

The Disabled Drivers' Association

(a company limited by guarantee and not having a share capital)

A Registered Charity

Report and Financial Statements

Year Ended

31 December 2002

Company number 897405

Charity number 254544



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THE DISABLED DRIVERS' ASSOCIATION

Annual report and financial statements for the year ended 31 December 2002

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THE DISABLED DRIVERS' ASSOCIATION

Trustees, officers and advisers for the year ended 31 December 2002

1. The Patron, President and Vice presidents for the year ended 31 December 2002 were:

Patron	H.R.H. The Prince Philip, Duke of Edinburgh, KG,KT,OM,GBE,AC,QSO,PC
President	Mr OA Denly, MBE
Vice President Emeritus	Sir John Hannam (appointed 1998 for 5 years)
Vice Presidents	Dr Roger Berry, MP Mr Peter Bottomley, MP Mr Ted Clements, MBE Mr Raymond King, MBE Mrs Jane Lawrence The Baroness Masham of Ilton, DL Lord Morris of Manchester, QSO,AO,PC Sir Jackie Stewart, OBE The Right Honourable Dafydd Wigley, AM The Right Honourable Tom Clarke, CBE,JP,MP

2. Management Committee (Board of Trustees):

Mr Joe Hennessy, OBE (appointed as National Chairman 12 October 2002)
Miss Denise Webber, BSc(Hons)SocSci, DipPolGovt(Open)(appointed as National Treasurer 12 October 2002)
Mr John van Dongen, MBE (National Vice Chairman)
Mrs Ann Collins (appointed as National Vice Chairman 12 October 2002)
Mr Jim McKean, MAAT (resigned as National Treasurer 12 October 2002)
Mr Ron Alexander
Mr John Cartridge (appointed 12 October 2002)
Mr Bryn Davies
Mrs Marion Palmer, BA(Hons)Humanities(Open)
Mrs Helen Robinson
Mrs Mary Smith
Mrs Janet Sutton, Dip.Eur.Hum.(Open) (appointed 12 October 2002)
Mrs Enid Williams
Mrs Claire Rothwell (resigned 12 October 2002)
Mr Craig Grimes (resigned 8 March 2002)

3. Principal Officers

Executive Director	Mr Douglas Campbell, OBE, FCA, MInstF(Cert),CertMgmt(Open)
Company Secretary	Mr Neil Harrison, FCA (resigned 31 December 2002) Mrs Janette Kemp, BA Law, RSA Dip (appointed 1 January 2003)

THE DISABLED DRIVERS' ASSOCIATION

Trustees, officers and advisers for the year ended 31 December 2002 (*Continued*)

4 Advisers

Auditors

Baker Tilly
7 The Close
Norwich
Norfolk
NR1 4DP

Solicitors

Eversheds
Holland Court
The Close
Norwich
NR1 4DX

Bates, Wells and Braithwaite
Cheapside House
138 Cheapside
London EC2V 6BB

Bankers

Barclays Bank Plc
45 Market Street
Wymondham
Norfolk
NR18 0AL

CAFCASH
Kings Hill
West Malling
Kent
ME19 4TA

COIF
St Alphage House
2 Fore Street
London
EC2Y 5AQ

5 Registered office

Ashwellthorpe
Norwich
NR16 1EX

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002

The trustees, who are also directors of the charity for the purposes of the Companies Act, present their report together with the audited financial statements for the year ended 31 December 2002. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in October 2000 in preparing the annual report and financial statements of the charity.

Origins and objects

Formed in 1948 as the Invalid Tricycle Association (ITA) in 1963 the Association was renamed as The Disabled Drivers' Association (DDA). The Association is a registered charity and a charitable company limited by guarantee. The objects, as defined by its Memorandum of Association, are to promote the welfare of disabled people, to represent their interests, and, to assist and encourage them to achieve greater mobility. All the activities of the Association are in the furtherance of these objects.

The policies of the Association are formulated by trustees who are all full members with a mobility impairment. The full members of the Association directly elect trustees annually.

The Association encourages its members to establish local and special interest Groups around the United Kingdom.

Membership and services

We welcome drivers and non-drivers as members of the Association. Full membership is available to people with a disability that affects their mobility regardless of whether or not they drive. Associate membership is available to friends and supporters of the Association.

There are four main areas of activity serving the needs of our members:

Information: We provide a comprehensive information service for members and support other organisations by working with them on mobility related issues. Our confidential casework service, available free to members, is a leader in its field. Its prime function is to offer support and to resolve members' personal mobility problems. We publish a quarterly magazine, the 'Magic Carpet', sent free of further charge, to all members. Our series of information leaflets include, 'Road to Mobility' setting out key advice on mobility of disabled people, 'Parking – help, hints and tips' and 'VAT relief on motor vehicles adapted for disabled people'. We create new publications as the need arises. Our website – www.DDA.org.uk - provides a valuable source of information for people who prefer online support and has been redesigned and improved during the year.

Campaigning: We work with national and local Governmental bodies, commercial organisations and other charities and voluntary organisations to advance issues important to the mobility of disabled people. Our campaigns include seeking improvements to the national blue badge parking scheme, efforts to reduce the burden of taxation linked with the rising costs of motoring, and highlighting the service problems faced by disabled people at petrol filling stations. Congestion charging exemptions in central London have recently been obtained.

