

**The Association of Disabled Professionals  
(Limited by Guarantee)**

**Legal and administrative information for the year ended  
31<sup>st</sup> March 2018**

**Directors**

**Trustees :**

Miss R Graham-Hunt  
Miss JE Hunt  
Miss P Moon  
Mr A Oliver  
Dr VG Rivlin

**Secretary:**

Miss JE Hunt

**Charity number :**

1121706.

**Company number**

6390586.

**Registered Office/  
Principal address**

C/o 12 Augusta Court  
Sheringham  
Norfolk  
NR26 8AH

**Accountant**

Mrs M Yarr  
105 Cedar Drive  
Chichester  
West Sussex  
PO19 3EL

**Bankers**

Barclays Bank PLC  
Po Box 6  
Portsmouth  
Hampshire  
PO6 3DH

THURSDAY



A23 \*A7HCCJV4\* 25/10/2018 #347  
COMPANIES HOUSE

**The Association of Disabled Professionals  
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**Report of the Directors/Trustees  
for the year ended 31<sup>st</sup> March 2018**

The Directors (the trustees) present their report on the financial statements of the company(charity) for the year ended 31st March 2018

The accounts have been prepared in accordance with the accounting policies and comply with the companies act 2006 and the statement of accounting practice 'accounting and reporting by charities' issued in 2005

**Structure, Governance and Management**

The Association of Disabled Professionals known as ADP is a charitable company limited by Guarantee. It started in 1972 and became incorporated on 4<sup>th</sup> October 2007 company number 6390586 and was granted charitable status on 28th November 2007 charity number 1121706. The Company is governed by its Memorandum and Articles of Association.

**Principal Activity**

The principal activity of ADP for the period under review are to relieve the disability of people with physical, sensory or mental impairment to improve

- (i) the rehabilitation, education and training facilities and opportunities of disabled people and to assist them by encouragement and example and such other means that are available to develop their full mental and physical potential and promote their entry into the professions and their integration with, and full and active participation in, and contribution to, society;
- (j) the employment opportunities and career prospects of disabled people and to assist disabled people by encouragement and example and such other means that are available, but excluding the functions of an employment agency, to find and retain employment, including part-time employment, self-employment and voluntary and valued work commensurate with their abilities and educational and professional qualifications.

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**Trustees**

The trustees are also directors for the purposes of company law. They held no beneficial interest in the charity during the year ending 31<sup>st</sup> March 2018 and holding office during the year under review were

Miss R Graham-Hunt

Miss JE Hunt

Miss P Moon

Mr A Oliver

Dr VG Rivlin

The trustees as charity trustees have control of the charity and its property and funds. The trustees when complete consist of at least 6 and not more than 10. Every trustee on nomination signs a declaration of willingness to act as a trustee. The trustees meet at least twice yearly. They are in contact electronically. They receive appropriate training and are encouraged to attend training courses and conferences when appropriate.

Trustees are in post for three years. Retiring trustees will be eligible for re-election.

**Management**

The ADP is managed by the board of trustees and volunteers .

ADP is a membership organisation consisting of individuals, other disability organisations, companies.

**Risk**

The trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

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**Objectives, activities, achievements and performance**

The ADP advice line is voluntarily operated by START ability services to whom we are extremely grateful. The helpline continues to be very busy. We have developed a new website called [workhelpline.uk](http://workhelpline.uk) combining all the information we have on all work matters.

**NAIDEX**

We were again extremely fortunate to secure a stand at the Naidex exhibition in April 18. The stand was very busy. We have secured a stand for March '19.

**Financial review**

We are working with START ability services. We are developing a way forward in the service offering. We continue to look for opportunities and partnership.

## **RESPONSIBILITIES OF THE TRUSTEES/ DIRECTORS**

Company and Charity law require the trustees and directors to prepare financial statements for each financial year. According to section 477 (total exemption) of the Companies Act 2006 ADP is not required to have an audit and no notice has been deposited under section 476 of the Companies Act 2006 in relation to its financial statements for the financial period. In preparing the financial statements the trustees are required to

- a) select suitable accounting policies and then apply them consistently;
- b) make judgements and estimates that are prudent; and
- c) state whether applicable accounting standards have been followed .

and


- 1) The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006.
- 2) Preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of each financial year and of its income and expenditure for each financial year in accordance with the requirements and otherwise comply with the requirements of the Companies Act 2006 relating to financial statements so far as is applicable to the charity and
- 3) They are also responsible for safeguarding the assets of the Company and for taking reasonable steps for the prevention and detection of fraud or other irregularities.

In preparing these financial statements the trustees have taken advantage of the special exemptions applicable to small companies conferred by part 15 of the Companies Act 2006. The trustees have done so on the grounds that in their opinion the charity is

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entitled to the benefit of these exemptions because it meets the qualifying conditions for small companies as stated in section 477 of the Companies Act 2006

For and on behalf of the Board

A handwritten signature in black ink, appearing to read 'J Hunt', is written over the printed name.

