

Birmingham Disability Resource Centre

(A Company Limited by Guarantee)

**Report and Financial Statements
For The Year Ended 31 March 2011**

**Charity Number 1034581
Company Number 2897250**

Feltons

Chartered Accountants

**Birmingham
B1 3JR**

Birmingham Disability Resource Centre

(A Company Limited by Guarantee)

Report and Financial Statements For the year ended 31 March 2011

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Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011

The Board of Trustees presents its report and audited financial statements for the year ended 31 March 2011.

Reference and Administrative Information

Charity Name: Birmingham Disability Resource Centre
(also known as BDRC)

Charity registration number: 1034581

Company registration number: 2897250

Registered Office and operational address: Bierton Road Centre
Bierton Road
Yardley
Birmingham
B25 8PQ

Trustees and Management Committee

Mr Timothy Phillips	Chairperson
Mr Andrew Beaton	Vice-Chairperson
Ms Cora Jones	(died 8 November 2010)
Mr Bryan Sheppard	(resigned 14 June 2010)
Ms Katie Webb	(resigned 27 September 2010)
Mrs Irene Wright MBE	
Ms Natasha Cotterell	(appointed 14 June 2010)

Cllr Anita Ward was the Birmingham City Council nominated representative on the management committee for 2010/11.

Company Secretary and Chief Executive

Mrs Louise Simmons ACIS, PG Dip (Prof Admin)

Auditors

Feltons, Chartered Accountants, 8 Sovereign Court, 8 Graham Street, Birmingham B1 3JR

Bankers

Lloyds TSB Bank PLC, 2-4 The Priory Queensway, Birmingham B4 6BP

Solicitors

Anthony Collins Solicitors LLP, 134 Edmund Street, Birmingham B3 2ES

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011 (continued)

Structure, Governance and Management

Governing Document

The Birmingham Disability Resource Centre (BDRC) is a charitable company limited by guarantee, incorporated on 11 February 1994 and registered as a charity on 7 March 1994. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association and the policies made from time to time by the Trustees. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

Andrew Beaton will retire by rotation at the next Annual General Meeting and, being eligible, offers himself for re-election.

The nature of the charity's work is to provide information, advice and support services to disabled people, their families and support networks living primarily in Birmingham and Solihull. The Management Committee seeks to ensure that the needs of this group are appropriately reflected through the diversity of the trustee body. The more traditional business skills are also represented on the Management Committee.

All members of the Management Committee are requested to undertake a skills audit to identify their skills and relevant experience (and update it each year). In the event of particular skills being lost due to retirements, individuals with similar skills are identified to offer themselves for election to the Management Committee.

In addition, in order to enhance the current pool of trustees (which comprises just 5 members currently) and strengthen the existing skill mix, the Management Committee have agreed to undertake a recruitment exercise to identify new members with appropriate new business skills to become members and trustees of the charity.

Trustee Induction and Training

Most trustees are already familiar with the practical work of the charity having been encouraged to take up induction and on-going training including presentations on projects and services; governance training; disability equality training; a tour of the Resource Centre and various Business Planning and Away Days.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011 (continued)

Additionally, new trustees are invited and encouraged to attend a series of short training sessions to familiarise themselves with the charity and the context within which it operates. These are jointly led by the Chairperson of the Management Committee and the Chief Executive of the charity and cover:

- Governance Training including the obligations of Management Committee members and the main documents which set out the operational framework for the charity including the Memorandum and Articles of Association.
- Financial planning including resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives including BDRC's Strategic Business Plan and Service Delivery Plans.

A Trustee Handbook is also available drawing information from the various Charity Commission publications signposted through the Commission's guide "The Essential Trustee" as a follow up to these sessions. This is distributed to all new trustees along with the Memorandum and Articles and the latest financial statements.

Risk Management

The Management Committee is presently conducting a review of the major risks to which the charity is exposed. A risk register is being established and will be updated at least annually. Where appropriate, systems or procedures have already been put in place to mitigate the risks the charity faces. Significant external risks to funding have led to the development of a strategic plan which will allow for the diversification of funding and activities. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the centre. The continuing implementation of the MATRIX, Investors In People and the Positive About Disabled People 'Two Ticks' Standards ensure a consistent quality of delivery for all operational aspects of the charity. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Organisational Structure

BDRC has a Management Committee of up to 11 members who meet bi-monthly and who are responsible for the strategic direction and policy of the charity. At present the Committee has 5 members - all of whom class themselves as disabled - from a variety of professional backgrounds relevant to the work of the charity. The Company Secretary also sits on the Committee but has no voting rights.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011 (continued)

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive. The Chief Executive is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Chief Executive also has responsibility for the day to day operational management of the Resource Centre, individual supervision of the staff team and also ensuring that the team continue to develop their skills and working practices in line with good practice.