Concessions: We continue to negotiate with ferry and tunnel companies for price concessions for our members. Details are published in a booklet. The concessions enable many disabled people to take their car, which is often their most important mobility aid, with them for holidays and work. Other concessions are routinely sought for the benefit of our members.

Activities: Our annual conference is an opportunity for many members to meet with the trustees and senior staff to share knowledge and experience and establish policy for the Association. We advise members of local events through the Group network. We take part in Mobility Roadshows and other national exhibitions, which enables us to meet many members as well as other disabled people.

The Association has developed substantial expertise in the field of personal mobility. There is an urgent need to expand and extend this vital work. Such expansion cannot be considered without adequate resources (financial and human) in place.

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (*Continued*)

Staffing

We have four people working on the developmental side. Our two part time Information Officers work alongside our full time Executive Director supported by his Executive Secretary. The Information Officers are responsible for the confidential member service, publicity and publications, exhibitions, conferences and organising events.

The Executive Director is responsible for a wide range of duties including policy development, campaigns, representation on numerous external bodies, servicing the Management and Executive Committees and supporting the activities of the Honorary National Officers. As a result of increasing pressure on resources he is also undertaking some fundraising work. The Executive Director and the Officers work in conjunction with each other to maintain close contact with other organisations promoting the Association in accordance with the aims and objectives as set by the Management Committee.

We have three full time and three part time staff dealing with administration and finance. They work on the front line side at DDA Headquarters, dealing in the first instance with members' queries, finance queries and Group enquiries. They work in a supportive role undertaking the routine day to day operational functions.

Chairman's report

Until October 2002, Denise Webber occupied the office of Chairman and I succeeded her at the Annual General Meeting when she took over the mantle of Treasurer from Jim McKean. We are fortunate that, though in different roles, Denise and Jim continue their long and excellent service as trustees. After 21 years as a national officer, Jim decided to move to the "back benches" and I would like to thank him and Denise for the outstanding contributions they have made to the DDA, and say how delighted I am that they are continuing to do so. I welcome Ann Collins who replaces me as Vice Chairman and wish her well in her challenging new post. It is with much pleasure that I welcome two new trustees, John Cartridge and Janet Sutton. Craig Grimes took up employment abroad and left us at the beginning of the year. Sadly, Claire Rothwell found it necessary to retire because of ill-health. I wish her well for the future and thank her for her service to us.

2002 was a very active year for the DDA, and is described in the Review which follows this short report. One of our great strengths is that we are an organisation of disabled people which works for disabled people and is run by disabled people. That gives us a legitimacy and credibility which is of vital importance. Clearly, the more members we have, the stronger we are and better able to fulfil our mission. It is, therefore, disappointing to record that our membership has again gone down during the year. This is a worrying trend which must be reversed. We will, therefore, be implementing a development strategy in 2003 aimed at halting the decline in members and bringing in the newcomers we need to ensure the future good health of the DDA. The introduction of a direct debit system for the renewal of subscriptions started during the year and will be completed in 2003. We have also seen a reduction in the number of local groups, and the Management Committee will be seeking external funding for an independent study to make recommendations about the role and functions of local groups and how the existing ones can be better supported, and new ones formed.

Following the unsuccessful outcome in 2001 of the negotiations aimed at bringing about a merger between the DDA and the Disabled Drivers' Motor Club, the Management Committee agreed, in September 2002, to reopen discussions with the DDMC and it is hoped that progress will be made in 2003. Despite the merger difficulties, both our organisations have continued to work together co-operatively on matters of common interest.

Our own quarterly magazine, The Magic Carpet, received a massive vote of confidence from members in a readership survey we conducted in the summer of 2002. No less than 76% of readers found The Magic Carpet "very interesting". This extremely positive result is a credit to the magazine editor, Clive Frusher, and to all the many contributors to its pages.

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (*Continued*)

There were a number of staff changes at our Ashwellthorpe Head Office during the year. John Cooke, our Office Manager, retired after being with us for nine years. We wish John a happy and healthy retirement and welcome, as his successor, Jan Kemp, who joined us in October 2002. We look forward to a long and successful relationship with her. In place of Janet Johnson, the full-time Information Officer who left in January 2002, we have two staff, Jim Rawlings and Theresa Border, and we welcome them warmly. Theresa is a full-time employee, dividing her time between the Information post and that of Office Assistant. Jim works part-time in an Information capacity. We also welcome Diana Bowman and Sheila Howard to the office team. Miranda Overton left us and moved to a new job, and Neil Harrison, who had been our part-time General Manager, felt that he would like to work on an even more part-time basis and is doing so as our Accountant. We are very pleased to have kept his services. Philip Spittlehouse is also employed at Head Office as a valued and vital part of the team. Our other members of staff are Executive Director, Douglas Campbell, and his Executive Secretary, Juliane Rymer, both of whom are home-based. I would like to thank all those who were employees (present and past) during the year, for their efforts and hard work on our behalf.

