

Herts Disability  
Sports Foundation  
Charity Number 1156034

# Herts Disability Sports Foundation Trustees' Annual Report 2023/24



# Index

	Page
Chair's Report	3
Highlights of the Year	4
Trustee's Annual Report	5
Objectives and Activities	5
Why do we exist	5
HDSF in Summary	7
Achievements and Performance	8
Financial Review	16
Risk Management	17
Future Plans	17
Structure, Governance & Management	18
Reference & Administration	20
Independent Examiner's Report	22
Statement of Financial Activities 2023/24	23
Balance Sheet as at 31 March 2024	24
Notes to Accounts	25

# Chair's Report – 2023/24



I am always delighted to read about our charity's impact across Hertfordshire. It especially means more as we are in such challenging times with the rising cost of living and the effect this has on our communities and disabled people's lives in Hertfordshire. I am incredibly proud of our staff & volunteer team, and of our trustees' determination and passion to work towards our vision and achieve our goals. The highlights for me this year include the amazing launch of our two new Bell Boats, giving numerous Hertfordshire individuals the opportunity to access water activities they may never have had the chance to try.

I became chair in 2022 when HDSF was redefining itself, and within those two years, we undoubtedly faced tests in many ways, quite notably the aftermath of a global pandemic. Yet, we cannot forget the many opportunities and positive moments I have heard about from the many Hertfordshire residents who have donated bikes to change and inspire children to have the opportunity to own and ride a bicycle. To work with a range of organisations in running sports and challenge days, or just supporting events such as the Herts Sport and Physical Activity Partnership Live Longer Better in Hertfordshire, to show how sport and activity can be open to all.

When reading some of the letters and messages we receive from schools such as Lonsdale (who we work with to give their students the opportunity to have a sports week and try multiple sports on water as well as land) and see how fun and open it can be for all, to simple solutions enabling one of our community to hold a 14th Birthday celebration on one of our Bell Boats. I am always extremely proud of the innovation and determination Ros and the Team have in saying to any of our community 'yes, you can', and as you read this document, you will see many more examples of the impact HDSF has on the lives of our Hertfordshire community.

We are creating change; improving people's lives through sports and physical activity, and allowing people to get active. However, many people still do not have access to meaningful opportunities. We must change that.

As we launch our new strategy at the end of 2024, we will build on our impact in the last 10 years. Working alongside others, I am confident we will create a better future for all.

Handwritten signature of Patrick McGeough

Patrick McGeough, Chair of Trustees

# Highlights of the Year 2023/24



One of our participants sharing their experience of our 1 to 1 cycling lessons on Three Counties Radio



We developed cycling skills of 1634 children. 472 needed learn to ride support, 352 of these could pedal independently within 2 sessions



Another successful year for bike donation events - 633 bikes were repaired and given to young people and adults in need



The launch of our community project - delivering sessions in new locations to expand our reach across the county.



Our first bike maintenance course for the community, funded by The National Lottery Community Fund



Grant award from Welwyn Hatfield Borough Council allowing us to purchase 2 new adapted Bell Boats

# Trustees' Annual Report

The Trustees have pleasure in presenting their report and financial statements for the year ended 31<sup>st</sup> March 2024. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the accounts. Herts Disability Sports Foundation (HDSF) is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission (No.1156034) on 6<sup>th</sup> March 2014. Its constitution is in accordance with the Charitable Incorporated Organisations (General) Regulations 2012 which provides trustees with limited legal liability and that trustees manage its affairs and exercise all its powers.

## Objectives and Activities

The charity's objectives are to provide sports and physical activity opportunities, accessible to everyone, to improve conditions of life and advance mental and physical health and wellbeing. HDSF also aims to advance education in the form of training and development, promote volunteering, social inclusion, equality, and diversity. In setting out objectives and planning our activities, the Trustees have considered the Charity Commission's general guidance on public benefit. All income received by the charity has been applied to the provision of the charity's aims.

HDSF has a Board of Trustees who provide strategic direction and ensure that; the charity is doing what it has said it will do (objectives), is always acting for the benefit of the public and is a well-run and efficient organisation meeting its legal and financial requirements. We are required to submit an Annual Report with Annual Accounts and an Annual Return to the Charity Commission.

## Why do we exist?

The Activity Alliance's Annual Disability and Activity Survey report (2023/24) states "that in a year where focus will be on the nation's top Paralympians' incredible achievements, the reality is that disabled people still face significant barriers when trying to be active in their communities". (1)

A key finding of the report is that only 43% of disabled people feel they have the chance to be as active as they desire, compared to 69% of non-disabled people, and this is even more marked for disabled women - just 39%.

Guidelines issued by the UK Chief Medical Officer state the benefits of physical activity for disabled children and young people in terms of mental and physical health, social and self-confidence. For good health benefits, 20 minutes of physical activity a day is recommended (3). The recommended level of physical activity for all children is 60 minutes per day (4). The most recent inclusion initiative from Youth Sport Trust has identified that 'Only a quarter of disabled children say they take part in sport and activity all of the time at school, compared to 41% of non-disabled children', and outside of school only 17.2% of SEND children feel they have the opportunity to be active compared to 39.2% of their non disabled peers (5).

The British Heart Foundation Physical Inactivity Report (6) identified that;

- doing regular physical activity can reduce the risk of coronary heart disease and stroke by as much as 35%,

- keeping physically active can also reduce the risk of early death by as much as 30%, and
- physical inactivity has a significant financial burden on the UK healthcare service, with the direct financial cost estimated to be as high as £1.2billion each year.

Undoubtedly, there are many reasons why children, young adults and adults may be less active and feel they are unable to access regular physical activity. Whilst HDSF has a focus on physical and learning disabilities, we aim to have a more holistic view on why people either cannot, or feel they cannot, access physical activity. Our remit is to improve access, whatever the barriers, in a supportive way with the individual leading our strategies.

But we do recognise that, particularly in certain sports, Hertfordshire is well served by many sports governing bodies who provide accessible opportunities which serve our community well. Our role is to fill gaps in current provision; identify the need and develop a strategy where we, or other providers, can better meet that need.