Related Parties

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

Objectives and Activities

The company's objects and principal activities are defined by its constitution as follows:-

"To promote for the public benefit the relief of people whose impairment or the nature of their condition subjects them to physical, mental, learning or sensory disability by the provision of facilities and services known as Birmingham Disability Resource Centre through which disabled people may realise their full potential as individuals and as members of society, irrespective of the nature of their impairment or condition, disability, gender, sexual orientation, nationality, race, religious belief, status as a married person or civil partnership, pregnancy, spent convictions or other conditions not justified in law."

This is achieved by:-

- Providing a wide range of person-centred services to disabled people
- Linking in and networking with people unable to attend the Centre
- Providing models of good practice in dismantling disabling barriers
- Encouraging involvement within all communities
- Aiming to become a focal point in Birmingham and Solihull by offering a meeting place and giving information, advice and guidance on disability awareness/issues.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011 (continued)

Achievements and Performance

BDRC has sustained its existing services during 2010/2011.

Overall the organisation achieved the following performance levels during the year:-

Performance Indicator	Performance Achieved during 2010/2011	Performance Achieved during 2009/2010
Number of clients accessing BDRC services	3,560	6,421
Percentage of clients from BME communities	50%	44%
Number of general enquiries received	7,078	6,421
Percentage of initial enquiries responded to within 2 working days	97.22%	97.81%
Number of outreach sessions held and events attended to engage 'harder to reach' clients	450	395
Client satisfaction rate from services received	100%	100%
Staff turnover levels	1	3
Average staff sickness levels (excluding long term sickness and disability related sickness)	0.008 days per employee	0.37 days per employee
Number of in-house volunteer positions provided	21	19
Number of volunteer hours worked	2,279 (an average of 44 hours per week)	4,027 (an average of 77 hours per week)
Number of inputs into external consultations about disability issues	18	47
Number of opportunities generated to work in partnership with other third sector and disability related organisations	22	45

The main areas of charitable activity during the year have been the provision of a general information and advocacy service; a range of employment and training services; volunteering services, counselling services, meaningful activities and a range of fee-paying services comprising disability equality training; access audits and tenancy/room hire. The majority of BDRC's activities are based at its accessible Resource Centre in Yardley, Birmingham.

However, the general information service and some of the employment and training services are also provided at a number of outreach sites across Birmingham and Solihull in order to engage harder to reach clients.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Report of the Trustees for the year ended 31 March 2011 (continued)

1. General Information and Advocacy Services

Between 1 April 2010 and 31 March 2011 BDRC has continued to deliver its general information and advocacy service to disabled people, their families and support networks through a Service Level Agreement with Birmingham City Council Adults and Communities Directorate.

The service employed 1 full-time equivalent Manager and 1 full-time equivalent Information Officer during the year and also benefitted from the support of 2 volunteers during this period, 3 part time workers on Future Jobs Fund placements between April and June 2010 and a young person on a work placement from a Jobcentre Plus scheme in spring 2011.

Statistics for the year show that a total of 3,392 enquiries were received from individuals. A breakdown of these enquiries reveals the following information:-

Mode of Contact	Number	Contract Target
Overall enquiries dealt with	3,392	3,000
Enhanced enquiries	742	700
Home visits	46	30
People supported at outreach	1,806	1,000
Outreach events attended	83	70

During the past year the impact of public sector spending cuts and restrictions on services and benefits has increased for both individuals and organisations in Birmingham. Throughout this time the Information and Advocacy Service has continued to offer enhanced support to our service users which includes things like filling out complex forms and advocating on behalf of individuals who experience problems getting goods and services.

BDRC has also increased the number of outreach events attended again this year, a service mainly operated by our Information Officer with support from volunteers and from the workers on Future Jobs Fund and other placements. This year officers attended 83 outreach events, 13 above the target figure within the SLA.

The organisation's website continues to be updated regularly and BDRC has launched an additional blog under the auspices of Birmingham Disability Network for the fast publication of local and national news. BDRC also publish a quarterly Newsletter with the support of a volunteer who is currently reviewing the effectiveness of our information dissemination strategy and how we can best coordinate the publication of information aimed at both organisations and individuals onto our website, blog and newsletters.

The Information Manager continues to have a PR role for the organisation and responds to media requests for statements on local and national issues, for example an interview given to BBC Radio WM in response to changes to incapacity benefits in March 2011.