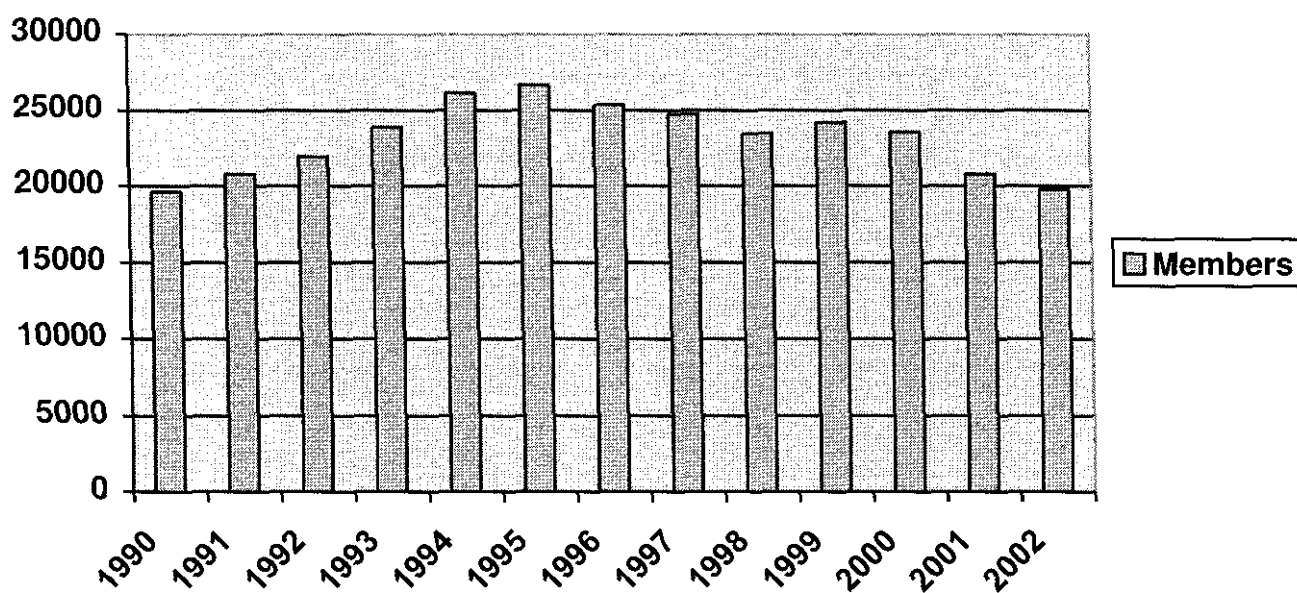
The amount of voluntary work done by members, supporters, group officers and committees, and trustees, on behalf of the DDA is phenomenal. I would like to thank them all most warmly for everything they have done in 2002, and are continuing to do, to promote the well being of disabled people, and to assist and encourage their greater mobility. We are indebted to each and every one of you.

Joe Hennessy, National Chairman, 20 February 2003

Review of the Year

Membership

The graph below shows the level of membership over the last 13 years. At 31 December 2002 total membership was 19,795. The Association continues to be the largest membership organisation in the United Kingdom working in the area of personal mobility of disabled people.



THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (*Continued*)

AGM and conference

A well attended annual conference was held at the Radisson SAS Hotel, Manchester Airport. Vauxhall Mobility provided generous sponsorship.

Ann Frye, Head of the Department for Transport Mobility & Inclusion Unit, and Gordon Curd, Director Fleet Operations at Motability Finance Limited, were the keynote speakers. They spoke on topics of major importance to our members and produced a lively debate.

Important issues regarding mobility of disabled people were debated and relevant motions passed. These motions have informed and developed our campaigning work. Progress on these issues is regularly reported in Magic Carpet.

Information service

We can proudly say that it is extremely rare that we cannot quickly provide either a full answer or a referral to a specialist advice source for every enquiry we receive. We assisted around 6,000 disabled people and their carers during the year. We handled a growing volume of enquiries about difficulties with the Motability scheme and were usually able to readily resolve these through our excellent network of contacts with Motability and Motability Finance Limited.

Staff changes left periods when resources were seriously stretched and service quality did suffer. By the end of the year the new team was working well and coping with a growing volume and complexity of enquiries.

Work started on steadily improving the quality and focus of Magic Carpet, our quarterly magazine, so that it becomes a key method of providing information to members. The website was also further developed as a means of providing information.

A lot of effort was put in to ensuring that members were fully aware of the concessions available to disabled people with regard to congestion charging in central London. A lot of information appeared in Magic Carpet and the website and increasing numbers of telephone calls were handled on this subject. We provided Transport for London with limited access to our membership list so that members living near London were automatically sent a registration pack for the concessions. We also assisted other disability organisations with advice and articles for magazines.

Development of new information leaflets continued to be severely restricted due to the growth in demand for the services we provide.

Policy and Campaigns

The ongoing problem of disabled drivers not being able to obtain essential assistance at petrol filling stations continued. The GarageWatch network of independent garages took this on board and piloted their Happy2Help scheme to assist both disabled and elderly customers. There was little sign of any progress with the major operators of filling stations.

Parking problems are still among the most frequent issues raised by members. After much pressure from DDA the Department for Transport announced the results of the review of the blue badge scheme just a few days before Christmas. We now have a major task in ensuring that proper progress is made with regard to implementing the decisions taken and dealing with other outstanding issues.

We continued to work jointly with the British Polio Fellowship, Disability Now and the Disabled Drivers' Motor Club under the banner of the Baywatch Campaign. The aim is to improve the provision and availability of parking bays for disabled people in car parks, working initially on supermarket car parks. A lot of co-operation has been received from ASDA, Safeway, Sainsbury and Tesco and the piloting of various initiatives was due to start early in 2003.

