

West Lancs Disability Helpline Limited
Report and Financial Statements for the year ended 31st March 2006

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Legal and administrative information

Board of Directors	David Roscoe [Chairman] Patrick Fenlon Robert Dolan Peter Rouse CPFA [Treasurer] Kim Baker Suzanne Blundell Barbara Townley <i>Patrick Fenlon has stated that he will be standing down at the Annual General Meeting in October and not seeking re-election</i>
Company Secretary	Alice Evans
Registered Charity	1102257
Registered Company	4946820 (England and Wales)
Manager	Tony Lewis BA (Hon's) MCMi MSc
Registered Office	49 Westgate, Sandy Lane Centre, Skelmersdale, Lancashire, WN8 8LP.
Reporting Accountants	Collins Williams & Co 73A New Court Way Ormskirk L39 2YT
Bankers	Alliance & Leicester Commercial Bank plc, Bootle, Merseyside. L30 4GB.

West Lancs Disability Helpline Limited **Trustees Report for the year ended 31st March 2006**

The Trustees, who are also Directors of the charity for the purposes of the Companies Act, are pleased to present their report together with the financial statements of the charity for the year ended 31st March 2006.

The legal and administrative information that we set out on page one forms part of this report. The financial statements comply with current statutory requirements, with the Memorandum and Articles of Association of the charity, and with the Statement of Recommended Practice (Accounting and Reporting by Charities) that the Charity Commission issued in March 2005.

Constitution and objects

West Lancs Disability Helpline Limited is a company limited by guarantee (registered company number 4946820) and a registered charity (number 1102257). The governing documents are the Memorandum and Articles of Association dated 23rd October 2003.

The main objective of the organisation is to promote the relief of all disabled persons and carers principally within West Lancashire and to assist those persons by the provision of a direct information and advice service.

Organisation and Governance

The Trustees named on page one have served during the year. In accordance with the Articles of the company, three (one third) of the Directors retired at the Annual General Meeting held on 7th September 2005 and the members re-elected them. The Board may appoint new Directors to fill vacancies. The minimum number of Directors is three, and the Board proposed a maximum number of twelve.

During the year the Board of Trustees, who administer the charity, met on seven occasions. The Board delegates to the Manager the responsibility for the day-to-day running of the charity.

The charity is a voluntary body run by a Board of Directors, elected by the members in the Annual General Meeting, and principally comprises people with disabilities. Approximately sixteen volunteers with disabilities, or knowledge of disability, and five paid employees, staff the Helpline.

In accordance with our four quality marks and policies that underpin them, the Helpline has a structured induction in place for new Trustees. The Manager inducts new Trustees on issues such as the role of a Trustee, familiarity with the governing documents, the Helpline's history, values, background, the management structure, the team, projects, the various funding streams and the Business Plan.

Investment powers

Under the Memorandum the company has the power to make any investment, using the unrestricted general funds, which the Directors see fit.

Review of the development, activities and achievements of the charity during the year

During the year to 31st March 2006 the Helpline's advisers responded to a total of 2,918 enquiries from 1,981 clients. Our small welfare benefits team generated the remarkable amount of £797,000 in welfare benefits income for vulnerable people in need suffering from financial hardship and poverty. This increased income was achieved as a result of our team form-filling for clients, undertaking welfare benefits checks and accompanying clients at Tribunals.

Calculations show that for every £1 invested in the Helpline, we generated about £5 for people in need in our District.

We demonstrated our user-led ethos by seeking and making use of clients' views when planning services. We achieved this by using a computer program to select clients at random to answer questionnaires, and consider responses when reviewing our strategy. For example, training more volunteers to give welfare benefits advice to ensure that clients received a faster turnaround for appointments' waiting times.

West Lancs Disability Helpline Limited
Trustees Report for the year ended 31st March 2006

We have strengthened our partnership base during this financial year by forming close partnerships with various organisations.

In July 2005 we became a member of the 'Meeting Without Moving' Foundation, which is a national not for profit organisation, creating a new work and travel culture in the UK. Becoming a member has allowed us to extend our local links and connections nationally, enabling us to take full advantage of our status as the only information and advice provider in the North West to have video conferencing facilities.