#### Notes:

- (1) [Annual Disability and Activity Survey 2023-24 | Research | Activity Alliance](#)
- (2) [SEND Inclusion - Youth Sport Trust](#)
- (3) [UK Chief Medical Officers' physical activity guidelines for disabled children and disabled young people: infographic \(publishing.service.gov.uk\)](#)
- (4) [UK Chief Medical Officers' Physical Activity Guidelines \(publishing.service.gov.uk\)](#)
- (5) [SEND Inclusion - Youth Sport Trust](#)
- (6) [BHF Physical Inactivity Report 2017](#)

# HDSF in Summary

## Providing sport and physical activity opportunities for all

### Our Vision

Our vision is a world where everyone is valued equally, listened to and included. That quality of life can be improved through the involvement in sport and physical activity opportunities.

### Our Mission

**Our mission is to provide and to support others to provide opportunities in sport and physical activity that can be accessed by everyone, whether it be through participation, volunteering, coaching or education, in a supportive environment.**

### Our Values

We will always provide equal opportunities  
We will always provide high quality and excellence in everything we do  
We will always operate in an ethical way; being honest, reliable and trustworthy  
We will always treat each person as an individual  
We will never presume to judge others' behaviour or needs

## HDSF Strategic Priorities (2023 – 2028)

### Delivering Innovative, impactful programmes

- Commitment to local activities developed with the community, in targeted communities in Hertfordshire
- Build and sustain Stanborough development and delivery
- Expand and sustain the Bikes without Barriers programme

### Facilitating Connections and Networks

- Developing and supporting networks between other service providers and the community
- Sharing our learning and expertise with others in Hertfordshire

### Strengthening our Foundations

- Continuing our work to build a sustainable and resilient organisation with the people, resources and systems to fulfil our ambitions and future growth

# Achievements and Performance

## Impact in 2023/24

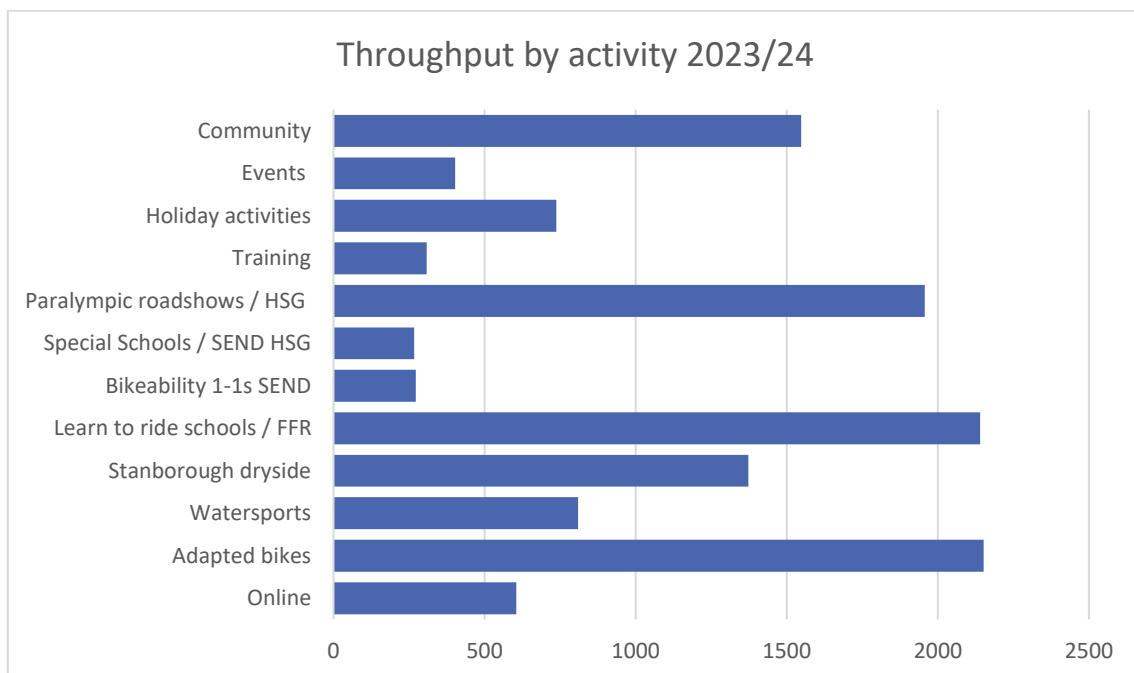
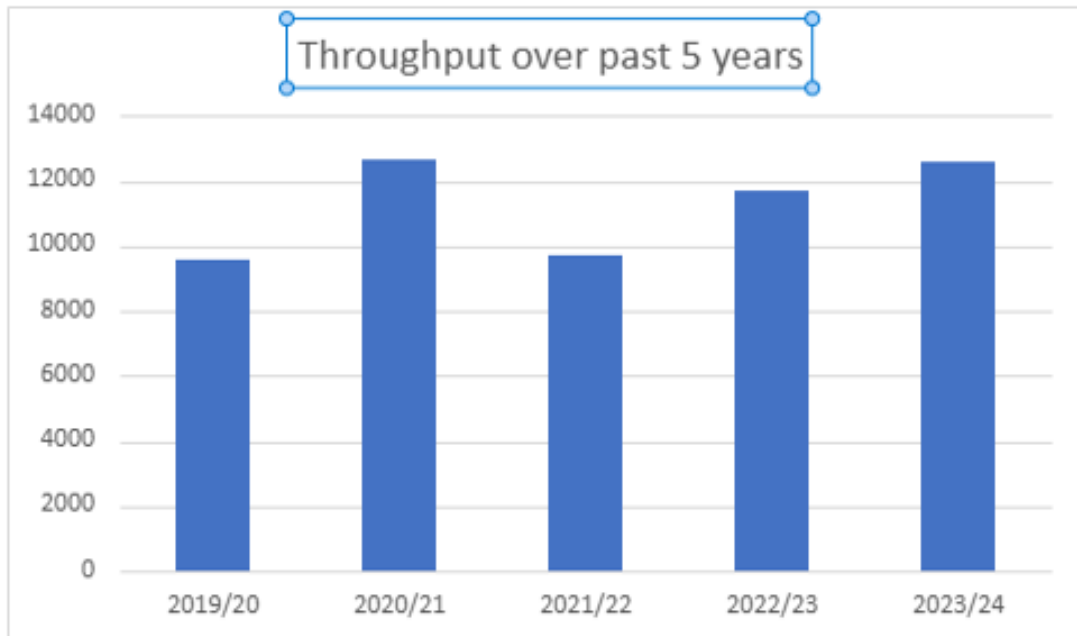
- We delivered 12,571 individual activity sessions across the year
- 38% of the children we worked with in schools couldn't ride a bike – after our training session, 94% can now ride and the remaining 6% have been offered further free lessons
- Almost a quarter of the children we worked with in schools received a donated and refurbished bike – 208 young people
- A further 13% had their own bikes fixed by our mechanics to make roadworthy
- Working with Herts Welcomes Refugees and Herts County Council Virtual Schools, 194 additional refurbished bikes have been given to the community
- Four special schools supported to deliver cycle training, boxercise, a week of water sports, an outdoor adventure week, archery and bell boating
- 3 large scale sporting events to provide opportunities and competitions for mainstream school children with SEND
- Expanding bike storage at Stanborough Park has improved efficient working practices and provided opportunities to expand our adapted bike hire
- HDSF Paralympic Roadshows delivered in 11 mainstream schools; enabling teachers to observe and learn about inclusive physical activities and sports, all children could take part in all activities and, where appropriate, children were signposted to inclusive and accessible groups and clubs