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Report of the Trustees for the year ended 31 March 2011 (continued)

2. Counselling Service

The organisation has continued to employ a qualified and clinically supervised counsellor this year to provide confidential one-to-one counselling sessions to individuals. Counselling is provided to individuals for an average period of 6-8 sessions, though sometimes this is longer or shorter according to the needs of the individual person. This year the counsellor provided an average of 6 one hour weekly sessions to a total of 40 disabled people and/or carers.

3. Education and Awareness Raising Project

In September 2009 BDRC was successful in being granted 18 months funding by the Equality and Human Rights Commission to develop training courses around disability equality and human rights. In January 2010 BDRC appointed an Education & Awareness Raising Officer to deliver the training courses up to the end of the project on 31 March 2011. A training pack was developed which covered different aspects of law, practice and policy around the DDA, the Equality Act and various Human Rights articles relating to disability. A Guide was also produced which will be used in future training together with an online and physical library of information and 10 fact sheets around different aspects of disability rights. The Officer also attended various events and meetings to raise BDRC's profile in this field. During the 18 months the project successfully delivered over 25 training events around the West Midlands county.

4. Arts and Crafts Class

Our new Arts and Crafts group started in January 2010 and has gone from strength to strength through the expert dedication of our part time teacher, utilising space in the former Strawberry Studio area. A regular group of 12 disabled people, largely people with learning disabilities meet every Friday morning. With additional funding from Birmingham International Airport, starting from January 2011 a second group has been started on a Friday afternoon. The original Crafts / Card making group led by Board member Irene Wright and other members continues to flourish in the centre every Wednesday.

Discussions are currently taking place around how BDRC can encourage the sustainability of the Arts and Crafts groups either by attracting new grant type funding and / or by selling art works to the public, etc. BDRC's existing SLA with Birmingham City Council (Adults and Communities) has been extended to the end of October 2011 but with a 6% cut.

5. Aston Pride Project

In October 2010 BDRC entered into a contract with Aston Pride to deliver a small capital grants scheme around access to community buildings in the Aston area. The project was very successful. Officers ran a training event in Aston in October 2010 and worked with BDRC's Associate Access Auditor to audit groups and support them with making applications to the fund for grants up to £7,000. 10 local organisations in Aston benefitted

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Report of the Trustees for the year ended 31 March 2011 (continued)

from grants from the scheme which included the purchase of play equipment, installation of ramps, signs, non-slip flooring, etc.

6. Community Development Work

The following project work was delivered by our Senior Community Development Officer during the year. BDRC has continued to work as the Local Development Agency for Yardley and East Birmingham.

6.1 BASIS II – Growing the Grassroots

The BASIS II project provides for support to third sector disability groups across Birmingham. Since July 2010, BDRC has supported a total of 20 disability organisations. Assistance provided includes: business strategy, developing funding packages, premises, volunteer policies and procedures, constitutions and business health checks.

6.2 PLATFORM Project

The PLATFORM Project provides for more intensive assistance to disability groups in Birmingham and BDRC has supported 5 groups under this project since July 2010.

6.3 Priority Neighbourhood Project

The Priority Neighbourhood Project assists Neighbourhood Managers to better engage the third sector in developing neighbourhood projects. The project closed on 31 March 2011.

Description	Number	Contract Target
Engagement with Neighbourhood Managers	16	12
Network Meetings	12	8
Project Steering Groups held	6	4
Organisations engaged with	10	10
Dissemination Event	2	1

Highlights of the Priority Neighbourhood Project were: the Building the Big Society In Yardley event held in November 2010 and attracting 25 local groups; assisting in the development of Priority Neighbourhood Seven (PN7) a new neighbourhood partnership for North Yardley.

6.4 Local Development Agency Network

As the Local Development Agency for Yardley and East Birmingham, we have undertaken a number of pieces of work.

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Report of the Trustees for the year ended 31 March 2011 (continued)

6.5 Mapping and Needs Analysis of the Voluntary and Community Sector in Yardley

This was undertaken in August of 2010: a dissemination event was held in November 2010 and BDRC is currently developing a "below the radar" project to delve deeper into community activity in Yardley. This is being conducted in partnership with the Third Sector Research Centre at Birmingham University.

6.6 Assisting the Big Lottery in Yardley

The project closed on 31 March 2011. Linked to the mapping exercise, BDRC has been working with the Big Lottery to improve the take up of lottery funding in the Yardley area. This has included assisting a number of groups as referred by the Big Lottery West Midlands.

6.7.1 International Day of Disabled People (IDDP)

Afternoon Event

An event was held on 3 December 2010 to celebrate International Day of Disabled People. The event was held at Midlands Arts Centre, Cannon Hill Park. BDRC Chief Executive Louise Simmons welcomed Cabinet Member for Equalities and Diversity Councillor Alan Rudge who officially opened the event on behalf of Birmingham City Council.