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (Continued)

Our hard work in 2001 paid dividends in 2002 when it was announced that all blue and orange badge holders would receive a 100% discount from the congestion charge in central London. The Mayor for London had originally insisted that he would only allow this discount to badge holders living or working in Greater London. This successful campaign was an example of the effectiveness of joint campaigning. On this occasion we worked closely with Motability and the Disabled Drivers' Motor Club. Unfortunately we were unable to prevent the introduction of a charge in Durham City that gives no concession to disabled motorists. We are, however, hopeful that our success in London will be repeated elsewhere.

We continued to press the Department for Transport for action to reduce the risk of injuries caused by accidental misuse of vehicle mounted passenger lifts. Some progress was made and was expected to have an impact in 2003.

Liaison with other organisations

We have continued to work closely with Motability and Motability Finance Limited. While we have often disagreed with them we believe that there is generally an excellent level of mutual respect between them and DDA at both individual and organisation level. We have continued to press both individual cases and general policy issues with them. By the end of the year we had learned that a major change was to be announced with regard to the problems over damage to Motability cars caused by mobility aids. This had been a major cause of difficulties reported by DDA members throughout the year. The Executive Director maintains personal contact with many senior staff, trustees and directors in both organisations. He also assists with staff training at Motability Finance Limited and writes a regular column in their staff magazine.

During the year the Executive Director joined Gordon Curd from Motability Finance Limited to visit the two sites in Manchester where the RAC operate services for Motability. He was able to meet staff at all levels handling roadside breakdown and recovery calls and bookings for vehicle inspections and MoT tests. The openness shown by both Motability and the RAC is much appreciated and is, hopefully, mutually beneficial.

The Executive Director is a member of the Motorists' Forum. This is a very high level committee that advises the Secretary of State for Transport and Ministers in other government departments on issues related to all motorists. He has been able through this appointment to raise many issues related to disabled motorists with both the Forum and government ministers.

The Executive Director is a member of the Department of Health Invalid Vehicle Service Closure Working Group. This group is overseeing the closure of the service that provides invalid tricycles and the provision of support to former users so that they can obtain the best possible ongoing mobility. No new users have been admitted to the scheme since 1976 and the scheme will close on 31 March 2003.

During the year the Executive Director was invited to participate in the National Parking Adjudication Service [NPAS] Appellant User Group. NPAS hears appeals against fixed charged notices issued in connection with parking outside of the London area. His first input was to advise on making hearings and venues more accessible to appellants who have a disability.

The Highways Agency sought our help with testing new prototype designs for roadside emergency telephones. Mary Smith, a member of the Management Committee, undertook this task.

The Disability Rights Commission sought our input in to a transport stakeholders group. This appeared to have become inactive by the year end and we were taking steps to try to revive it.

The Executive Director represents the Association on the Joint Committee on Mobility for Disabled People (JCMD). This committee enables us to work on mobility issues with numerous other disability organisations.

We have worked very closely with civil servants, many at very senior levels, in many areas of government. We have excellent relationships with relevant officials in the Department for Transport, the Department of Health and

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (*Continued*)

the Department for Work and Pensions. This relationship does not prevent us from raising issues with Ministers when the need arises.

Some of the trustees of the Association and the Executive Director serve in their personal capacity as trustees, directors or committee members of many related organisations. This broadens the scope of our influence and builds many useful relationships.

Leasing arrangements at Ashwellthorpe Hall Hotel

Ashwellthorpe Hall Hotel, which is owned by the Association, provides holidays and accommodation for our membership and others. It is leased to, and under the control of, a separate unconnected charity, Ashwellthorpe Hall Association.

Financial review

Summary

The overall result for the year ended 31 December 2002, as set out in the Consolidated Statement of Financial Activities on page 11, was a surplus of £11,271, compared to a surplus of £13,119 in 2001. The deficit on unrestricted funds amounted to £11,998 compared to a surplus of £22,173 in 2001.

Income Generation

The Association's main source of income is through its membership subscriptions, which during the year totalled £156,635 (£171,485 in 2001). The income is supported by donations from members and various fund raising activities. An amount of £39,244 was received from six legacies during the year and is included as income during the year 2002 in accordance with the provisions of the Statement of Recommended Practice (SORP).

Fundraising income:	2002	2001
	£	£
National Headquarters: National Draws	32,983	33,842
100 club	25,059	26,886
Affinity cards commission	3,108	3,130
Other	<u>269</u>	<u>106</u>
	61,419	63,964
Groups fundraising activities	<u>31,147</u>	<u>27,770</u>
	<u>92,566</u>	<u>91,734</u>
 Other generated income:		
National Headquarters: Gift aid scheme, tax recovered	12,508	10,660
Ferry concession charges	6,966	8,405
AGM Sponsorship	4,000	6,000
Sticker sales & commissions	<u>6,211</u>	<u>2,980</u>
	29,685	28,045
Groups other income	<u>13,219</u>	<u>12,894</u>
	<u>42,904</u>	<u>40,939</u>

Subsidiary Company

The Charity has a wholly owned subsidiary DDA Enterprises Limited, incorporated in the United Kingdom. The principal activities of the subsidiary are the provision of services to and trading on behalf of The Disabled Drivers' Association. During the year the subsidiary generated a profit before tax of £19,964. The results of the subsidiary are included in the Consolidated Statement of Financial Activities.

Income is primarily derived from advertising revenue from the charity's 'Magic Carpet' magazine which yielded £42,737 during the year. Other income was produced from the sale of badges, stickers and ferry bookings administration charges.

