

REGISTERED COMPANY NUMBER: 5459909
REGISTERED CHARITY NUMBER: 1110811

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2010
FOR
DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

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FOR THE YEAR ENDED 31 MARCH 2010**

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**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

The Trustees and Directors present their report and financial statements for the year ended 31 March 2010.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

5459909

Registered Charity number

1110811

Registered office

Disability & Social Care Advice Service
5th Floor
Bedford House, 215 Balham High Road
London
SW17 7BQ

Trustees

Jenny Purkis
Bridget Clery
Steve Boorman - Treasurer
Marion Bird
Elisabeth Green
Kathleen Pirkis
Richard Holmes - resigned 17.7.09

Other members of Management Committee

Mabel Headley
Edgar Lewis

Staff - Paid

Esther Mmbago - Manager
Ron Percival - Part time administrator
Marlene Stevens - Advisor

Staff - Volunteers

Marion Bird
Peter Clarke
Ros Goodwin
Sue Heap
Val Shepherd
Gerald Wakelin
Geneen Gray
Alexandra Brinck

Company Secretary

Bridget Clery

Independent Examiner

Nigel Horder FCA CTA
Horder Adey
Chartered Accountants
13 Princeton Court
53-55 Felsham Road
Putney
London
SW15 1AZ

Bankers

Barclays Bank PLC
Merton Operations Unit
PO Box 2572
London
SW19 3WJ

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 23 May 2005 and registered as a charity on 10th August 2005. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of new Trustees/Members of the Management Committee

The directors of the company are also charity trustees for the purposes of charity law. They are also all members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the directors are elected to serve for a period of three years but one third must retire at each Annual General Meeting.

Bridget Clery is resigning and Steve Boorman retires by rotation at this year's AGM. Steve Boorman, being eligible, offers himself for re-election.

The Directors and Management Committee seek to ensure that both the needs of people with disabilities and their carers, and the ethnic mix of Wandsworth are appropriately reflected through the diversity of the trustee body. At present most of the directors and members of the Management Committee are people either with disabilities themselves or with experience of disability either as a carer or as a member of a local service-providing organisation. Other people have been recruited to the Management Committee because of the specific management and financial skills they offer which are needed by the charity.

Induction and training of new trustees

The Directors and other Management Committee members are already familiar with the practical work of the charity and are encouraged to attend the office monthly team meetings when they are able. They also attend, together with the office staff and volunteers, a shared annual planning and goal setting event.

Organisational structure

The Disability and Social Care Advice Service has Directors and other Management Committee members who meet quarterly and are responsible for the strategic direction and policy of the charity. At present there are six directors from a variety of backgrounds relevant to the work of the charity. Another two members attend meetings in an advisory capacity but have no voting rights. The Secretary and the Treasurer are both directors.

A scheme of delegation is in place and day to day responsibility for the provision of the service rests with the Manager who is responsible for ensuring that the charity delivers the services specified and key performance indicators are met. The Manager has responsibility for the day to day operational management of the office, individual supervision of the staff and volunteer team and for ensuring that the team continues to develop skills and working systems in line with good practice.

The volunteer team works with the Manager who is assisted by part-time paid Advisor and part time team administrator in the provision of the services of the charity. Our volunteers are a unique strength of DASCAS, extending the reach and effectiveness of the organisation, and providing an extraordinary return on public investment.

Related parties

In so far as they are complementary to the charity's objects, the charity is guided by both local and national policies.

The parameters of the service are set by national benefits and social services legislation. Local targets are set by Wandsworth Borough Council under the Social Care Advice Line contract for supplying services. DASCAS shares a building with other Care Agencies such as CAB, Money Advice, Threshold Housing and the Interpreting Service (until Autumn 2009) enabling good informal links with these organisations. Also the Chair of DASCAS attends Wandsworth Community Care Alliance and LINK meetings, a multi agency group for disability and older persons' services in Wandsworth. Both the Chair, other Directors and the Manager have attended Borough Forums such as the Social Services Review of Services for Older People and Transforming Care enabling the charity to establish improved links within the community and to identify relevant policy and prospective funding developments. The organisation has also participated in the Borough Community Advice Day.

The Joint Visiting Team overlaps with our work and meetings have taken place to avoid duplication with benefit claimants. Established regular links exist with Age Concern and Careline and the Manager has visited Advocacy Partners. Contact has also been made with Wardens of Sheltered Housing.

The charity continues to be a member of DIAL UK (Scope) that sets quality standards for advice agencies. DASCAS continues to be an organisation to which our partners can, with confidence, refer clients who require specialist help.

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Management Committee has conducted a review of the major risks to which the charity is exposed. This is updated annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces.