The Helpline and our partners using this forward thinking technology from our offices find that it eliminates unnecessary travelling time and saves travelling expenses. This innovative technology is also environmentally friendly. In accordance with our mission statement offering clients choices, clients may still opt for attending in person.

Older people in West Lancs will benefit from a new unique partnership between the Helpline and the Pension Service, part of the Department for Work and Pensions. This partnership is referred to as the Alternative Office and it enables us to issue claim/application forms and receive and verify them on behalf of the Department, giving its older clients more choice about when and where they make a claim for welfare benefits.

The Helpline already provides an essential service in supporting clients. Becoming an Alternative Office will help streamline the process, because the customer's claim/application can be forwarded directly to the decision-maker with all the supporting evidence such as personal identification already verified by our welfare benefits advisers.

As well as accepting claims for welfare benefits, we can also collect all the relevant information requested on the application form, can check all documents and other evidence provided by a client in support of their claim prior to forwarding it to the relevant department for a decision. No other information and advice provider in West Lancashire provides this service.

We held a Strategy Day in September 2005 at which directors, volunteers and staff met to evaluate the Business Plan and to discuss ways to sustain our impressive progress. The team set seven new objectives for the Business Plan and later the Board approved them. For example, we planned to implement a new ICT strategy to meet our needs by September 2006 – we achieved a great deal of this objective in March 2006. Sub groups are already in place to meet the other six objectives, such as forming a funding sub group and a marketing sub group to realise sufficient funding for future sustainability and appropriate marketing to raise the charity's profile so ensure supply is equal to demand.

We have scheduled another Strategy Day for September 2006 to evaluate these objectives.

Volunteers and staff

The Trustees are pleased to acknowledge the unstinting endeavours of our volunteers who performed various tasks, such as providing general information and advice to clients by telephone, in person and by outreach. Other volunteers undertook welfare benefits case work, giving clients moral support and also technical expertise with the preparation of cases when accompanying clients to tribunals. We estimate that over sixteen volunteers provided around some 4,648 hours during the year. The value of this volunteer in kind time, valued conservatively, dependent upon the job type - is worth over £46,000.

West Lancs Disability Helpline Limited
Trustees Report for the year ended 31st March 2006

The Helpline is very much a learning organisation - strongly encouraging its team members to acquire new skills and knowledge to keep abreast of developments. Team members attended various specific training courses such as communication skills, team building and managing health and safety. They also attended a welfare benefits fraud course and a marketing course. The Pension Service, in preparation for the Alternative Office partnership, gave our welfare benefits advisers specialist one to one training to ensure they reached the required high standard deemed necessary for that partnership.

Advocacy West Lancs, West Lancs Shopmobility and West Lancs Carers Sitting in Service gave presentations at our team meetings, also providing a platform for sharing new skills with others.

In accordance with our four quality marks we have policies in force covering Equal Opportunities, Health & Safety, as well as caring for volunteers, and staff initiatives.

Our Information Research Officer produces a newsletter for members to keep them informed of progress in the Business Plan, training course details, grants and donations received, as well as other relevant information.

Four new volunteers received thorough in-house on the job induction training and also structured workshops, consisting of interviewing skills, active listening skills, greeting skills, computer-based information systems and a welfare benefits overview.

Several Trustees have continued to hold directorships on other charities such as local Councils for Voluntary Service and other disability-related groups. This has further strengthened the Helpline as sound governance practices and knowledge of other organisations may then be shared. Although the Helpline is unique in West Lancashire, it is by no means an isolated organisation. This is because it holds memberships of several national and regional organisations and team members attend regional and national events. The Manager has continued as a Trustee of four local charities including the Council for Voluntary Service West Lancashire.

Future developments

The Helpline has grown enormously successfully during recent years and is now very much respected as a leader in provision of high quality information and advice within the community - quality being sustained alongside ongoing expansion of services.

Various training providers will deliver a package of various courses during 2006/07, including courses that staff and volunteers stated they wished to attend and general training courses to assist in the development of the service and to keep abreast of changes in the law.

The Manager will continue to reinforce the knowledge acquired from his recent MSc Management Development graduation by studying for his Chartered Institute of Personnel and Development examinations in the autumn of 2006. This will enable him to upgrade from licentiate to full member. More knowledge and expertise will then be brought to the Helpline by his completion of HR modules from employment law to international human resources.