## Delivery throughput

The number of people attending sessions (throughput) has steadily increased over the last 3 years. This is a significant achievement as more than 95% of throughput in 2023/24 was face to face compared to 2020/21 levels when all sessions were online and needed little set up or changeover and therefore staff time.



The numbers stated above relate to throughput – attendance at sessions.

## Stanborough Park

Activity sessions are delivered at a number of different locations across Hertfordshire, but regular sessions are held at Stanborough Park – currently on a Tuesday and Thursday. During term time this will include group fitness sessions, cycle rides on adapted bikes, water sports and boxercise. These sessions have become part of the weekly routine for many of our participants, with each of the activities providing a place for social interaction in a safe environment, and lots of fun.

‘Highly recommended. Whatever your level, this [charity] is the real McCoy!’



Thanks to a grant from Welwyn Hatfield Borough Council, we were able to purchase 2 new bellboats with specially adapted features to replace our well-worn boats. It took some time but the boats were finally launched by Grant Shapps in May 24 – appropriately named!



The remaining funding has enabled us to work with participants, boat seat manufacturers and boat paddle designers to develop seats and paddles for users with a variety of different needs. We hope these adaptations will become industry standard.

The manual hoist on the jetty in tandem with our adapted seats allows us to carry passengers with a range of individual needs – safely and with a lot of laughter - an opportunity not normally available in Hertfordshire.

We also have a number of Special Schools visiting Stanborough during term time; for small group guided cycling on either 2 wheel or adapted bikes, or water sports. This includes large scale school Sports Weeks in the summer – providing a celebration event through a wide range of activities on land and water; anything from paddle boarding to sailing, with a little help from our local Scouts community.

‘An excellent organisation: brilliantly run, exceptionally focussed on inclusion, and doing whatever is necessary with minimum fuss to give people a good time, and help them learn in a relaxed but focussed way. Superb.’

In the various school holidays across the year, we continue to offer sessions for adults and Home Educated students but add in more sessions for school age children which can be booked as individuals or groups. An important element is ensuring that at least some of our sessions can be accessed by siblings – our Doughnutting sessions are extremely popular with parents/carers looking for an event suitable for all of their children, whatever their level of needs.



'Your team were excellent, thank you! Made our half term!!'

## Schools

We offer a variety of different activities to both special and mainstream schools – raising awareness of paralympic sports and inclusive activities as well as targeted support.

As mentioned above, a number of special schools visit our base at Stanborough Park for larger scale events such as their Sports Week or for adventure activity days as part of their Year 6 calendar. We also visit special schools for inclusive cycle training and after school clubs.

All primary schools are able to book an HDSF Paralympic Roadshow; introducing new accessible activities to staff and pupils, inspiring everyone to take part in a sport and physical activity with our sports instructors and paralympic athletes. It's a day of fun and participation – focusing on activities such as wheelchair basketball and sitting volleyball, which are accessible to all pupils.

A key focus in schools in 23/24 has been our Bikes without Barriers programme, which continues to grow, this year with the financial support of Letchworth Garden City Heritage Foundation, St Albans District Council, Welwyn Hatfield Borough Council, Herts Community Foundation and the RO Group. The programme enables us to visit primary schools in the areas of deprivation to address the barriers the children in Years 5 & 6 face in learning to ride a bike; lack of a bike, a bike which isn't safe and/or doesn't work properly and specialist support for additional needs. Working with the Herts County Council Cycling Training we established these were areas of need which prevented some children from completing the Bikeability Level 2 training provided by HCC.



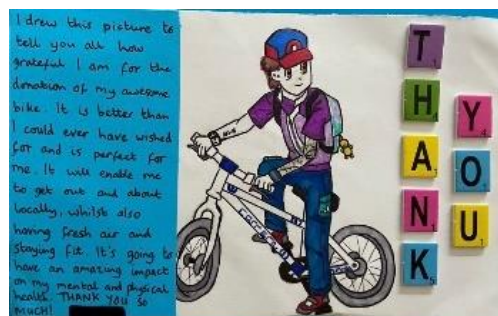
We visit schools to teach the children to ride bikes; for those who own a bike we do a thorough check on their condition and our qualified mechanics carry out any repairs on the spot. Through organised bike donations we also source bikes which are checked and reconditioned by our qualified bike mechanics and then given to children in schools who don't own a bike. We worked with 1634 young people across the 23/24 academic year, which included 472 who were unable to ride a bike – after 2 intervention sessions a further 352 of those children (total of 93%) could ride a bike independently. 306 donated bikes were refurbished and given to young people and an additional 162 bikes repaired on site.