THE DISABLED DRIVERS' ASSOCIATION

Report of the trustees for the year ended 31 December 2002 (*Continued*)

Reserves

The statement of funds in note 13 shows the movement in all the group's funds in the year. An explanation of the nature and purpose of each fund is given.

After designating from General Reserve a sum of £180,534 represented by Fixed Assets, there remain free reserves of £36,244 which are considered to be adequate.

Fixed Assets

New headquarters building

Our new headquarters building at Ashwellthorpe was completed in 1999 at a total cost of £184,211.

Ashwellthorpe Hall

The Hall is leased and run by a separate charity to provide holidays and accommodation for the Association's membership and others. The market value of the Hall was in excess of its book value at the year end.

Risk assessment review

During the year the Trustees considered the major risks to which the charity is exposed. The fall in the numbers of members is causing concern for the Association and a membership retention strategy is on-going. The Trustees are in the process of implementing a risk management strategy to identify future risks, to minimize those risks, and to monitor progress on a regular basis.

Statement of responsibilities of the Board of Trustees

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity and of the group and of its surplus or deficit for the financial year. In doing so the trustees are required to:

- . Select suitable accounting policies and apply them consistently.
- . 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 group will continue in business.

The trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and the group and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Trustees

In accordance with the charity's Articles of Association, all officers and members of the management committee retire and being eligible, are invited to offer themselves for re-election.

Auditors

With the consent of the company Baker Tilly took office as auditors on 1st January 2003. Consequently a resolution to re-appoint Baker Tilly will be proposed at the AGM.

By order of the Trustees



Miss Denise Webber, National Treasurer
7 June 2003



Mr Joe Hennessy, National Chairman

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE DISABLED DRIVERS' ASSOCIATION

We have audited the financial statements on pages 11 to 23.

This report is made solely to the company's members, as a body, in accordance with section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

The responsibilities of the trustees' (who are also the directors of The Disabled Drivers' Association for the purposes of company law) for preparing the Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charity is not disclosed.

We read other information contained in the Annual Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

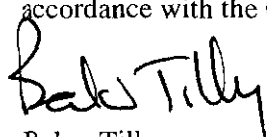
Basis of audit opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgments made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 31 December 2002 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Baker Tilly
Chartered Accountants & Registered Auditors
7 The Close
NORWICH NR1 4DP

7 July 2003.

THE DISABLED DRIVERS' ASSOCIATION

Consolidated Statement of Financial Activities (incorporating an Income and Expenditure Account) for the year ended 31 December 2002

	Note	Unrestricted Funds £	Restricted Funds £	2002 Total £	2001 Total £
Incoming resources					
Donations		35,712	28,750	64,462	44,570
Legacies		39,244	-	39,244	51,480
Members' subscriptions		156,635	-	156,635	171,485
Activities in furtherance of the charity's objects:					
Magazine revenue		42,737	-	42,737	37,033
Rents received		35,394	-	35,394	35,394
Grants received		2,560	-	2,560	3,067
Activities for generating funds:					
Fundraising income		92,566	-	92,566	91,734
Investment income		5,208	-	5,208	6,679
Other generated income		42,904	-	42,904	40,939
Total incoming resources		452,960	28,750	481,710	482,381
Resources expended					
<i>Cost of generating funds:</i>					
Fundraising and publicity		35,253	110	35,363	37,475
Other		9,908	-	9,908	9,483
		45,161	110	45,271	46,958
<i>Charitable expenditure:</i>					
Grant paid to Ashwellthorpe Hall Association		35,000	-	35,000	35,000
Mobility and other welfare		196,608	2,571	199,179	205,215
Support costs		129,167	1,363	130,530	122,712
Management and administration of the charity		58,921	1,437	60,358	59,527
Total charitable expenditure		419,696	5,371	425,067	422,454
Total resources expended	5	464,857	5,481	470,338	469,412
Net (outgoing)/incoming resources		(11,897)	23,269	11,372	12,969
Unrealised investment (loss) gain		(101)	-	(101)	150
Net movement in funds		(11,998)	23,269	11,271	13,119
Fund balances at 31 December 2001		434,398	160,667	595,065	581,946
Fund balances at 31 December 2002		422,400	183,936	606,336	595,065

All disclosures relate only to continuing operations. There are no recognised gains or losses other than those disclosed above.

The notes on pages 13 to 23 form part of these financial statements.

THE DISABLED DRIVERS' ASSOCIATION

Consolidated Balance Sheet as at 31 December 2002

	Note	Consolidated 2002 £	2001 £	Charitable Company 2002 £	2001 £
Fixed assets					
Tangible assets	8	376,922	356,090	369,750	344,954
Investments	9	504	605	516	617
		<u>377,426</u>	<u>356,695</u>	<u>370,266</u>	<u>345,571</u>
Current assets					
Stocks		2,585	2,111	143	175
Debtors	10	33,895	88,623	34,290	86,724
Short term deposits		220,147	189,251	220,147	189,251
Cash at bank and in hand		34,443	23,014	34,111	22,352
		<u>291,070</u>	<u>302,999</u>	<u>288,691</u>	<u>298,502</u>
Creditors: amounts falling due within one year	11	<u>(62,160)</u>	<u>(55,920)</u>	<u>(43,042)</u>	<u>(37,655)</u>
Net current assets		<u>228,910</u>	<u>247,079</u>	<u>245,649</u>	<u>260,847</u>
Total assets less current liabilities		<u>606,336</u>	<u>603,774</u>	<u>615,915</u>	<u>606,418</u>
Creditors: amounts falling due after more than one year	12	<u>-</u>	<u>(8,709)</u>	<u>-</u>	<u>-</u>
Net assets		<u>606,336</u>	<u>595,065</u>	<u>615,915</u>	<u>606,418</u>
Restricted funds	13	<u>183,936</u>	<u>160,667</u>	<u>183,936</u>	<u>160,667</u>
Unrestricted funds					
General fund	13	36,244	45,763	52,983	57,117
Designated funds	13	386,156	388,635	378,996	388,634
		<u>606,336</u>	<u>595,065</u>	<u>615,915</u>	<u>606,418</u>

The financial statements were approved by the Board of Trustees on 7 June 2003.