The afternoon event consisted of the premiere of a new play for voices – *Poppy*; Audio Visual Presentation of the history of disability in Birmingham; Presentations and Discussion. 50 people attended the afternoon event between 2.00pm and 5.00pm. 10 organisations exhibited throughout the afternoon.

Evening Event

The evening event was dedicated to National Disability History Month, which this year coincided with IDDP. Mr Richard Reisner, the co-ordinator of National Disability History Month, gave a thought provoking presentation on the history of disability from Roman times to the present day. In doing so, Mr Reisner provoked a very frank exchange of views and experiences from those in attendance.

6.7.2 Consultations

Under an SLA held with Birmingham City Council, Equalities and Diversity Department a number of consultations have been held in the year to 31 March 2011.

- **Census 2011**

A meeting was held with the Office of National Statistics West Midlands, following which the Census Website was reviewed and BDRC and other members of the LDA network have offered a drop in service for those having difficulty in completing the questionnaire.

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Report of the Trustees for the year ended 31 March 2011 (continued)

- **Faith, minorities and disability**
A consultation event was held in February of faith, disability and minority organisations. A report is currently being drafted for circulation.
- **Financial Sustainability**
This is a piece of work to look at how we might make BDN more financially sustainable.
- **Disability and the Big Society**
The consultation event in February included a discussion on disability and the Big Society. This will be included in the consultation report.

6.7.3 Active At 60

BDN has secured funding to establish a group of over 60's Disability Champions, who will champion the cause of the older disabled or those having an age related complaint, to public service providers.

7. Employment and Training Services

During the year Employment and Training Services successfully delivered 7 welfare to work projects funded by Birmingham City Council's Working Neighbourhood Fund and a further 2 projects funded by Big Lottery and Skills Funding Agency. The Employment and Training Services team comprised of an Employment and Training Manager, a Senior Employment and Training Officer, a Part-time Administrator, 4 Employment and Training Officers and a Part-time IT Tutor. Six volunteers also supported the team during the year.

The team has continued to provide a range of empowerment, employment preparation and training services over the year to help disadvantaged disabled people in Solihull and Birmingham access sustained employment, accredited training and volunteering. The team also delivered a bespoke barrier management programme which included the expert patient programme to help disabled people manage their health condition.

Employment and Training Services were extensively promoted during the year and the key feature has been its ability to establish links with new partner organisations across Birmingham and Solihull which helped to engage some of the most disadvantaged disabled people. This included the establishment of outreach provision at Birmingham Libraries and community based organisations. The team also hired a jobs bus from a partner organisation to promote services and engage hard to reach disabled people from priority wards and remote areas.

7.1 Solihull Volunteer Programme

The two year volunteering project commissioned by the Big Lottery Fund ended in August 2011 and was successful in supporting 115 beneficiaries. 26 were supported into volunteering against the profiled target of 24. 10 went on to complete NVQs including level 3 qualifications in administration, advice and guidance, customer service and IT. A further 4 volunteers went on to secure full time employment and 1 was supported into part time employment.

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Report of the Trustees for the year ended 31 March 2011 (continued)

This project has been a huge success and has had a positive impact on the long-term unemployed. A substantial number of the beneficiaries had low self-esteem which led to low career aspirations. The project helped volunteers overcome identified barriers which in turn enabled them to go on to make an invaluable contribution to BDRC.

7.2 Journey to Work Project

At the completion of this project, 33 beneficiaries were supported on the project against the profiled 20. The majority of beneficiaries were referred onto the programme by Disability Employment Advisors from local jobcentres. A total 6 beneficiaries went on to complete volunteer placements. 2 beneficiaries were supported into employment and a further 6 went on to complete work-based accredited training.

The programme was successful in changing beneficiary beliefs and raising their career aspirations. Many had gained confidence to attend our weekly job club and search for jobs independently and attend external mainstream training and support services.

7.3 WNF-BEST Network contracts

BDRC was sub-contracted to deliver two contracts as part of the BEST Network consortium, contract 1 supported disabled people based in Yardley into volunteering, training and employment and contract 5 supported carers based in Yardley towards and into employment.

Referring to Contact 1, the achievements at the end of the 18 month project were as follows:-

Activity	Number	Contract Target
Beneficiaries engaged	65	64
Beneficiaries supported into training	12	5
Beneficiaries supported into employment	21	20
Beneficiaries supported into volunteering	12	0
Pre-employment training	30	15

The disability support project had exceeded all of the project targets. A total of 65 disabled people were supported against the profiled target of 64. 21 secured employment against a target of 20. 32% of the beneficiaries were supported into employment. A further 12 were supported into work based training. Over 50% of clients gained a positive outcome at the end of the project.