'I have always wanted to ride a bike since I was 6 and today I can 😊'

For those children unable to cycle after the school sessions, and any other children who cannot ride, we also offer 1 to 1 (Special Educational Needs) cycle lessons during the school holidays – delivered in partnership with HCC Cycle Training instructors.

‘These guys are amazing, taught my SEN son to ride a bike. Best money I’ve ever spent, highly recommend these.’

We were very pleased to hear one of our participants taking part in a Three Counties Radio show, describing the difference the 1 to 1 lessons had made to him. These lessons are provided as either a standalone or as part of the Herts Sport and Physical Activity Partnership (HSP) Happy Camps project in school holidays for children eligible for Free School Meals.



## Bikes

As well as adapted cycle hire and learn to ride sessions in schools, we also run a major recycling scheme for donated bikes; our trained bike mechanics refurbish the bikes, ready to provide to school children and identified target groups in the community, such as refugee groups and Virtual School students. Two key elements to the success of this scheme are bike donations and our own qualified mechanics enabling us to provide technical support and repairs on site and at our workshops in Baldock. This has also ensured that we have the technical set up, capacity and support to employ our first Bike Mechanic Apprentice who began working with us in September 2023.

## Community Sessions



Due to the generous funding of People’s Postcode Lottery and Herts County Council, we were able to set up projects to deliver a variety of sessions in geographical areas of the community new to HDSF, as well as current locations.

Creating the new community team required a significant investment in training but the current and new team were ready to roll out the projects in Spring and September 2023. A range of indoor activities were offered in 10-different venues across the county as well as outdoor locations currently in use. The projects aimed to develop a self-sustaining community delivery model, testing the parameters to develop a long-term means of increasing our geographical reach. Although the sessions were well received, attracting new participants who became regular attendees, overall attendance was insufficient to be financially viable without additional funding streams. Evaluation of the project has identified the benefits to participants in terms of physical and mental health. HDSF will develop new models of delivery which will be piloted over different seasons and locations, working in partnership with organisations linked to our target group.

## Partnerships

**Herts Sport & Physical Activity Partnership (HSP)** continues to be a major partner, with a service level agreement contracting HDSF services to Project Manage reviewing and recommending changes to accessible physical activity and sport provision in Hertfordshire.

Our partnership with **Herts County Council (HCC) Cycle Training** team continues to develop – working together to raise the numbers of children in Hertfordshire who achieve Level 2 Bikeability, through extended training for additional needs or providing practical support with bike repairs, providing refurbished donated bikes or new helmets. The teams work together on not only 1-1 (Special Education Needs and Disabilities (SEND) training, but also schools learn to ride sessions which prepares children in schools in specific areas of deprivation to be ready for their Level 1 & 2 Bikeability, delivered by HCC.

We continue to work with **disability groups across the county** including day services, Supported Activities Programme, ROAR Dacorum Mencap, Inclusion Project and Passport to Leisure with sessions their members request, including fitness, bell boating and adapted cycling.

## Training

A major factor in the success of HDSF is the training provided for both staff and volunteers. The internal promotion of our Senior Instructor added to the role responsibility for induction training and ongoing skills development for both staff and volunteers. This investment in 'in house' training will enable us to ensure that our high standards for delivery are maintained. First aid and safeguarding training continued for all team members throughout the year as refresher training is mandatory for both staff and volunteers. Staff and volunteers also undertook Level 2 Group Exercise and Boxercise instructor training to enable them to deliver Boxercise and Fitness sessions – to ensure we are able to offer a wide range of activities to engage a wide range of participants in fun activities! Staff also attended a number of financial, staff management and project management courses to strengthen and develop existing skills.

## Summary of Grant funded projects

In the year 2023/24 we have successfully delivered 4 key projects (alongside our sessional activities).

### Learn to Ride

Teaching children in targeted primary schools to ride bikes and, through bike donations, we recondition donated bikes which are given to children without suitable bikes. We also carry out repairs on the spot to ensure children with their own bikes are riding safely.

Funding received in 2023/24;

**Graham Rowlandson Foundation** £28,700

**St Albans District Council** £4,280

**Welwyn Hatfield Borough Council** £4,800

**Letchworth Garden City Heritage Foundation** £3,782

Funding of £20,839 was also carried forward from 2022/23 to complete activities for the 2022/23 academic year (up to mid July 23). The funding allows us to deliver the project in a number of different geographical areas across the county. The Rowlandson Foundation also supports HDSF through expert

knowledge and advice which has been enormously helpful. In 2023/2024 we also received funding of £5,000 from Dacorum Borough Council through a Service Level Agreement (deemed to be restricted funding) to support Learn to Ride.

Two grants for Learn to Ride received in 2023/24 (£8,000 from Letchworth Garden City Heritage Foundation and £5,000 from the Quercus grant programme) have been designated as deferred funding as these relate to the 2024/25 programme. This also applies to funding of £6,420 received in 2023/24 from Welwyn Hatfield Borough Council (deemed to be restricted funding) for the 2024/25 programme.

## **Community Projects**

To expand the delivery of community sessions across the county to promote both physical and mental health.

Funding carried forward from 2022/23;

**The People's Postcode Lottery** £25,000

**Hertfordshire County Council** £10,000

The project was delivered in 2023/24 and all funding actions are complete.

## **Bell Boats**

Funding to purchase 2 new Bell Boats, together with adaptations and adapted equipment.

Funding carried forward from 2022/23;

**Welwyn Hatfield Community Fund** £17,500

The 2 new Bell Boats were purchased in 2023/24 and launched in May 24. Funding of £4,420 has been carried forward to 2024/25 to allow a number of supported seats and harnesses to be added to the boats, along with the development of adapted paddles suitable for a variety of participants with additional needs.

## **Bikes without Barriers**

A four year project which builds on the Learn to Ride project aims but expands them further to include other disadvantaged members of our community and support the development of skills to enable riders to be more independent in the community.