With the furthering of our ICT strategy, our Information Research Officer will shortly undertake training for the maintenance and further development of the Helpline's web site.

The welfare benefits advisers will continue to attend appropriate courses to keep them abreast of changes in the law and will continue to attend events to share best practice issues in welfare benefits case work.

Early in the new financial year, we will install a new more effective and efficient telephone system with Internet broadband and early in the spring, a server will enable appropriate home working to accommodate family-friendly policies.

West Lancs Disability Helpline Limited **Trustees Report for the year ended 31st March 2006**

Our key objectives

At the Strategy Day during September 2005, our members compiled and agreed the following list as our key of objectives as part of our new Business Plan:

1. Development of a new computer system to meet our needs now and in the future
2. Inspired and enthused volunteers
3. Improvements to the office environment to enable team members to perform more efficiently and effectively
4. Establishment of a fund-raising group to ensure our long-term future
5. A comprehensive training system to meet the needs of new and existing team members, and of the Helpline
6. An efficient and effective marketing and promotion strategy
7. An effective and efficient outreach service – if research proves that we need it

Income generation

The charity's income in the year was £144,580. The charity thanks all its supporters for their work and generosity.

Financial review

We show the results for the year in the Statement of Financial Activities on page eight.

The charity's Balance Sheet on page nine shows the position with net assets amounting to £17,633. This consists of restricted funds of £2,600 relating to specific projects and unrestricted general funds of £15,033 for the day-to-day general running of the charity. At the end of the year the charity had seven applications pending requesting funding to meet general expenses and several more in preparation.

The money that we spend enables us to help our clients (people with disabilities and their carers) to achieve a better lifestyle by obtaining the benefits to which they are entitled, and by providing information and support them, and to their carers.

Reserves policy

It is the policy of West Lancs Disability Helpline to attempt to maintain, as a minimum, unrestricted general funds, which are the free funds of the charity, at a level that equates to approximately three months' expenditure. At this level the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding, and that this would provide them with sufficient funds to cover management and administration costs.

At present, unrestricted general funds, which amounted to £15,033 at the end of the year, do not reach the target level and the Trustees will continue to investigate ways to generate additional funds.

The Trustees' policy, therefore, is to build up funds to the required level by means of annual surpluses, sound management of investment assets and by maintaining a vigorous fundraising and marketing campaign to promote the charity.

Risk assessment

The Trustees actively, once each year, review the major risks that West Lancs Disability Helpline faces. They believe that increasing the charity's free reserves to three months will provide sufficient resources in the event of adverse conditions and thus will lessen these risks.

The Trustees have implemented a risk management strategy, which comprises: -

- An annual review each winter of the risks that the charity may face;
- The establishment of systems and procedures to lessen those risks; and
- The implementation of procedures designed to minimise any potential impact on the charity should any of those risks become apparent.

The Manager has recently attended an Institute of Environmental Health accredited risk assessment principles and practice course and given a report to the Trustees. This will inform future considerations of risk.

West Lancs Disability Helpline Limited
Trustees Report for the year ended 31st March 2006

Statement of Trustees Responsibilities

Company and charity law require the Trustees to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charity at the end of the year and of its income and expenditure during that year. In preparing those financial statements the Trustees must: -

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity and enable them to ensure that the financial statements comply with the Companies Act 1985 and the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Reporting Accountants

The firm of Collins Williams & Co have offered themselves for re-appointment as reporting accountants to the charity, and the Board will put to the Annual General Meeting in October a resolution proposing that they be re-appointed.

Approval

The Board of Directors approved this report on 19th July 2006 and David Roscoe signed on its behalf.

David Roscoe
Director

**Accountants' Report to the members on the unaudited accounts of West Lancs Disability Helpline Limited
for the year ended 31st March 2006**

We report on the accounts for the year ended 31st March 2006 set out on pages 8 to 14.

Respective responsibilities of directors and reporting accountants

As described on page 6 the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

Basis of opinion

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

Opinion

In our opinion:

- (a) the accounts are in agreement with the accounting records kept by the company under section 221 of the Companies Act 1985;
- (b) having regard only to, and on the basis of, the information contained in those accounting records:
 - (i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in section 249C(6) of the Act; and
 - (ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in section 249A(4) of the Act as modified by section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in section 249B(1).