Internal financial control risks are minimised by the implementation of procedures for authorisation of all transactions. We aim to maintain a reserve of one quarter of annual expenditure in case of loss of regular funding to enable us to give employees three months notice. Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to the office and also when staff are out visiting clients. The Risk Assessment has been updated.

All workers and volunteers have CRB clearance and, in line with local authority guidelines, a policy for vulnerable persons identified as being at risk is in place.

OBJECTIVES AND ACTIVITIES

Objectives and activities

The charity's objects and principal activities are to benefit disabled people in Wandsworth by:

- Offering an independent telephone information service on any aspect of disability and social care issues.
- Helping people claim benefits.
- Giving advocacy and support up to tribunal level in disputed cases.
- Offering advice and support to professionals.
- Visiting people in their homes and giving particular priority to the housebound.
- Assisting people to identify and access the services they need.
- Working in partnership with other agencies in order to secure that services are provided by the agency that best matches the needs of the client population.

In compliance with our duty under section 4 of the Charities Act 2006, we have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, the trustees have considered how planned activities will contribute to the aims and objectives they have set.

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The main areas of charitable activity are the provision of advice, information, advocacy to people with disabilities, their carers and others receiving social care and also outreach work to professionals working in the area.

Advice and Advocacy

We provide a telephone advice service to people with disabilities, their carers and care professionals and advice workers in the borough of Wandsworth. The phone line is staffed Monday to Friday 10.00 to 16.00. This year we had 4179 enquiries about disability issues. We also offer one to one interviews at the office or at client's homes. We conducted 1277 personal interviews 543 of these were home visits. The majority of these interviews are to check benefit entitlement and to assist with making claims for disability and carer's benefits. We represented clients at 17 Disability Appeal Tribunals.

Quality

Our catchment area is the London Borough of Wandsworth and to ensure we are meeting demand in a fair and high quality manner we carry out an annual survey. It is conducted anonymously by post. 86% of respondents were very satisfied.

Statistics

We keep a statistical record of all our work during the year covering such factors as age, home address, type of disability and how clients heard about us. We started a new system in 2008. We now count statistics only when cases are completed and closed. This limited comparison with earlier years, but shows a significant increase on 2009 figures.

Clients

54% of our clients are female, 46% male, 42% are aged over 60 or over, and 7% are children. The key presenting disabilities are, Muscular and Skeletal (including arthritis), frailty and mobility problems (34%), blood/heart/chest (17%), long term metabolic and digestive conditions (15%), mental health (9%), neurological (7%), sensory loss covering visual and or hearing impairment (6%), learning disability (4%) and others (8%). People hear about our service from a variety of sources. Social Services (14%), NHS (5%), self, friends and family (46%), other voluntary bodies including CAB (17%) and other Wandsworth Council services (18%) are the main referrers.

Claims

The main benefits we help people claim are Disability Living Allowance (271), Attendance Allowance (100), Carers Allowance (19) and for people on low incomes Pension and Tax Credit, Income Support, Employment and Support Allowance and Housing Benefits. This year we successfully claimed £1,317,391 for (499) clients. We now have the impact of a second advisor in the first full year and have nearly doubled the number and value of claims.

Outreach

We also have given talks about our service to other Agencies. The Manager has continued to establish links with local partnership agencies working in the field of advice, information, and advocacy such as Advocacy Partners and the local Joint Visiting Team.

Staff - Paid

Esther Mmbago continues as full time Manager. She is assisted on four days a week by Marlene Stevens, Disability and Social Care Advice Worker. Ron Percival, the Team Administrator, working part time is maintaining efficient systems for the keeping of accounts, records and statistics.

Staff - Volunteers

A team of well-trained, competent volunteers is crucial to the running of the organisation. They cover a daily rota answering the telephone enquiries and form filling both in the office and making home visits. In an average week they contribute a total of fifty four hours to the charity and two have been with DASCAS for more than ten years. It has been stable and successful year with a total of eight volunteers. We continue to maintain our traditional 'Day out' in the summer and Christmas meal. We also have a new volunteer policy to clarify what volunteers can expect from the service and what we also expect from them.

FINANCIAL REVIEW

Reserves policy

The Management Committee examined the charity's requirements for reserves in light of the main risks to the organisation and established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be equal to 3 months of the expenditure. Budgeted expenditure for 2009/10 was £81,000 and therefore the target is £20,250. The unrestricted reserves at the end of the year are almost exactly this figure and the Management Committee will strive to try to maintain reserves in line with their policy during 2010/11.

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2010**

FINANCIAL REVIEW

Principal funding sources

The principal funding source for the charity is currently by way of contract income from Wandsworth Borough Council. In the past the Charity has sought funding from other charitable sources. Being over-dependent on one funding source makes DASCAS vulnerable to any changes in Council Funding policies. Over the year we have explored what charitable sources might be available. However, it is important for the Council to be aware of the part DASCAS plays in helping clients to claim benefits that result in significant income for the Council as payments for services. DASCAS needs to be aware of changes in the provision of social care services both policy changes and those provided by other organisations in order to tender effectively for future contracts. One of the ways in which we have done this is by developing a Way Forward working party to clarify our special qualities, clearly identify the target client group and identify other sources of funding to prepare for the new tendering process. This has led to a successful application to London Catalyst for funding for publicity and outreach.