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Report of the Trustees for the year ended 31 March 2011 (continued)

Referring to Contract 5, the achievements at the end of the 18 month project were as follows:-

Activity	Number	Contract Target
Beneficiaries engaged	45	55
Beneficiaries supported into training	10	8
Beneficiaries supported into employment	7	9
Beneficiaries supported into volunteering	6	0
Pre-employment training	18	15

7.4 WNF-Birmingham Disability Consortium (BDC) - Employment Support for People with Disabilities.

BDRC secured 5 WNF disability support contracts as part of the Birmingham Disability Consortium. These contracts included Hodge Hill, Erdington, Hall Green, Perry Barr, and Ladywood constituencies.

Outreach provision was established throughout the target wards, advisors focused on local libraries, day care centres, mental health institutions and community based organisations. Jericho Foundation's jobs bus was also hired to engage some of the hardest to reach disabled people.

The achievements of the 5 BDC projects at the end of the 18 month programme were as follows:-

Activity	Number	Contract Target
Beneficiaries engaged	315	347
Beneficiaries supported into training	36	0
Beneficiaries supported into employment	23	50
Beneficiaries supported into volunteering	12	15
Pre-employment training	272	290

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Report of the Trustees for the year ended 31 March 2011 (continued)

8. Business Services and Social Enterprise Development

8.1 Be Birmingham – Social Enterprise Project

In September 2010 BDRC secured funding from Be Birmingham to develop a social enterprise around accessible formatting. A large part of the funding was around setting up a marketing strategy to promote and sell the services of the fledgling enterprise, including a website and marketing materials.

Whilst BDRC was able to hit the ground running initially by establishing a new post of Social Enterprise Development Officer and provide continuity of employment to a member of staff who had worked for BDRC under the Future Jobs Fund delivering small pieces of transcription work for external customers, a very major challenge for BDRC with this new semi-commercial enterprise was created by the worsening economic conditions into which we were launching it. The launch event at the Birmingham Library Theatre in November was very poorly attended perhaps because it took place in the same week as the government's Comprehensive Spending Review. Throughout December, January and February it continued to be difficult for the Social Enterprise Development Officer to attract customers although he delivered a lot of internal and project work for BDRC which satisfied Be Birmingham in terms of project outputs. Unfortunately the enterprise did not bring in sufficient funds in the project lifetime to sustain the service after 31 March 2011.

The social enterprise, AMI, has a website and one of the positive outcomes of the project was that the URL title of the website, Accessibility 4 All, lends itself well to a wider branding of BDRC's business related services such as equality training and other types of training, access auditing, selling expertise and consultancy, accessible publishing as well as the accessible format idea.

BDRC will be reviewing shortly how to develop market and sell these services in the Accessibility 4 All branded umbrella, especially in the light of Transition Funding, the accommodation review and other developments within BDRC.

8.2 Disability Equality Training for Taxi Drivers

In October 2010, BDRC successfully secured a further 3 year contract through a competitive tendering process with Birmingham City Council Licensing and Regulatory Services Section to continue to provide Disability Equality Training to Birmingham Taxi Drivers.

During 2010/2011, 11 taxi training days were provided which generated £18,736.

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Report of the Trustees for the year ended 31 March 2011 (continued)

8.3 Tenancy / Room Hire

Current tenants are Penderels Trust and the Birmingham Employment Skills and Training (BEST) Network (from November 2009) from whom a total income of approximately £32,796 per annum is derived.

At the present time the hire of the larger conference room is charged at £150 per day and the smaller training room at £75. Buffets can also be provided.

Financial Review

2010/2011 has been a tough yet successful year for BDRC which saw the organisation not only secure funding to sustain its existing services but also attract new funding to enable it to develop new services and expand even further. BDRC has successfully delivered its first West Midlands-wide contract during the year thereby helping to achieve its vision of providing a range of services across the Midlands region.

As the organisation has continued to steadily grow, the task of securing funding has become more arduous and with the current climate of all service provision being put out to competitive tender, an extensive amount of time and effort is now required to undertake this work. As public sector funding becomes more scarce and public sector spending cuts begin to take hold in the 2011/2012 financial year, there will be a need to invest even more time in this area if BDRC is to survive.

Alongside this, is the move by public sector commissioning bodies to commission large contracts, which the BDRC is unable to bid for in its own right due to its current size, cash flow and turnover. The BDRC has worked hard during 2010/2011 to position itself to be able to tender for larger contracts by working in partnership with both third sector and private sector organisations and has been successful in securing 7 sub-contracts for the delivery of employment and training services through the BEST Network and Birmingham Disability Consortium. BDRC will need to continue to develop such arrangements in order to secure further contracts and services in the future.