Collins Williams & Co
Chartered Accountants
73A New Court Way
Ormskirk
Lancs
L39 2YT
19th July 2006

West Lancs Disability Helpline Limited
Statement of Financial Activities (including Income and Expenditure Account) for the year ended 31st
March 2006

Income and Expenditure	Note	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Income					
Income from generated funds					
Voluntary donations, etc.	2	31,123	13,551	10,445	23,996
Fund-raising activities	3	140	0	313	313
Investment income (Bank interest)		882	0	1,076	1,076
Income from charitable activities	4	99,987	78,328	40,867	119,195
Total Income		132,132	91,879	52,701	144,580
Expenditure					
<i>Employee costs</i>					
Payroll	5	70,588	65,351	31,469	96,820
Recruitment		998	253	1,134	1,387
Training, travelling, Health & Safety		700	786	1,400	2,186
<i>Office costs</i>					
Office rent, and minor repairs	7	11,455	11,574	3,321	14,895
Computing costs		3,875	4,270	1,900	6,170
Furniture and equipment		17,179	0	1,939	1,939
Publicity, stationery, etc.		5,205	1,831	2,952	4,783
Communications – Postage and telephone		6,034	2,442	4,875	7,317
Insurance		1,270	0	1,657	1,657
Other office costs		119	0	169	169
<i>Volunteers expenses</i>					
Training and meetings		233	0	509	509
Travel		2,906	3,791	0	3,791
<i>Governance</i>					
Trustee travel expenses	6	126	181	0	181
Company registration fee, etc.		205	0	115	115
Fees for financial services	8	1,670	0	995	995
Total Expenditure		122,563	90,479	52,435	142,914
Net (expenditure)/income and net movement in funds for the year		9,569	1,400	266	1,666
Funds brought forward		6,398	1,200	14,767	15,967
Total funds carried forward		15,967	2,600	15,033	17,633

The Statement of Financial Activities contains all gains and losses that we recognised in the year.

All income and expenditure relates to continuing activities.

The accompanying accounting policies and notes form an integral part of these financial statements.

Comparative figures are for the nine-month period from 1st July 2004 to 31st March 2005

West Lancs Disability Helpline Limited
Balance Sheet as at 31st March 2006

	Note	Total funds March 2005 £	Restricted funds £	Unrestricted funds £	Total funds March 2006 £
Current assets					
Debtors	10	699	689	4,168	4,857
Cash at bank and in hand	11	38,606	14,391	17,309	31,700
<i>Total of current assets</i>		39,305	15,080	21,477	36,557
Creditors: -					
- Amounts falling due within one year	12	(23,338)	(12,480)	(6,444)	(18,924)
Net current assets		15,967	2,600	15,033	17,633
Net assets		15,967	2,600	15,033	17,633
Funds					
	15				
Restricted funds		1,200	2,600	0	2,600
Unrestricted funds					
General funds		14,767	0	15,033	15,033
Total funds		15,967	2,600	15,033	17,633

The directors are satisfied that the Company was entitled to exemption under Section 249a of the Companies Act 1985 and that no member has requested an audit in accordance with Section 249b.

The directors have taken advantage of special exemptions conferred by Part VII of the Companies Act 1985 applicable to small companies in the preparation of the accounts and have done so on the grounds that, in their opinion, the charitable company is entitled to those exemptions.

As directors of the company we confirm that we acknowledge our responsibilities for:

1. ensuring that the company keeps accounting records which comply with Section 221, and
2. preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 226 and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company.

The Board of Directors approved these accounts on 19th July 2006 and Peter Rouse signed on their behalf.

Peter Rouse
 Director

The accompanying accounting policies and notes form an integral part of these financial statements.

West Lancs Disability Helpline Limited
Notes forming part of the financial statements for the year ended 31st March 2006

1 Accounting policies

(a) Basis of preparation of accounts

We prepared the financial statements under the historical cost convention and in accordance with applicable accounting standards. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) that the Charity Commission issued in March 2005, and the Companies Act 1985.

(b) Income

We receive voluntary income by way of donations and include it in full in the Statement of Financial Activities when receivable.