The contract with Wandsworth Council has been extended again until March 2011, and the Council have included the grant for the additional worker. There continues to be a deficit this year and we anticipate a further deficit next year. Deficits can be met from reserves, but see the paragraph above on reserves policy.

Investment policy and objectives

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 keep as much of the grant funding as possible in a higher interest Barclays Step-Saver account from which it can be quickly transferred when funds are needed, but the reduction in interest rates will reduce income from this source. We continue to use Internet Banking and have successfully reduced charges.

FUTURE DEVELOPMENTS

The charity plans to continue to build on the well established, excellent, staff team. We are working to spell out clearly the unique qualities of our service to tender for a new funding contract with the Council in 2011. We are actively involved in the current review of services, including participating in workshops for the Transformation of Adult Services. With the funding from London Catalyst we are renewing our publicity materials and technology including a website to enable better access to our services. We will also begin a pilot outreach programme to Health Staff to promote our services. We are increasing the participation of people with disabilities on the Management Committee so that it can be more user- led.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Disability and Social Care Advice Service (Wandsworth) for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable 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 charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER

Nigel Horder FCA CTA of Horder Adey will be proposed to be re-appointed as Independent Examiner of the Charity at the 2010 annual general meeting.

ON BEHALF OF THE BOARD :

.....
Trustee

Date:

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

I report on the accounts for the year ended 31 March 2010 set out on pages seven to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 43 of the 1993 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 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 no opinion is given as to whether the accounts present a 'true and fair view ' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

Nigel Horder FCA CTA
Horder Adey
Chartered Accountants
13 Princeton Court
53-55 Felsham Road
Putney
London
SW15 1AZ

Date:

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2010**

	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	79,960	3,000	82,960	71,441
Investment income	3	14	-	14	265
Other incoming resources		75	-	75	121
		<u>80,049</u>	<u>3,000</u>	<u>83,049</u>	<u>71,827</u>
RESOURCES EXPENDED					
Charitable activities					
Advice and information	4	75,871	-	75,871	58,797
Management and administration of the charity		7,070	566	7,636	7,728
Governance costs	5	1,150	-	1,150	1,150
		<u>84,091</u>	<u>566</u>	<u>84,657</u>	<u>67,675</u>
NET INCOMING/(OUTGOING) RESOURCES		<u>(4,042)</u>	<u>2,434</u>	<u>(1,608)</u>	<u>4,152</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		24,375	1,132	25,507	21,355
TOTAL FUNDS CARRIED FORWARD		<u><u>20,333</u></u>	<u><u>3,566</u></u>	<u><u>23,899</u></u>	<u><u>25,507</u></u>

The notes form part of these financial statements

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**BALANCE SHEET
AT 31 MARCH 2010**

	Notes	Unrestricted funds £	Restricted funds £	31.3.10 Total funds £	31.3.09 Total funds £
FIXED ASSETS					
Tangible assets	9	388	566	954	1,614
CURRENT ASSETS					
Debtors	10	2,217	-	2,217	9,615
Cash at bank and in hand		19,298	3,000	22,298	36,188
		<u>21,515</u>	<u>3,000</u>	<u>24,515</u>	<u>45,803</u>
CREDITORS					
Amounts falling due within one year	11	(1,570)	-	(1,570)	(21,910)
NET CURRENT ASSETS		<u>19,945</u>	<u>3,000</u>	<u>22,945</u>	<u>23,893</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		20,333	3,566	23,899	25,507
NET ASSETS		<u><u>20,333</u></u>	<u><u>3,566</u></u>	<u><u>23,899</u></u>	<u><u>25,507</u></u>
FUNDS					
Unrestricted funds	12			20,333	24,375
Restricted funds				3,566	1,132
TOTAL FUNDS				<u><u>23,899</u></u>	<u><u>25,507</u></u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2010.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2010 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on and were signed on its behalf by:

.....

Trustee

The notes form part of these financial statements

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2010**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Grants and donations are accounted for when received except when they are specified to cover the cost of providing services over a defined period. Where this is defined the grant is apportioned into and accounted for in the accounting periods covering the periods of providing the services.

The value of services provided by volunteers has not been included.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

The restricted fund represents two specific grants with restrictions, from the Awards for All - Big Lottery Fund in 2009, for the purchase of computer equipment and broadband equipment and from Catalyst in 2010 for the development of a website together with computer and promotional material. All other funds are unrestricted funds available for the general use of the charity.