Principal Funding Sources

Aside from the income generated through room hire and tenancy agreements, the principal funding sources for the charity during 2010/2011 were by way of 3 sub-contracts with the BEST Network; 5 sub-contracts with the Birmingham Disability Consortium (Action for Blind as lead body); 2 grants from the Big Lottery Fund, and 4 service level agreements with Birmingham City Council.

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Report of the Trustees for the year ended 31 March 2011 (continued)

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Management Committee has decided to continue to invest the small amount that it has available in a high interest deposit account.

Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be between 3 and 6 months running costs. Staff have worked hard to increase reserve levels this year to reflect the increase in growth and activity. Reserves have been built up to £327,752 through planned operating surpluses in the current year. This includes designated reserves of £80,000 in respect of relocation expenses.

Plans for Future Periods

The BDRC plans to sustain the activities outlined above in the forthcoming years subject to satisfactory funding arrangements.

In line with the charity Strategic Business Plan, plans have also been developed in 2011/2012 to:-

- Sustain existing services wherever possible
- Identify ways to raise the profile and image of the BDRC even further and maximise the take-up of free and fee-paying services
- Identify new funding streams to develop existing and establish new services to meet known demands including the provision of new support services to young disabled people; the provision of new advocacy services; the provision of a dedicated benefits advice service; the expansion of volunteering and work experience opportunities; and opportunities to undertake further research and studies.
- Undertake an accommodation review and relocate BDRC to alternative premises by December 2011

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Report of the Trustees for the year ended 31 March 2011 (continued)

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Management Committee should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

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Report of the Trustees for the year ended 31 March 2011 (continued)

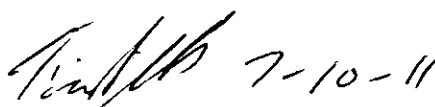
Auditors


The auditors, Feltons, will be proposed for re-appointment at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

The Management Committee have complied with the duty in Section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Charity Commission.

Approved by the Management Committee on 26 September 2011 and signed on its behalf by:

 7-10-11
.....
Mr Timothy Phillips (Chairperson)


.....
Mr Andrew Beaton (Vice-Chairperson)

**Independent Auditors' Report to the Members of
Birmingham Disability Resource Centre (A Company Limited by Guarantee)**

We have audited the financial statements of Birmingham Disability Resource Centre (A Company Limited by Guarantee) for the year ended 31 March 2011 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes set out on pages 21 to 29. 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).

Respective responsibilities of trustees and auditors

As explained more fully in the responsibilities of the Management Committee statement (set out on page 17), the trustees (who are also the directors of the charitable company for the purposes of company law) 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 charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the board of trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the report of the management committee to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implication for our report.

Opinion on financial statements

In our opinion the financial statements :

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2011, and of its incoming resources and application of resources, including its income and expenditure, 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.

**Independent Auditors' Report to the Members of
Birmingham Disability Resource Centre (A Company Limited by Guarantee)
(continued)**

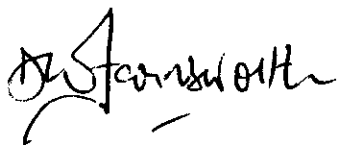
Opinion on other matter prescribed by the Companies Act 2006

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

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 management committee members' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees 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 their report.



D W Farnsworth (Senior Statutory Auditor)
For and on behalf of
Feltons, Statutory Auditor
8 Sovereign Court
8 Graham Street
Birmingham
B1 3JR

20 October 2011

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

**Statement of Financial Activities (including Income & Expenditure Account)
for the year ended 31 March 2011**

	Notes	Unrestricted funds 2011 £	Restricted funds 2011 £	Total funds 2011 £	Total funds 2010 £
Incoming resources					
Incoming resources from generated funds:					
<i>Voluntary income :</i>					
Donations and grants	2	5,621	228,329	233,950	69,826
<i>Activities for generating funds:</i>					
Rental income		32,855	-	32,855	26,710
Room hire		5,153	-	5,153	3,639
Training		27,959	-	27,959	52,253
Investment income		51	-	51	12
Incoming resources from charitable activities:					
Advisory services		452,974	-	452,974	348,189
Total incoming resources		524,613	228,329	752,942	500,629
Resources expended :					
3					
Costs of generating funds					
Costs of generating voluntary income		50,287	-	50,287	29,373
Charitable activities		300,551	211,769	512,320	360,835
Governance costs		22,186	-	22,186	21,678
Total resources expended		373,024	211,769	584,793	411,886
Net incoming resources being net income		151,589	16,560	168,149	88,743
Reconciliation of funds					
Total funds brought forward		159,603	-	159,603	70,860
Total funds carried forward		311,192	16,560	327,752	159,603