D M Webber

Miss Denise Webber
National Treasurer

The notes on pages 13 to 23 form part of these financial statements.

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002

1 Accounting policies

Accounting convention

The financial statements have been prepared under the historical cost convention with the exception of investments which are stated at market value. The financial statements also comply with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in October 2000 and applicable accounting standards.

The charitable company has revised, as provided by schedule 4, paragraph 3 (3) Companies Act 1985, its format to include headings which are relevant to its activities thus enabling it to show a true and fair view.

Basis of consolidation

The company's Financial Statements include the results of the Integrated Groups.

The consolidated Financial Statements incorporate the accounts of DDA Enterprises Limited on a line by line basis. No income and expenditure account is presented for The Disabled Drivers' Association as provided by Section 230 of the Companies Act 1985.

Income from donations and gifts

Donations and gifts are recognised on receipt or accrued as income as soon as it is practicable and prudent to do so.

Income from subscriptions

Subscription income is accounted for on the basis of cash received in the year.

Legacies

Legacies are taken into account when capable of financial measurement. In the case of a pecuniary legacy this is on notification, and in all other cases when receivable.

Expenses

Expenses are accounted for on an accruals basis. Direct charitable expenditure includes all expenditure incurred in pursuance of the charity's objectives. The charity considers all these expenses to be in respect of mobility and other welfare and support costs. Indirect costs have been apportioned on the basis of staff numbers attributed to each activity on a consistent basis.

Tangible fixed assets and depreciation

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition.

Depreciation is provided on all tangible fixed assets other than freehold land so as to write off the cost less estimated residual value, over their expected useful lives. It is calculated at the following rates:

Freehold and leasehold buildings:	
National Headquarters	2% on cost
Ashwellthorpe Hall and Groups	2% on cost
Computers, fixtures, furniture and equipment	25% on cost
Motor vehicles	25% on cost

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (*Continued*)

1 Accounting policies (*continued*)

Fund Accounting

Unrestricted funds comprise accumulated surpluses on the general fund and designated funds. They are available for use at the discretion of the trustees in furtherance of the charitable company's objectives.

Designated funds are those funds designated for particular purposes or projects at the discretion of the trustees. Included in designated funds is an amount of £205,621 being funds held by the integrated Groups which is considered to be available for promoting the activities of the charity in the local areas where the funds were raised.

Restricted funds are created when grants or donations are made for a particular purpose by the donor.

Donations and funding from the Community Fund (formerly the National Lottery Charities Board) and others towards building costs of the National Headquarters have been credited to a restricted fund account. Depreciation of the building is debited to this fund on an annual basis.

Pension costs

Contributions to the company's defined contribution pension scheme are charged to the Consolidated Statement of Financial Activities in the year in which they become payable.

Stocks

Stocks are valued at the lower of cost and net realisable value.

Lease and hire purchase contracts

Assets being acquired under a lease purchase contract are capitalised in the balance sheet and are depreciated over their anticipated useful lives. The obligation to make future rental payments, net of future finance charges, is recognised as a liability in the balance sheet. The interest element of the lease payments is charged to the income and expenditure account at a constant rate over the period of the agreement.

Rentals under operating leases and hire agreements are charged to the income and expenditure account as incurred.

Taxation

The Association as a charity is not liable for assessment to tax on its results.

Cashflow statement

No cashflow statement has been prepared as the group qualifies for the exemption conferred by section 247 of the Companies Act 1985.

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

2 Status of the charity

The charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding up is limited to £1.

The charity has obtained the consent of the Registrar of Companies to be exempt from the requirement to use the word "Limited" in its name.

3 Subsidiary company

The charity has a wholly owned subsidiary, DDA Enterprises Limited, incorporated in the UK. DDA Enterprises Limited provides services to and conducts trading on behalf of The Disabled Drivers' Association. It also produces the Magic Carpet, the charity's magazine and receives all associated advertising income. The company donates its taxable profits to The Disabled Drivers' Association and also pays interest on any loans from the charity.

	2002 £	2001 £
Turnover	97,194	93,540
Cost of sales	(47,707)	(49,080)
Gross profit	49,487	44,460
Operating expenses	(29,523)	(27,159)
Profit before taxation	19,964	17,301
Tax on profit on ordinary activities	-	568
Gift Aid donation to the Charity	(18,189)	(28,968)
Retained in the subsidiary	1,775	(11,099)
The aggregate of the assets, liabilities and funds was:		
Assets	42,827	42,791
Liabilities	(52,394)	(54,133)
Funds (representing 12 ordinary shares of £1 each)	(9,567)	(11,342)

4 Groups

Integrated Groups operate throughout the United Kingdom to promote the charitable objectives of The Disabled Drivers' Association. These figures represent the results of the 24 Groups (2001: 26).