Pension costs and other post-retirement benefits

Pension contributions are employer's contributions made to a stakeholder pension scheme of the Manager.

2. VOLUNTARY INCOME

	31.3.10	31.3.09
	£	£
Donations	335	415
Grants	82,625	71,026
	<u>82,960</u>	<u>71,441</u>

Grants received, included in the above, are as follows:

	31.3.10	31.3.09
	£	£
Wandsworth Borough Council	79,625	71,026
London Catalyst Grant	3,000	-
	<u>82,625</u>	<u>71,026</u>

The grant from Wandsworth Borough Council is received under a contract to provide a specialist advice service. The London Catalyst grant is for the development of a website together with computer and promotional material. The total grant is for £4850 of which only the £3000 received by the Service in this year has been accounted for in this year. The balance of £1850 is expected to be received in the year to 31 March 2011 and its receipt will be subject to an interim report and actual/budgeted expenditure. No expenditure from this grant had occurred by 31 March 2010.

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2010**

3. INVESTMENT INCOME

	31.3.10	31.3.09
	£	£
Deposit account interest	14	265
	<u>14</u>	<u>265</u>

4. CHARITABLE ACTIVITIES COSTS

Advice and information

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Salary	60840	-	60840	40556
Employer's NIC	5609	-	5609	4171
Pension contributions	2635	-	2635	720
Training, conference and travel	2291	-	2291	2704
Postage and stationery	2235	-	2235	1236
Sundry	219	-	219	234
Telephone	1705	-	1705	1399
Bank charges	-	-	-	123
Membership fees and subscriptions	337	-	337	286
	<u>75871</u>	<u>-</u>	<u>75871</u>	<u>58797</u>

Management and administration of the charity

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Rent	6242	-	6242	6242
Insurance	555	-	555	555
Depreciation of furniture and equipment	273	566	839	931
	<u>7070</u>	<u>566</u>	<u>7636</u>	<u>7728</u>

5. GOVERNANCE COSTS

	Unrestricted Funds £	Restricted Funds £	Total 2010 £	Total 2009 £
Independent examiner fees for:				
External scrutiny	575	-	575	575
Accounting services	575	-	575	575
	<u>1150</u>	<u>-</u>	<u>1150</u>	<u>1,150</u>

6. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	31.3.10	31.3.09
	£	£
Depreciation - owned assets	839	930
	<u>839</u>	<u>930</u>

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2010**

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2010 nor for the year ended 31 March 2009.

No employee was paid more than £60,000 per annum including benefits.

Trustees' Expenses

Travel, training and subsistence costs were reimbursed to M Bird, a director/trustee in the year of £98 (2009 - £238).

8. STAFF COSTS

	31.3.10	31.3.09
	£	£
Wages and salaries	60,840	47,924
Social security costs	5,609	4,171
Other pension costs	2,635	720
	<u>69,084</u>	<u>52,815</u>

The average monthly number of employees during the year was as follows:

	31.3.10	31.3.09
Advice and information	3	2
	<u>3</u>	<u>2</u>

9. TANGIBLE FIXED ASSETS

		Plant and machinery etc £
COST		
At 1 April 2009		3,723
Additions		351
Disposals		(172)
At 31 March 2010		<u>3,902</u>
 DEPRECIATION		
At 1 April 2009		2,109
Charge for year		839
At 31 March 2010		<u>2,948</u>
 NET BOOK VALUE		
At 31 March 2010		<u>954</u>
At 31 March 2009		<u>1,614</u>

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.10	31.3.09
	£	£
Other debtors	2,217	9,615
	<u>2,217</u>	<u>9,615</u>

**DISABILITY AND SOCIAL CARE ADVICE
SERVICE (WANDSWORTH)**

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2010**

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.10	31.3.09
	£	£
Taxation and social security	34	3
Other creditors	1,536	21,907
	<u>1,570</u>	<u>21,910</u>

12. MOVEMENT IN FUNDS

	At 1.4.09 £	Net movement in funds £	At 31.3.10 £
Unrestricted funds			
General Grant Fund	24,375	(4,042)	20,333
Restricted funds			
Lottery Grants for Local Groups	1,132	(566)	566
London Catalyst Fund	-	3,000	3,000
	<u>1,132</u>	<u>2,434</u>	<u>3,566</u>
TOTAL FUNDS	<u>25,507</u>	<u>(1,608)</u>	<u>23,899</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Grant Fund	80,049	(84,091)	(4,042)
Restricted funds			
London Catalyst Fund	3,000	-	3,000
Lottery Grants for Local Groups	-	(566)	(566)
	<u>3,000</u>	<u>(566)</u>	<u>2,434</u>
TOTAL FUNDS	<u>83,049</u>	<u>(84,657)</u>	<u>(1,608)</u>