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)
(Charity number 1034581 / Company number 2897250)

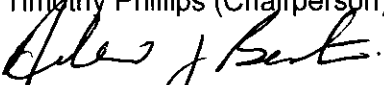
Balance Sheet
as at 31 March 2011

	Notes	2011		2010	
		£	£	£	£
Fixed assets					
Tangible assets	8		23,616		9,423
Current assets					
Debtors	9	125,117		128,705	
Cash at bank and in hand		<u>234,216</u>		<u>166,991</u>	
		359,333		295,696	
Creditors: amounts falling due within one year	10	<u>(55,197)</u>		<u>(145,516)</u>	
Net current assets			304,136		150,180
Total assets less current liabilities			<u>327,752</u>		<u>159,603</u>
Funds	12				
Unrestricted funds					
General			231,192		159,603
Designated			80,000		-
Restricted funds			16,560		-
			<u>327,752</u>		<u>159,603</u>

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Management Committee on 26 September 2011 and signed on its behalf by:


 Mr Timothy Phillips (Chairperson)


 Mr Andrew Beaton (Vice-Chairperson)

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011

1. Accounting Policies

The principal accounting policies are summarised below. These accounting policies have been applied consistently throughout the year and the preceding year.

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005.

(b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

(c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants and donations and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

(d) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis.

(e) Fixed assets

Fixed assets are stated at cost less accumulated depreciation. The costs of minor additions are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life on a straight-line basis:

Plant and equipment	- 20%
Computer equipment	- 33%

(f) Operating leases

Payments under an operating lease are charged to the Statement of Financial Activities on a straight-line basis over the term of the lease.

(g) Pensions

The Charity makes contributions to individuals' defined contribution personal pension plans. Contributions payable for the year are charged to the Statement of Financial Activities.

2. Donations and grants

	Unrestricted £	Restricted £	2011 £	2010 £
Aston Pride	-	63,748	63,748	-
Social Enterprise Fund	-	31,550	31,550	-
Equality and Human Rights	-	24,881	24,881	-
Platform Project	-	18,655	18,655	10,610
PNP Project	-	17,999	17,999	-
Capital projects	-	17,523	17,523	-
Growing Stronger Grass Roots	-	17,251	17,251	-
Future Jobs Fund	-	10,302	10,302	-
BLF Volunteering Fund	-	7,090	7,090	27,083
Big Lottery Fund	-	-	-	10,341
Heritage Lottery Fund	-	4,760	4,760	19,040
Other donations and grants	5,621	14,570	20,191	2,752
	<u>5,621</u>	<u>228,329</u>	<u>233,950</u>	<u>69,826</u>

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

3. Total Resources Expended

	Basis of allocation	Rental and room hire £	Advisory £	Training £	Governance £	2011 Total £	2010 Total £
Costs directly allocated to activities							
Staff costs	Direct	-	179,080	19,305	-	198,385	165,445
Project costs	Direct	-	63,538	5,413	-	68,951	21,885
Travel	Direct	-	8,959	-	-	8,959	4,716
Support costs allocated to activities							
Premises	Floor area	35,781	5,112	10,223	-	51,116	49,320
General office and finance staff costs	Staff time	11,147	88,886	43,637	17,048	160,718	91,601
Recruitment costs	Staff time	17	133	90	-	240	3,275
Insurance	Usage	951	2,378	950	476	4,755	4,463
Office costs	Usage	9,059	13,894	8,426	-	31,379	32,983
Training	Usage	-	1,526	2,289	1,271	5,086	5,671
Publicity	Usage	1,275	1,272	1,272	-	3,819	7,206
Depreciation	Usage	711	4,263	2,131	-	7,105	5,721
Professional charges	Usage	-	40,889	-	3,391	44,280	19,600
		<u>58,941</u>	<u>409,930</u>	<u>93,736</u>	<u>22,186</u>	<u>584,793</u>	<u>411,886</u>

4. Net Incoming Resources for the Year

This is stated after charging :	2011 £	2010 £
Depreciation of owned tangible fixed assets	7,105	5,721
Auditors' remuneration	3,300	2,938
Operating lease rentals	5,640	5,667
- office equipment		
- premises	30,000	30,000
	<u>30,000</u>	<u>30,000</u>

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

5. Staff Costs and Numbers

Staff costs	2011 £	2010 £
Wages and salaries	328,613	233,028
Social Security costs	28,590	20,684
Redundancy	-	2,127
Pension	1,900	1,207
	<u>359,103</u>	<u>257,046</u>

No employee received emoluments of more than £60,000.