'Groups' Income and Expenditure

	£	£
Income		
Donations and gifts: general	4,830	5,735
restricted	28,750	-
Grants received	2,560	3,067
Subscriptions	498	554
Fundraising income	31,147	27,770
Other income	13,219	12,895
Interest on bank and building society deposits	3,661	5,903
Total income	84,665	55,924
Total expenditure	(62,462)	(72,452)
Surplus/(deficit) for the year	22,203	(16,528)

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

4 Groups (Continued)

	2002 £	2001 £
Groups Balance sheet		
Fixed assets		
Tangible assets	39,909	6,074
Current assets		
Stocks	143	175
Debtors	4,266	3,886
Short term deposits	164,076	178,177
Cash at bank and in hand	24,344	22,352
	192,829	204,590
Creditors		
Amounts falling due within one year	(164)	(243)
Net current assets	192,665	204,347
Total net assets	232,574	210,421
Restricted Funds	26,953	-
Designated Funds	205,621	210,421
	232,574	210,421

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

5 Analysis of total resources expended

	Staff costs £	Other £	Total 2002 £	Total 2001 £
Direct charitable expenditure:				
Mobility and other welfare	57,091	177,088	234,179	240,215
Support costs	41,939	88,591	130,530	122,712
	<u>99,030</u>	<u>265,679</u>	<u>364,709</u>	<u>362,927</u>
Other expenditure:				
Fundraising and publicity	3,209	32,154	35,363	37,475
Other costs of generating funds	-	9,908	9,908	9,483
Management and administration of the charity	33,961	26,397	60,358	59,527
	<u>136,200</u>	<u>334,138</u>	<u>470,338</u>	<u>469,412</u>

Costs not directly attributable to a particular functional cost heading have been apportioned consistently on the ratio of relevant employee numbers of each function to total number of employees.

Total resources expended in the year can be further analysed as follows:

Headquarters staff costs	89,118	86,840
Printing, stationery and distribution	44,799	42,048
Membership support (IT, communications)	27,322	19,426
Premises and insurances	15,369	11,044
Finance costs	8,017	7,457
Executive director and support costs	60,576	57,971
Annual general meeting	8,251	7,950
Committee meetings	9,553	11,743
Magic Carpet	62,725	63,908
Grant to Ashwellthorpe Hall Association	35,000	35,000
Fundraising expenditure	18,770	21,443
Audit fees	7,541	8,331
Depreciation	20,835	23,799
Groups expenditure	62,462	72,452
	<u>470,338</u>	<u>469,412</u>

Included in Groups expenditure is a depreciation charge of £5,696 (2001: £3,451).

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

6 Net result on ordinary activities

This has been arrived at after charging:

	Consolidated		Charity	
	2002	2001	2002	2001
	£	£	£	£
Auditors' remuneration	7,541	8,331	5,031	5,738
Depreciation of fixed assets	26,531	27,250	14,735	12,490
Finance lease interest	3,050	3,050	-	-

Depreciation of fixed assets includes £10,846 (2001: £14,467) in respect of assets being acquired under a lease purchase contract.

7 Staff costs and trustees' expenses

Wages and salaries	119,283	117,252	119,283	117,252
Social security costs	9,443	9,758	9,443	9,758
Other pension costs	7,474	8,212	7,474	8,212
	<u>136,200</u>	<u>135,222</u>	<u>136,200</u>	<u>135,222</u>

The average number of employees during the year was 8 (2001: 8).

The number of employees earning over £50,000 per annum was NIL (2001: nil).

The trustees received no emoluments.

Twelve trustees had expenses totalling £5,597.08 (2001: £6,174) reimbursed for travel, accommodation, subsistence and telephone charges.

The Association provides Trustee Indemnity insurance. The premium paid during the year was £498.

The Association also provides Professional Indemnity cover to protect the charity from any possible claims in connection with its information service. The premium paid during the year was £1,575.

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

8 Tangible fixed assets

Consolidated

	Freehold Land and Buildings £	Leasehold Property £	Computers fixtures, furniture & equipment £	Motor vehicles £	Total £
Cost:					
At 1 January 2002	383,995	4,386	103,021	33,032	524,434
Disposal				(20,840)	(20,840)
Additions	-	-	18,814	28,750	47,564
At 31 December 2002	383,995	4,386	121,835	40,942	551,158
Depreciation:					
At 1 January 2002	48,917	3,288	83,308	32,831	168,344
Disposal				(20,639)	(20,639)
Charge for year	5,684	288	18,762	1,797	26,531
At 31 December 2002	54,601	3,576	102,070	13,989	174,236
Net book value at 31 December 2002	329,394	810	19,765	26,953	376,922
Net book value at 31 December 2001	335,078	1,098	19,713	201	356,090

Included above are assets held under a lease purchase agreement with a net book value of £NIL (2001: £10,846). The related depreciation charge for the year was £10,846 (2001: £14,467).

In the opinion of the trustees the market value of the land and buildings was in excess of its book value as at 31 December 2002.

All fixed assets of the charitable company are used for charitable purposes.