Jane Hunt  
Company Secretary

Approved by the board on 16th October 2018

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**Accountants Report**

I report on the accounts for the year ended 31st March 2018 set out on pages 9 to 14.

**Respective responsibilities of the Trustees and Accountant**

As described on page 5 the Trustees are responsible for the preparation of the accounts and they consider the Company is exempt from an audit as per section 477 of the Companies Act 2006. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act whether particular matters have come to my attention.

**Basis of Accountants report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with these 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 I do not express an audit opinion on the view given by the accounts.

**Accountants Statement**

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

(1) which give me reasonable cause to believe that in any material respect the requirements

- to keep accounting records in accordance with section 41 of the Act and

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- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met; or

(2) to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mrs M Yarr

21 October 2018



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**Balance sheet as on 31<sup>st</sup> March 2018**

	Note	2018	2017
Fixed assets	2	0	0
Current assets			
Debtors	6	0	0
Cash at bank		2260	1806
Total current assets		2260	1806
Less Current liabilities			
Creditors	5	0	0
Net current assets		2260	1806
Total assets		2260	1806
Represented by			
Unrestricted funds	4	2260	1806
Total funds		2260	1806

For the year ending 31<sup>st</sup> March 2018 ADP was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476. The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Signed on behalf of the Board



J Hunt

The financial statements for the year ended 31<sup>st</sup> March 2018 were approved by the Board on 16<sup>th</sup> October 2018

The notes and accounting policies on pages 11 to 14 form part of these accounts.

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**Statement of financial activities incorporating  
Income and expenditure account  
for the year ending 31st March 2018**

	Note	2018	2017
Income from			
Subscriptions	3	235	260
Sales Guide		0	105
Donations grants		500	693
Total income		735	1058
Less expenditure on			
Direct charitable expenditure		281	500
Total expenditure		281	500
Net income		454	558
Balance brought forward		1806	1248
Balance carried forward		2260	1806

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**Notes to the accounts for the period ended 31<sup>st</sup> March  
2018**

**1) ACCOUNTING POLICIES**

The principle accounting policies are set out below:

**BASIS OF PREPARATION OF THE ACCOUNTS**

Although ADP is a small charity as defined by the Charities Act 1993 advantage has not been taken of the right to prepare a statement of receipts and payments in lieu of full accounts prepared in accordance with the four fundamental accounting concepts as the income may exceed the limit for small charity status within the next few years and full accounts have been prepared in the interests of consistency.

The financial statements have been prepared on the historical cost convention and in accordance with applicable accounting standards, statement of recommended practice FRS102 'Accounting and Reporting by charities' effective January 2015 and the companies act 1985.

**Gross income**

Income includes all grants, contracts, donations, and sundry income received during the period and is accounted for on the receipts basis. The gross and net income are attributable to the principal activity of the charity

Resources expended are accounted for on a cost basis.

**DEPRECIATION**

Depreciation is calculated as follows and aims to write down the cost of all tangible fixed assets over their expected useful lives.

Office equipment    Written off over 4 years

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**Notes to the accounts for the period ended 31st March  
2018 Continued**

**2) FIXED ASSETS**

**Office equipment**

	2018	2017
Balance BF 1st April 2017	710	710
Less disposals	534	0
Cost at 31st March 2018	176	710
depreciation depn at 1st April 2017	710	710
Less Disposals	534	0
at 31st March 2018	176	710
Net book value 1st April 2017	0	0
Net book value 31st March 2018	0	0

**3) SUBSCRIPTIONS**

Subscriptions are due on 1<sup>st</sup> January in each year.

**4) FUNDS**

**Unrestricted funds**

These are being retained to make provision for :-

- a) the cost of maintaining and developing the provision of current services and commitment to projects;
- c) the publication costs of the guide
- d) to cover the shortfalls of expenditure in any one year.

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**Notes to the accounts for the period ended 31st March  
2018 Continued**

**5) CREDITORS**

	<u>2018</u>	<u>2017</u>
	£	£
Amount due within one year		
Creditors	<u>0</u>	<u>0</u>

**6) DEBTORS**

	<u>2018</u>	<u>2017</u>
	£	£
Amount due within one year		
Debtors	<u>0</u>	<u>0</u>

**7) Director and Staff Costs**

	<u>2018</u>	<u>2017</u>
Directors emoluments	0	0
No of Staff employed	0	0

**8) MEMBERS LIABILITY**

Members liability is limited. Every member undertakes to contribute up to a maximum of £10 to the charity's assets if it should be insolvent and be wound up.

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**Notes to the accounts for the period ended 31st March  
2018 Continued**

**9) CAPITAL COMMITMENTS**

There were no capital commitments at 31st March 2017 and 31st March 2018

**10) CONTINGENT LIABILITIES**

There were no contingent liabilities at 31st March 2017 and 31st March 2018