

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to improve how disabled people are consulted with. Merton CIL is also developing its management and trustee capability through a strengths review, and working towards the AQS quality mark.

## RESERVES POLICY

Merton Centre for Independent Living plans to develop reserves to cover its running costs for a period of 3 - 6 months as funds become available. This ensures that core activities could continue during a period of unforeseen difficulty.

## TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare financial statements for each financial year, which 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 select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent, and prepare the financial statements on a 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 organisation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BY ORDER OF THE BOARD

-----  
Roy Benjamin (Chair)

-----  
Fiona Ringwood (Treasurer)

Date 25/08/2015

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## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE MERTON CENTRE FOR INDEPENDENT LIVING**

I report on the accounts for the year ended 31<sup>st</sup> March 2015 set out on pages 11 which have been prepared under the accounting policies set out on page 13.

### **Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

### **Basis of independent examiners' 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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanation 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 opinion on the view given by the accounts.

### **Independent examiners' statement**

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

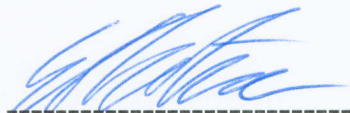
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1. Which gives me reasonable cause to believe, that in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
  
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
-----  
Date 19/08/15

Elizabeth Robertson CPA, Elanfrey Ltd, 66 Pine Road, London NW2  
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**STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED  
MARCH 31 2015<sup>2a</sup>**

	Note	Un- restricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
<b>Incoming Resources</b>	2b				
Incoming Resources from Charitable Activities	3a	5,000	86,200	91,200	63,929
Voluntary income	3b	72	-	72	624
Fundraising Income	3c	261	-	261	242
Other Income	3d	1,940	-	1,940	151
<b>Total Incoming Resources</b>		<b>7,273</b>	<b>86,200</b>	<b>93,473</b>	<b>64,947</b>
<b>Resources Expended</b>	2c				
Charitable Activities		-	93,847	93,847	50,932
Cost of Fundraising		-	152	152	259
Governance Costs	4i	-	1,888	1,888	1,973
<b>Total Resources Expended</b>		<b>-</b>	<b>95,887</b>	<b>95,887</b>	<b>52,964</b>
<b>Net Incoming Resources</b>		<b>7,273</b>	<b>(9,687)</b>	<b>(2,414)</b>	<b>11,983</b>
Transfer of Funds	3e	416	(416)	-	-
Total Funds Brought Forward	3f	2,034	26,320	28,354	16,372
<b>Total Funds Carried Forward</b>	3g	<b>9,723</b>	<b>16,217</b>	<b>25,940</b>	<b>28,354</b>

There are no recognised gains and losses other than those in the statement of financial activities. Therefore no statement of total recognised gains and losses has been prepared. All the above amounts relate to continuing activities. The notes on pages 13-17 form part of these accounts.

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## BALANCE SHEET AT MARCH 31 2015

	Note	2015 £	2014 £
<b>CURRENT ASSETS:</b>			
Cash at bank and in hand		24,517	-
Accrued Grant Income	3r	3,000	
Accrued Interest	3s	37	28,354
		<b>27,554</b>	<b>28,354</b>
<b>LIABILITIES:</b>			
Creditors: amounts falling due within one year	4j	1,614	-
		<b>25,940</b>	<b>28,354</b>
<b>NET CURRENT ASSETS</b>			
		<b>25,940</b>	<b>28,354</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<b>25,940</b>	<b>28,354</b>
<b>FUNDS</b>			
Unrestricted Funds		9,723	2,034
Restricted Funds		16,217	26,320
		<b>25,940</b>	<b>28,354</b>

For the year ending 31<sup>st</sup> March 2015 the company was entitled to exemption from audit under section 477 of Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The director's acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The financial statements were approved by the board on 25<sup>th</sup> August 2015 and signed on its behalf by:



----- (Roy Benjamin, Chair)



----- (Fiona Ringwood, Treasurer)

The notes on pages 13-17 form part of these accounts.

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## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31 2015**

1. These Notes form part of the financial statements.

### **2. Accounting Policies**

2a Basis of Accounting: The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006, and in compliance with 'Accounting and Reporting by Charities: Statement of Recommended Practice 2005 (revised 2008)' ("the SORP").

2b Income: from grants, donations and contributions represents the amounts receivable in respect of the year.

2c Expenditure: is recognised in the year in which it is incurred.

2d Fixed Assets should be capitalised and written off over their useful lives on a straight line basis if their purchase value is over £1,000.

2e Voluntary Help: No amounts have been included in these financial statements to reflect the value of services provided free of charge to the charity by volunteers.

2f Pension Costs and other post-retirement benefits: The Company does not currently contribute to any pension scheme.