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (*Continued*)

8 Tangible fixed assets (*Continued*)

Charity

	Freehold Land and Buildings £	Leasehold Property £	Computer fixtures, furniture & equipment £	Motor vehicles £	Total £
Cost:					
At 1 January 2002	383,995	4,386	42,918	33,032	464,331
Disposal				(20,840)	(20,840)
Additions			10,982	28,750	39,732
At 31 December 2002	383,995	4,386	53,900	40,942	483,223
Depreciation:					
At 1 January 2002	48,917	3,288	34,341	32,831	119,377
Disposal				(20,639)	(20,639)
Charge for year	5,684	288	6,966	1,797	14,735
At 31 December 2002	54,601	3,576	41,307	13,989	113,473
Net book value at 31 December 2002	329,394	810	12,593	26,953	369,750
Net book value at 31 December 2001	335,078	1,098	8,577	201	344,954

The net book values of freehold land and buildings comprises:

	2002 £	2001 £
Ashwellthorpe Hall	159,920	161,919
New Headquarters at Ashwellthorpe	169,474	173,159
	329,394	335,078

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

9 Fixed asset investments

	Consolidated		Charity	
	2002	2001	2002	2001
	£	£	£	£
Quoted investments at market value				
At 1 January 2002	605	455	605	455
Net gain (loss) on revaluation	(101)	150	(101)	150
	<u>504</u>	<u>605</u>	<u>504</u>	<u>605</u>
At 31 December 2002				
Shares in subsidiary undertaking at cost	-	-	12	12
	<u>504</u>	<u>605</u>	<u>516</u>	<u>617</u>
Historical cost of quoted investments	42	42	42	42

10 Debtors

Amount owed by subsidiary undertaking	-	-	15,999	17,161
Trade debtors	13,293	17,562	-	-
Other debtors	1,906	52,455	1,249	52,455
Prepayments and accrued income	18,696	18,606	17,042	17,108
	<u>33,895</u>	<u>88,623</u>	<u>34,290</u>	<u>86,724</u>

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (Continued)

11 Creditors – amounts falling due within one year

	Consolidated		Charity	
	2002	2001	2002	2001
	£	£	£	£
Bank overdraft	-	2,385	-	2,385
Trade creditors	28,836	16,070	3,749	2,981
Amounts owed to subsidiary undertaking	-	-	17,277	9,997
Obligations under finance lease and hire purchase contract	8,708	11,574	-	-
Taxation and social security	3,285	3,885	3,285	2,786
Other creditors	3,792	4,745	3,792	4,745
Accruals and deferred income	17,539	17,261	14,939	14,761
	<u>62,160</u>	<u>55,920</u>	<u>43,042</u>	<u>37,655</u>

12 Creditors – amounts falling due after one year

Net obligations under finance leases	-	8,709	-	-
	<u>-</u>	<u>8,709</u>	<u>-</u>	<u>-</u>
Obligations under finance leases are due as follows:				
Repayable within one year	8,708	11,574	-	-
Repayable between one and five years	-	8,709	-	-
	<u>8,708</u>	<u>20,283</u>	<u>-</u>	<u>-</u>

13 Statement of funds

Consolidated

	At 1 January 2002	Income	Expenditure	Transfers	At 31 December 2002
	£	£	£	£	£
Designated funds:					
Fixed asset fund	178,214	-	-	2,320	180,534
Groups funds	210,421	55,418	60,167	(50)	205,622
Total designated funds	388,635	55,418	60,167		386,156
General fund	45,763	397,542	404,791	(2,270)	36,244
Total unrestricted funds	<u>434,398</u>	<u>452,960</u>	<u>464,958</u>		<u>422,400</u>
Restricted funds:					
National Headquarters building	160,667	-	3,684		156,983
Group motor vehicle		28,750	1,797		26,953
Total restricted funds	<u>160,667</u>	<u>28,750</u>	<u>5,481</u>		<u>183,936</u>
Total funds	<u>595,065</u>	<u>481,710</u>	<u>470,439</u>		<u>606,336</u>

THE DISABLED DRIVERS' ASSOCIATION

Notes forming part of the financial statements for the year ended 31 December 2002 (*Continued*)

14 Funds (Continued)

Charity

	General fund £	Designated funds £	Restricted funds £	Total £
Balance at 1 January 2002	57,116	388,635	160,667	606,418
Transfers	4,890	(4,890)	-	-
Surplus on Statement of Financial Activities	(9,023)	(4,750)	23,269	9,496
Balance at 31 December 2002	52,983	378,995	183,936	615,914
Analysis between funds:				
Tangible fixed assets	-	186,330	183,936	370,266
Cash at bank and in hand	65,837	188,420	-	254,257
Other net current assets (liabilities)	(12,854)	4,245	-	(8,609)
	52,983	378,995	183,936	615,914

The General fund represents the free funds of the charity which are not designated for particular purposes.

Designated funds comprise the following:

A Fixed asset fund has been created to assist in identifying those funds that are not free funds and represents the net book value of the Association's fixed assets except for expenditure covered by Restricted funds.

Funds held by 24 Integrated Groups of the Association are separately designated. These funds are used for promoting the activities of the charity in the local areas where the funds were raised.

The Restricted fund represents grants and donations raised to build the new National Headquarters building at Ashwellthorpe and funds raised to purchase a new motor vehicle for Ammanford Group.

15 Pensions

The charity operates a defined contribution scheme which is available to all of the charity's employees. Contributions are charged in the accounts as incurred and there were no outstanding or proposed contributions as at the balance sheet date. Pension costs charged in the year were £6,229 (2001: £6,150).