**The National Lottery Community Fund** £69,687 for the 1<sup>st</sup> year of funding

The first year of funding has enabled us to employ a Bike Mechanic Apprentice, a full time Bike Mechanic, provide further targeted support for young learners identified in schools, provide adult cycle training and bike maintenance courses, refurbish donated bikes for disadvantaged adults (at no cost to the adults), and expand our adapted cycling programme. The funding has also enabled HDSF to improve organisational effectiveness in terms of impact measurement and evaluation.

## **Volunteers and Donations**

HDSF appreciates the generosity of the community we work with. We have received an incredible number of donated 2-wheel bikes for our bike recycling scheme which have been given to young people and adults in need.

In 2023/24 we had 4 volunteers who supported the delivery of sessions both in schools and at Stanborough Park, plus 1 volunteer who assists significantly with all our grant applications, and 1 volunteer who helps with operational admin. Placing a monetary value on their contribution is impractical and cannot be measured reliably for accounting purposes, so this contribution is not included in the charity's accounts. We have also had a number of individuals and organisations who kindly raised funds to support our work – many remain anonymous but particular thanks go to Abbie Edmonds, Morgan Sindall Construction and St Albans Independent College for their efforts

## **Fundraising**

There were no specific fundraising events in this financial year due to lack of resources but HDSF did launch a donation initiative through Give as You Live. Whilst returns are modest in 23/24, we will continue to develop and build 'membership' of this scheme as it could represent a significant income. As the funds received are effectively 'donated' by the companies linked with the scheme – they have been recorded as donations rather than fundraising.

## **Bike Workshop**

With the award of a 4 year grant from The National Lottery Community Fund and in light of our continued impact from the Learn to Project, the Board of Trustees approved the purchase of a converted 2<sup>nd</sup> hand shipping container (from general reserves) to be adapted as a second bike workshop at our site in Baldock. This expansion increases our capacity both to refurbish bikes and to expand our capacity for staff and volunteers to work on site, sharing knowledge and experience in an efficient and safe environment. We are grateful to the National Lottery Community Fund for their support in equipping the second workshop.

## **Organisational Development**

As stated in our 2022/23 Annual Report, the Board of Trustees appointed the previous Charity Operations Manager to the new role of Charity Director and appointed a new Charity Operations Officer in March 2023 – forming the first stage of our new staffing structure. 2023/24 has been a year of training and development for both of these roles – expanding current knowledge and developing understanding to support the development and expansion of HDSF. Training continues to be a priority for HDSF, both for functional and managerial skills.

Further appointments to the new structure in 2023/24 included;

- Full time Project Officer
- Full time Bike Mechanic
- Part time Bike Mechanic Apprentice
- Part time Finance Officer.

All new appointments in 2023/24, except for the Finance Officer, were grant funded. The revised staffing structure will continue to be implemented as funding becomes available – a significant priority to ensure the expansion of HDSF's capabilities, efficiency and long-term sustainability.

Significant progress was made in 2023/24 in achieving the Sport England Tier 1 Code for Sports Governance as a benchmark for HDSF Governance. Whilst there is no 'test' of achievement, we have

received very positive feedback on our activities and achievements from an external agent. We continue to monitor our performance against this standard biannually.

Funding from The National Lottery Community Fund has also supported HDSF to develop and improve skills in measuring impact by working with Triceratops Training to develop how we use data and language. The outcomes have been very positive and have included unexpected benefits in other functional areas, such as recruitment. It has also provided a base of knowledge which has supported our work in 24/25 with the Cranfield Trust (marketing) and a pro bono consultant providing advice on fundraising.

## Financial Review

The outcome for the year was a deficit of £28,008 compared to a surplus of £145,189 in 2022/23. The reasons for this set out as follows:

Income reduced to £234,733 (2022/23 - £322,467) mainly because grant funding fell from £210,227 in 2022/23 to £128,679. This was due to the successful 'Bikes without Barriers' grant funding received in 2022/23 and the changing landscape of grant funding post-COVID. It should be noted that in 2022/23 grants totalling £200,227 have been re-classified as being from Charitable Activities rather than Donations & Legacies. This is because of a change in the treatment of performance related grants (where grants are conditional on delivering certain levels or volumes of services). As a result, the 2022/23 accounts have been Re-stated (see Note 5) to reflect this. As regards other income, receipts for the delivery of individual sessions remained steady at £26,793 (£26,395 in 2020/23) - although the vast majority of these sessions were delivered face to face rather than on-line; and donations were £2,382 (£18,909 in 2022/23) mainly explained as donations (as re-stated in 2022/23) were unusually high due to two large and unexpected donations totalling £13,100.

Expenditure increased to £262,741 (£177,279 – 2022/23) mainly due to extra staff being recruited. This was part of our strategic investment in our infrastructure to improve our organisational competitiveness and effectiveness and to increase our long-term capacity, efficiency and viability. Salary costs increased to £173,002 from £92,971 in 2022/23. The 2022/23 costs have been adjusted by £5,896 (from £87,075 to £92,971) as costs relating to March 2022 were accrued twice in error in 2021/22. This has been corrected and the 2022/23 Accounts have been Re-stated (Note 5) to reflect this.

The full breakdown of the additional staff costs is as follows:

full year costs for the new role of Chief Operations Officer,  
- recruitment of a Project Officer, full time Bike Mechanic and Finance Officer,  
- annual cost of living increase in salaries,  
- the Board decision to revise HDSF Pay Policy to pay salaries at the end of each month worked (instead of a full month in arrears).

Other additional expenditure included a second workshop in Baldock £9,647 – another investment in our infrastructure - and increased training costs of £6,977 (£2,714 in 2022/23) and rental of session venues £6,189 (£1,538 2022/23).

The Trustees have made the decision to change the financial year for HDSF to align with the academic year (1 September to 31 Aug) in 2024/25. A key part of our mission is to work with schools across Hertfordshire on a number of projects, many of which are grant funded for an academic year. It is considered that the new financial year period will provide greater clarity and transparency in the year end accounts.