### **3. Income**

3a Incoming Resources from Charitable Activity means the grants and fees received on the understanding that they will be used to undertake activities to further the charity's objects.

3b Voluntary Income means donations, grants given with no expectation of a service in return.

3c Fundraising Income means various fundraising activities such as events, charity shops, catalogues, sales of merchandise, etc.

3d Other income is earned interest and event facilitated income.

3e Transfer of Funds: Funds remaining at end of projects moved to unrestricted funding with permission.

3f Funds brought forward means funding kept from 2013-14 for use in 2014-15.

3g Funds carried forward means funding reserved for 2015-16

3h The organisation has taken advantage of the exemption in Financial Reporting Statement No. 1 from producing a cash flow statement on the grounds that it is a small company.

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>Charitable Activities</b>				
Circle Housing	3i	-	19,000	19,000
Merton Priory				
London Borough of Merton	3j	-	17,060	17,060
Merton Partnership	3k	-	10,000	10,000
Trust For London	3l	-	9,000	9,000
The Clothworkers' Foundation	3m	-	5,300	5,300
South Yorkshire Community Foundation (AESSEAL Charitable Trust)	3n	5,000	-	5,000
Sport Relief Evening Standard	3o	-	20,000	20,000
Dispossessed Fund Wimbledon District Nursing and Midwifery	3p	-	840	840
Benevolent Society Wimbledon Foundation	3q	-	5,000	5,000
<b>Total Income from Charitable Activities</b>		<b>5,000</b>	<b>86,200</b>	<b>91,200</b>
Voluntary Income		72	-	72
Fundraising Income		261	-	261
Other Income		1,940	-	1,940
<b>Total Incoming Resources</b>		<b>7,273</b>	<b>86,200</b>	<b>93,473</b>

3i Circle Housing Merton Priory: Empowering Communities grant towards Volunteering, Creating a Legacy grant towards our Engagement work (plus £600 carried forward from 2013-14); Creating Sustainability grant towards our Advocacy Service.

3j London Borough of Merton: final year of 3 year Strategic partnership funding (plus £17,544 carried forward from 2013-14).

3k Merton Partnership: Voluntary Sector Grants fund contribution towards our Advice work. We also used Promoting Health and Wellbeing in East Merton grant carried forward from previous year (£5,356).

3l Trust for London: Small Grants Programme towards Advocacy (plus £2,820 carried forward from 2013-14).

3m The Clothworkers' Foundation: grant for equipment.

3n South Yorkshire Community Foundation (AESSEAL Charitable Trust): unrestricted funding.

3o Sport Relief Evening Standard Dispossessed Fund: grant towards Advice work.

3p Wimbledon District Nursing and Midwifery Benevolent Society: grant towards a thank you event for volunteers.

3q Wimbledon Foundation: grant towards volunteering.

3r Accrued Grant Income: Trust for London Grant Income final quarterly installment received in 2015/16.

3s Accrued interest relates to interest on cash held at bank for the year 2014/2015 and received April 2015.

#### 4. Expenditure

4a No trustee or any other person related to a trustee had any personal interest in any contract or transaction entered into by the Charity during the year.

4b The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have regard to the public benefit guidance published by the Charities Commission.

## Costs Allocated to Activities 2015

	Note	Unrestricted Funds	Restricted Funds	Total Funds 2015
		£	£	£
<b>Cost of Charitable Activities</b>				
Salaries and associated costs	4c	-	72,273	72,273
Hardware and software	4d	-	5,638	5,638
Training	4e	-	833	833
Events	4f	-	3,881	3,881
Publicity	4g	-	64	64
Office overheads	4h	-	11,158	11,158
<b>Total Cost of Charitable Activities</b>		-	<b>93,847</b>	<b>93,847</b>
<b>Cost of Fundraising Activity</b>		-	152	152
<b>Governance</b>	4i	-	1,888	1,888
<b>Total Resources Expended</b>		-	<b>95,887</b>	<b>95,887</b>

4c Salaries and associated costs includes salaries and on costs, DBS checks, recruitment costs, access and volunteer expenses as well as HR expenses. The number of employees whose emoluments amounted to over £60,000 during the year was nil.

4d Hardware and software includes new computers and printers, Jaws, Photosymbols and Dragon software, among others.

4e Training includes staff training and development.

4f Events includes My Voice Matters- My Inclusion Matters December 2014 and Experiences of Disabled People from BME groups 2015.

4g Publicity includes leaflets, flyers and advertising.

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4h Office Overheads includes rent, office supplies, phones, subscriptions and insurance.

4i Governance includes AGM 2014, accounting fees, and room hire for board meetings.

4j Liabilities on balance sheet relates to HMRC payment for March 2015 (paid 1 month in arrears as standard) and accounting fees.

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