The average number of employees during the year, calculated on the basis of full time equivalents, was as follows:

	2011 Number	2010 Number
Chief Executive	1	1
General Information Service	6	3
Employment and Training Service	8	4
Business Services, Administration and Support	4	3
	<u>19</u>	<u>11</u>

Total number of employees at 31 March 2011 was 19.

The BDRC does not operate any pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 3 (2010 – 1) members of staff. The BDRC makes a 3% contribution to this scheme. All staff are entitled to join the pension scheme but most choose not to.

6. Trustee Remuneration and Related Party Transactions

No members of the management committee received any remuneration or reimbursed expenses during the year or the previous year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2010 – Nil).

7. Taxation

As a charity, BDRC is exempt from tax on income and gains falling within section 505 of the Income and Corporation Taxes Act 1988 or section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the charity.

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

8. Tangible Fixed Assets

	Plant and Equipment £	Computer Equipment £	Total £
Cost			
At 1 April 2010	81,478	34,142	115,620
Additions	1,752	19,673	21,425
Disposals	-	(752)	(752)
At 31 March 2011	<u>83,230</u>	<u>53,063</u>	<u>136,293</u>
Accumulated Depreciation			
At 1 April 2010	77,648	28,549	106,197
Charge for the year	2,050	5,055	7,105
	-	(625)	(625)
At 31 March 2011	<u>79,698</u>	<u>32,979</u>	<u>112,677</u>
Net book value			
At 31 March 2011	<u>3,532</u>	<u>20,084</u>	<u>23,616</u>
At 31 March 2010	<u>3,830</u>	<u>5,593</u>	<u>9,423</u>

9. Debtors

	2011 £	2010 £
Debtors from charitable activities	53,847	19,701
Other debtors and prepayments	71,270	109,004
	<u>125,117</u>	<u>128,705</u>

10. Creditors: Amounts falling due within one year

	2011 £	2010 £
Creditors for charitable activities	17,807	27,284
Taxation and social security	9,283	6,554
Other creditors and accruals	28,107	111,678
	<u>55,197</u>	<u>145,516</u>

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

11. Analysis of Net Assets Between Funds

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	7,056	16,560	23,616
Current assets	359,333	-	359,333
Current liabilities	(55,197)	-	(55,197)
	<u>311,192</u>	<u>16,560</u>	<u>327,752</u>

12. Movements in Funds

	At 1 April 2010 £	Incoming resources £	Outgoing Resources £	Transfer £	At 31 March 2011 £
Restricted funds:					
Aston Pride	-	63,748	(63,748)	-	-
Social Enterprise Fund	-	31,550	(31,550)	-	-
Equality and Human Rights	-	24,881	(24,881)	-	-
Platform Project	-	18,655	(18,655)	-	-
PNP Project	-	17,999	(17,999)	-	-
Capital projects	-	17,523	(963)	-	16,560
Growing Stronger Grass Roots	-	17,251	(17,251)	-	-
Future Jobs Fund	-	10,302	(10,302)	-	-
BLF Volunteering Fund	-	7,090	(7,090)	-	-
Heritage Lottery Fund	-	4,760	(4,760)	-	-
Other donations and grants	-	14,570	(14,570)	-	-
	-	<u>228,329</u>	<u>(211,769)</u>	-	<u>16,560</u>
Unrestricted funds:					
General	159,603	524,613	(373,024)	(80,000)	231,192
Designated	-	-	-	80,000	80,000
	<u>159,603</u>	<u>752,942</u>	<u>(584,793)</u>	<u>-</u>	<u>327,752</u>
Total funds	<u>159,603</u>	<u>752,942</u>	<u>(584,793)</u>	<u>-</u>	<u>327,752</u>

Birmingham Disability Resource Centre (A Company Limited by Guarantee)

Notes to the Financial Statements for the year ended 31 March 2011 (continued)

12. Movements in Funds (continued)

The designated fund is a fund set aside by the trustees for the costs expected to arise from the need to relocate in the near future upon termination of the lease in respect of the charity's current premises.

13. Guarantees and other financial commitments

Financial commitments under non-cancellable operating leases will result in the following payments falling due in the year to 31 March 2012:

	2011		2010	
	Land & buildings	Other	Land & buildings	Other
	£	£	£	£
Leases expiring in:-				
2 – 5 years	<u>-</u>	<u>6,204</u>	<u>49,320</u>	<u>6,204</u>

14. Capital commitments

There were no capital commitments at the year end (2010 - £nil).