## **Reserves**

The reserves level is monitored on a regular basis, (at least annually in accordance with the Financial Controls Policy), and is included in all financial forecasting. Trustees reviewed the Reserves policy in both December 23 and March 24 and confirmed a level of 4 months of normal operational costs plus projected potential redundancy costs. For 2024/25 the Reserves level was set at £85,000. General funds are £108,707 which is above this minimum reserve.

Towards the end of 2023/24 the Trustees arranged to open a second interest earning bank account – the application was approved in June 24. Whilst it is not intended to maintain general funds significantly above the Reserves level, the second account will hold general funds above the Reserves level, taking account of the projected cash flow for the following 6 months.

## **Risk Management**

The Trustees have a duty to identify and review the risks to which the Charity is exposed and at their meetings they carry out this duty and ensure appropriate controls are in place and any necessary action is taken to mitigate such risks. Risk Assessments for all venues and activities are in place and are regularly reviewed and updated – staff are regularly reminded of the contents and working practices are informed by their content. HDSF has policies for Safeguarding Adults at Risk and Child Protection which are based on the Herts County Council model documents. Staff and volunteers attend internal training on these policies at least annually and all staff and volunteers attend mandatory accredited safeguarding training on a regular basis. All staff and volunteer appointments are subject to a successful Enhanced DBS clearance – this was extended in 2023/24 to include Trustee appointments. Policies and procedures relating to risks from financial procedures, social media, conflicts of interest, data management (GDPR), staff recruitment and management and health & safety are in place and are reviewed on a regular timetabled basis.

## **Future Plans**

In 2024/25 HDSF will continue to develop impact measurement and evaluation, working with Triceratops Training. Developing new income streams will be a priority, either through traditional fundraising routes or by developing a number of corporate offers, demonstrating to potential funders the impact we have and the value of 'investing' in HDSF. Our long-term goal is to maintain a grant funding stream to fund direct project costs but have other funding streams to cover our core and developmental expenditure.

Development of activities in community settings across the county remains a strategic priority for HDSF. We will continue to explore partnerships and alternative business models to enable us to deliver activity sessions which are financially viable.

Three Trustees will come to the end of their final Term between March and October 2025. A skills audit linked to strategic priorities has been completed and recruitment action will begin late 2024 to ensure sufficient time for the induction of new Trustees.

# Structure, Governance and Management

HDSF is governed by a constitution, originally adopted 25th October 2013, under the name of Herts Sport & Wellbeing Foundation and the charity became a Charitable Incorporated Organisation (CIO) on 6th March 2014. The constitution was updated to reflect revisions to Trustee Terms of Office and submitted to the Charity Commission on 7th June 2019. Trustees now have a limit of two consecutive 3-year terms except the Chair and Treasurer, who may serve for 3 terms.

Of the 8 Trustees in office (at the time of writing the report), 5 are serving their first term of office and 1 is in their second term, with the remaining 2 serving an extended 3<sup>rd</sup> term in office. These two trustees were due to complete their term in October 2023 but, after seeking advice from the Charity Commission, the Board agreed an exceptional extension of 2 years to their terms – in recognition of the number of newly appointed Trustees, some of whom are completely new to the role. HDSF are about to begin a recruitment campaign, based on a Trustee skills audit, for 3 new Trustees (to replace those completing their terms in 2025) and in order to ensure the effective performance of the Board, appointments will be made as early as possible in 2025.

As in 2022/23, HDSF continued to focus on Trustee training by running inhouse training sessions on the work of HDSF. In addition, all Trustees attended a bespoke Level 1 Safeguarding course in January 2024 and the Board were accepted for Herts Community Foundation's Better Boards training programme which began in May 24.

In September 2023 the Trustees developed a new structure of Working Groups to support and facilitate the work of the Board and the senior management team. Whilst many of the groups were working very effectively, it was agreed in June 24 to maintain the concept but reduce the number of working groups from 4 to 2. The role of Vice Chair was established in September 23 but after review, the Trustees have decided the role will lapse when the present incumbent completes their term of office.

## **Governance**

Over the 12 months of this report, the Trustees carried out scheduled regular reviews of our standard policies for Risk, Redundancy, Financial Reserves, Trustee Expenses and Safeguarding.

The new website for HDSF was launched in September 2021 and has access for the public to all our key policies and the latest Annual Report.

HDSF does not employ professional fundraisers in any capacity and does not currently carry out any face-to-face fundraising. No complaints regarding fundraising were received for the period of this report. The Knights Templar School acts as the charity's registered address and provides accommodation to HDSF.

## **Statement of Trustee's Responsibilities**

The Trustees are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom accounting standards. The Charity Commission requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state

of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure for that period. In preparing these financial statements, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently,
- Observe the principles in the Charities SORP 2019 (FRS102),
- 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 charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity to enable them, as a matter of good practice, to ensure that the financial statements comply with the Statement of Recommended Practice (SORP 2019) applicable to charities preparing their accounts in accordance with the Financial Reporting Statement FRS 102. 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.

# Reference and Administration

**1 April 2023 to 31 March 2024**

Herts Disability Sports Foundation – Registered Charity No. 1156034

Chair - Patrick McGeough (appointed 18 Nov 2022)

Trustees - Maria Anastase (appointed 18 Oct 2017, third term commenced Oct 2023)  
Sarah Baldwin (appointed 18 Oct 2017, third term commenced Oct 2023)  
Nicky Turnbull (appointed 21 Mar 2019, second term commenced Mar 2022)  
Alex Gournay (appointed 14 Mar 2023)  
Tom Horey (appointed 14 Mar 2023)  
Sherif Ibrahim (appointed 11 Dec 2024)  
Simon Baker (appointed 11 Dec 2024)  
Andrew Huggins (appointed 19 Sep 2023, resigned 10 May 24)  
Niranjan Mendonca (appointed 18 Oct 2023, resigned 18 Sep 24)  
Aihab Al Khoubaisi (appointed 14 Mar 2023, resigned 17 Dec 24)

Charity Bank Accounts - Co-Operative Bank, PO Box 250, Skelmersdale, WN8 6W  
- The Charity Bank Ltd, Fosse House, 182 High Street, Tonbridge, Kent, TN9 1BE

Independent Examiner - John Eke FCIE, Soarview, 4 Stable Court, Malborough, Devon, TQ7 3FB  
(Appointed 7<sup>th</sup> November 2019)

Charity Registered Address - Knights Templar School, Park Street Baldock, Herts, SG7 6DZ

Contact Telephone No. - 01462 542498

Website – <https://hdsf.co.uk/>

The Trustees declare that they have approved the trustees' report on pages 3 to 23.