We recognise grants, including grants for the purchase of fixed assets, in full in the Statement of Financial Activities in the period in which they are receivable.

We release deferred income (that is funding that we receive for future periods) to income in the period for which we received it.

We show income from fundraising gross, and any associated costs as fundraising costs.

We account for investment income (interest on bank deposits) as we receive it.

(c) Expenditure

We include expenditure in the Statement of Financial Activities on an accruals basis, inclusive of any value added tax, which we cannot recover.

(d) Assets policy

We write off to revenue all capital assets that we purchase in the year.

(e) Fund accounting

The funds that the charity holds are either: -

- Restricted funds - these are funds that we can only use for particular restricted purposes within the objects of the charity. Restrictions arise when the donor specifies or when we raise funds for particular restricted purposes; and
- Unrestricted general funds - these are funds that we can use in accordance with the charitable objects at the discretion of the Trustees

There is an explanation of the nature and purpose of each fund in note 15 to the financial statements.

(f) Pension costs

The charity operates a defined contribution pension scheme. We charge in the Statement of Financial Activities the value of contributions payable for the year. [Please see note 16 on page 14 for more details].

West Lancs Disability Helpline Limited
Notes forming part of the financial statements for the year ended 31st March 2006

2 Donations and similar incoming resources

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Individuals	340	0	445	445
Alchemy Foundation	500	0	0	0
Bailey Thomas Charitable Fund	916	0	0	0
Bank of England	500	51	0	51
Comic Relief	5,000	0	0	0
Community Foundation for Merseyside	0	7,000	0	7,000
D'Oyly Carte Charitable Trust	2,000	0	0	0
HBOS Community Foundation	1,000	0	2,000	2,000
The Henry Smith Charity	0	2,000	0	2,000
JMC Partners Ltd	200	0	0	0
John Moores Foundation	1,167	2,500	0	2,500
Lloyds TSB Foundation	4,500	0	0	0
Local Network Fund	5,000	0	0	0
Rainford Trust	1,000	0	0	0
Rowan Charitable Trust	3,000	0	0	0
SCOPE	6,000	0	8,000	8,000
Skipton Building Society	0	2,000	0	2,000
Total donations and similar income	31,123	13,551	10,445	23,996

3 Fund-raising activities

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Sale of goods	118	0	258	258
Collections and other minor items	22	0	55	55
Total fundraising and other activities	140	0	313	313

4 Income from charitable activities (Grants for the provision of Helpline services)

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Big Lottery Fund	85,093	76,161	0	76,161
Lancashire County Council	20,036	0	20,538	20,538
West Lancashire District Council	3,750	0	5,100	5,100
West Lancashire Primary Care Trust	10,764	0	15,355	15,355
Sub-total	119,643	76,161	40,993	117,154
Add Income deferred from earlier years	0	14,647	5,009	19,656
Less: Income deferred until later years	(19,656)	(12,480)	(5,135)	(17,615)
Total income from charitable activities	99,987	78,328	40,867	119,195

West Lancs Disability Helpline Limited
Notes forming part of the financial statements for the year ended 31st March 2006

5 Staff costs and numbers

No employee received remuneration, including benefits, amounting to more than £60,000 in the year. Here are the details of the staff costs –

	2004/05	2005/06
	£	£
Staff salaries	61,400	84,042
Social security costs	5,673	7,780
Staff pensions	3,515	4,998
Total cost of payroll	70,588	96,820

The average monthly number of staff employed by the charity during each year was as follows:

	2004-05	2005-06
Helpline services	2.5	2.6
Management	1.7	1.8

6 Trustee Remuneration & related party transactions

The charity does not remunerate its Trustees, but reimburses out-of-pocket expenses for travel and refreshments

<u>Year</u>	<u>2004/05</u>	<u>2005/06</u>
	Four	Five
Number of trustees reimbursed		
Expenses paid to trustees		
As trustees	126	181
As volunteer Helpline desk advisors	905	881
Total payments to trustees	1,031	1,062

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

7 Office accommodation

	2004/05		2005/06	
	£	£	£	£
Office rent and minor repairs				
Rent of office	10,530		14,461	
Minor alterations to rooms	925		434	
<i>Total cost of office accommodation</i>		<i>11,455</i>		<i>14,895</i>

As part of the rent that we pay for the office we are entitled to the use of meeting rooms in the building on several occasions each year. We make use of these sessions for our AGM, meetings of the Board of Directors, and meetings of the Team – including ongoing training.