Signed on behalf of the charity's trustees.



Patrick McGeough  
Chair of Trustee Board

Date: 22<sup>nd</sup> January 2025

HDSF Trustees would like to thank the HDSF staff and all of the following for their support over the last year:

Dacorum Borough Council  
East Herts District Council  
Graham Rowlandson Foundation  
Hertfordshire Community Foundation  
Hertfordshire County Council  
Hertfordshire Cycle Training Team  
Hertfordshire Reuse Centres  
Herts Sport & Physical Activity Partnership  
Hitchin District Scouts Afloat Team  
Knights Templar School  
Letchworth Garden City Heritage Foundation  
Paul's Bikes  
Players of the Postcode Lottery  
Quercus  
St Albans District Council  
Stanborough Park, GLL  
The National Lottery Community Fund  
University of Hertfordshire  
Welwyn Hatfield Borough Council

And of course, our volunteers!

# Independent Examiner's Report to the Trustees of Herts Disability Sports Foundation Charity No. 1156034

I report to the trustees of Herts Disability Sports Foundation on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2024.

## Respective responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the financial statements in accordance with the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's accounts carried out under Section 145 of the 2011 Act; and in carrying out my examination I have followed the applicable Directions given by the Charity Commissioners under Section 145 (5) (b) of the Act.

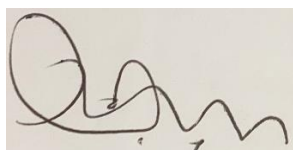
## Independent Examiner's Statement

The Charity's gross income exceeded £250,000 in 2022/23 which has been re-stated in 2023/24, and I am qualified to undertake the examination by being a Fellow of the Association of Independent Charity Examiners.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records, or
- the accounts did not comply with the applicable requirements confirming the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give 'a true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Signed:

Date: 22<sup>nd</sup> January 2025

John Robert Eke  
Fellow of the Association of Charity Independent Examiners  
Soarview,  
4 Stable Court,  
Malborough,  
Devon  
Q7 3FB



## Herts Disability Sports Foundation

### Statement of Financial Activities and income & expenditure account 1 April 2023 to 31 March 2024

	Unrestricted Funds	2023/24 Restricted Funds	Total Funds	2022/23 Total Funds as restated - Note 5	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations & Legacies	2,411	0	2,411	28,909	3a
Charitable Activities	85,535	133,679	219,214	285,362	3b
Other trading activities	0	0	0	0	3c
Investments	0	0	0	191	3d
Other	13,107	0	13,107	8,005	3e
<b>Total</b>	<b>101,054</b>	<b>133,679</b>	<b>234,733</b>	<b>322,467</b>	
<b>Expenditure on:</b>					
Raising Funds	0	0	0	13	4a
Charitable Activities	131,123	131,617	262,741	177,266	4b
Other	0	0	0	0	
<b>Total</b>	<b>131,123</b>	<b>131,617</b>	<b>262,741</b>	<b>177,279</b>	
Net gains/(losses) on investments	0	0	0	0	
Net income/(expenditure)	(30,070)	2,062	-28,008	145,189	
Transfers between funds	12,900	(12,900)	0	0	
Other recognised gains/(losses):	0	0	0	0	
<b>Net movement in funds</b>	<b>(17,170)</b>	<b>(10,838)</b>	<b>-28,008</b>	<b>145,189</b>	
<b>Reconciliation of Funds</b>					
Total funds brought forward	198,023	55,839	253,863	108,674	
<b>Total funds carried forward</b>	<b>£180,854</b>	<b>£45,001</b>	<b>£225,855</b>	<b>£253,863</b>	

# Herts Disability Sports Foundation

## Balance Sheet as at 31 March 2024

	Total Funds 23/24 £	Total Funds 22/23 (restated) £	Notes
<b>Fixed assets:</b>			
Intangible Assets	0	0	
Tangible Assets	72,146	65,292	6a
Heritage Assets	0	0	
Investments	0	0	
<b>Total fixed assets</b>	<b>72,146</b>	<b>65,292</b>	
<b>Current assets:</b>			
Stocks	0	0	
Debtors	20,122	16,817	7
Investments	0	0	
Cash at Bank and in hand	164,150	186,203	
<b>Total current assets</b>	<b>184,272</b>	<b>203,020</b>	
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	30,563	14,448	8
Net current assets or liability	153,710	188,571	9
Total assets less current liabilities	225,855	253,863	9
Creditors: Amounts falling due after more than one year	0	0	
Provision for liabilities	0	0	
<b>Total net assets or liabilities</b>	<b>225,855</b>	<b>253,863</b>	
<b>The funds of the charity:</b>			
<b>Restricted Funds</b>	<b>45,001</b>	<b>55,839</b>	
General Funds	108,707	132,731	
Designated Fixed Assets Fund	72,147	65,292	
<b>Total unrestricted funds</b>	<b>180,854</b>	<b>198,023</b>	
<b>Total charity funds</b>	<b>£225,855</b>	<b>£253,863</b>	

These financial statements were approved by the Trustees on 22 January 2025 and signed on its behalf by:



Patrick McGeough

(Chair)



# HDSF Notes to Accounts – 1 April 2023 to 31 March 2024

Herts Disability Sports Foundation is a Charitable Incorporated Organisation (CIO) registered with the Charity Commission, registered charity no. 1156034.

## 1. Basis of Accounting

These accounts have been compiled as accruals accounts in accordance with Charity Commission Guidance CC16b, CC15d and Charities Statement of Recommended Practice (SORP) 2019 (FRS102). The basis of accounting prior to 1 April 2021 was on a receipts and payments basis. The Trustees consider that there are no material uncertainties about HDSF's ability to continue as a going concern. The presentation and format comply with Charity Commission recommended practice.