8 Fees for financial services

	2004/05		2005/06	
	£	£	£	£
Sawyer Quine		1,670		233
Audit	1,500		27	
Preparation of Payroll	170		206	
Hollows & Hesketh				212
Preparation of Payroll				212
Collins Williams				550
Reporting Accountant				550
<i>Total fees for financial services</i>		<i>1,670</i>		<i>995</i>

9 Taxation

West Lancs Disability Helpline Limited has charitable status, registered number 1102257, and is not subject to taxation by the Inland Revenue.

West Lancs Disability Helpline Limited
Notes forming part of the financial statements for the year ended 31st March 2006

10 Debtors and Prepayments

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Debtors	92	0	4,168	4,168
Prepayments	607	689	0	689
Total debtors	699	689	4,168	4,857

11 Cash balances

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Cash at Bank				
Deposit Account	31,935	11,368	13,668	25,036
Current Account	6,599	3,023	3,637	6,660
	38,534	14,391	17,305	31,696
Cash in Hand	71	0	4	4
Total Cash	38,605	14,391	17,309	31,700

12 Creditors - amounts falling due within one year

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Creditors	1,531	0	229	229
Accrued expenses	2,150	0	1,080	1,080
Deferred income (Note 13)	19,657	12,480	5,135	17,615
Total creditors	23,338	12,480	6,444	18,924

13 Deferred income

	Total funds 2004/05 £	Restricted funds £	Unrestricted funds £	Total funds 2005/06 £
Brought forward	50,062	14,647	5,009	19,656
Amount deferred in year	19,657	12,480	5,135	17,615
Released to statement of financial activities	(50,062)	(14,647)	(5,009)	(19,656)
Balance at 31 March	19,657	12,480	5,135	17,615

Deferred income represents donations and grants that the donor has specified must be used in future accounting periods.

14 Legal status of the charitable company

West Lancs Disability Helpline Limited is a company limited by guarantee and has no share capital. In the event of our having to wind up the company, the liability of each member is limited to £10.

West Lancs Disability Helpline Limited
Notes forming part of the financial statements for the year ended 31st March 2006

15 Statement of funds	At 1 st April 2005 £	Incoming £	Outgoing £	At 31 st March 2006 £
<u>Restricted funds</u>				
Salaries and Expenses Fund	0	11,500	(11,500)	0
Big Lottery Fund	186	78,328	(76,905)	1,609
Website Fund	1,014	0	(23)	991
Equipment Fund	0	2,051	(2,051)	0
<i>Total restricted funds</i>	<i>1,200</i>	<i>91,879</i>	<i>(90,479)</i>	<i>2,600</i>
<u>Unrestricted funds</u>				
General Funds	14,767	52,701	(52,435)	15,033
Total unrestricted funds	14,767	52,701	(52,435)	15,033
Total funds	15,967	144,580	(142,914)	17,633

Salaries and Expenses Fund - This represents various donations received during the period towards salary costs, volunteer expenses and associated office costs.

Big Lottery Fund ~ references M K/1/010104194 and T R/1/010135124

This represents a grant, over three years from September 2004, to fund the salaries of two full-time welfare benefits advisers, an information officer, plus associated costs – in particular the video-conferencing facility. The balance on this fund will fund the future costs of the project.

Website Fund - This represents various donations received to fund the cost of the development and maintenance of a website promoting the activities of the charity. The balance on this fund will fund future maintenance costs of the web site.

Equipment Fund - This represents various donations and grants received to fund the cost of new fixtures, fittings and equipment.

The *General Funds* represent the free funds of the charity and are not designated for any particular purposes.

16 Pension commitments

The charity operates a defined contribution pension scheme for the members of staff. Each employee has selected a financial institution (bank or insurance company) and the charity makes contributions to these accounts, and shows these costs in the Statement of Financial Activities.

At the Balance Sheet date NO unpaid contributions were due to financial institutions (£392 at March 2005).

17 Comparative figures

The first report of the charitable company was for a period of nine months. This report is, and future reports will be, for a full year.