## 2. Accounting Policies

### a. Income

Income from charitable trusts, grants and donations are recognised when there is evidence of entitlement, receipt is probable, and its amount can be measured reliably. Evidence of entitlement to grants is when a formal offer of funding is communicated in writing and when any terms and conditions are met. If there is uncertainty in this respect, the income is not recognised and is treated as a deferred liability. Performance related grant income or contractual income which have conditions that specify the provision of particular goods or services to be provided by the charity, is treated as earned income from Charitable Activities.

Unrestricted funds are net incoming resources generated for expenditure on the general objects of the charity. Restricted funds are to be used in accordance with the restrictions placed by the donor. When donors impose restrictions on how that money should be spent and it is not spent in the year of receipt, the cash reserves at the end of the year include that sum to be spent after the year end date.

HDSF has not received any income from Legacies, or Endowments and does not have any investments.

### b. Expenditure

All expenditure is accounted for when a legal obligation for a specific item arises. As the organisation is not registered for VAT it is therefore not recoverable and is included in the expenditure where charged.

### c. Taxation

The charity comes within the meaning of section 505 of the Income and Corporation Taxes Act 1988 and accordingly can claim relief from taxation in respect of income or capital gains received, to the extent that such income is applied exclusively for charitable purposes.

Most income is either exempt, zero rated, or outside the scope with regard to VAT and any other income falls below the statutory threshold and therefore the organisation is not registered for VAT and no VAT is levied.

### 3. Income

Income from 'performance related grants where the income is conditional on delivering certain levels or volumes of a service' has been identified in the category of Charitable Activities for the purposes of the SoFA, rather than Donations & Legacies as in 2022/23 and previous years. Income for 2022/23 has been restated to reflect this change in classification.

#### a. Donations & Legacies

	2023/24			2022/23		
	Unrestricted £	Restricted £	Total £	(Restated) Unrestricted £	(Restated) Restricted £	(Restated) Total £
Grants	0	0	0	0	10,000	10,000
Donations	2,411	0	0	18,503	406	18,909
<b>TOTAL Donations &amp; Legacies</b>	<b>£2,411</b>	<b>£0</b>	<b>£0</b>	<b>£18,503</b>	<b>£10,406</b>	<b>£28,909</b>

Donations in 2023/24 (£2,411 including Gift Aid) include £550 from Abbie Baldwin, £515 from Morgan Sindall Construction and £90 from St Albans Independent College. Online donations are received via JustGiving and other donations are received from East Herts Lottery and Charities Aid Foundation. Income from Give as you Live has been included as donations as they are effectively 'donated' by the companies linked with the scheme.

Donations in 2022/23 have been restated - performance related grants are now included as income from charitable activities. The grant of £10,000 from Garfield Weston Foundation was awarded for core costs and carried no performance related requirements. Unrestricted donations (£18,503) include £750 from P&L Howe, £6,000 from Herts & Beds Hockey Umpires, £7,100 from Woodfield After School Club and a considerable number of donations in memory of John Crosti who passed away in July 2022. Online donations are received via JustGiving with a total of £3,363 donated in 2022/23 (gross) plus Gift Aid on these donations of £675 (gross). Restricted donations (£406) were for the tool replacement appeal.

#### b. Charitable Activities

Income from charitable activities arises from the main activities undertaken by HDSF to meet our charitable objects.

	2023/24	2023/24	2023/24	2022/23	2022/23	2022/23
	Unrestricted £	Restricted £	Total £	(restated) Unrestricted £	(restated) Restricted £	(restated) Total £
Community, special schools, family groups, etc.	69,035	0	69,035	63,539	0	63,539
Policy development, partnerships, support for grant applications, etc.	16,500	5,000	21,500	21,500	0	21,500
Merchandise	0	0	0	95	0	95
Grants	0	128,679	128,679	0	200,227	200,227
<b>Total</b>	<b>£85,535</b>	<b>£133,679</b>	<b>£219,214</b>	<b>£85,134</b>	<b>£200,227</b>	<b>£285,361</b>

Performance related grants received in 2023/24;

	<b>2023/24</b>	<b>2023/24</b>	<b>2023/24</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>Charity/Foundation;</b>	£	£	£
<b>Learn to Ride project</b>			
Hertfordshire Community Foundation	0	28,700	28,700
Dacorum Borough Council	0	5,000	5,000
Welwyn Hatfield Borough Council	0	3,994	3,994
St Albans DC (St Albans )	0	4,280	4,280
Letchworth GC Heritage Foundation	0	2,118	2,118
Welwyn Hatfield Borough Council	0	2,400	2,400
			<b>46,492</b>
<b>Bell Boats project</b>			
Welwyn Hatfield Borough Council	0	17,500	<b>17,500</b>
<b>Bikes without Barriers project</b>			
The National Lottery	0	69,687	<b>69,687</b>
<b>Total Grants</b>	<b>£0</b>	<b>£133,679</b>	<b>£133,679</b>

Two further grants for Learn to Ride received in 2023/24 (£8,000 from Letchworth Garden City Heritage Foundation and £5,000 from the Quercus grant programme) have been treated as deferred income as these relate to the 2024/25 programme.

Performance related grants received in 2022/23 (restated as income from charitable activities – see note 5);

	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>
	<b>(Restated)</b>	<b>(Restated)</b>	<b>(Restated)</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>Charity/Foundation;</b>	£	£	£
Active North Herts CSF	0	1,885	1,885
Dacorum Borough Council	0	8,000	8,000
East Herts Council	0	5,000	5,000
Herts Community Foundation	0	0	0
Herts County Council (BLC)	0	10,000	10,000
Herts County Council (MW)	0	10,000	10,000
Letchworth GC Heritage Foundation	0	14,142	14,142
National Lottery Awards for All	0	10,000	10,000
North Herts District Council	0	0	0
Postcode Places Trust	0	25,000	25,000
Quercus Watford	0	5,000	5,000
Robert Clutterbuck Trust	0	0	0
Rowlandson	0	27,200	27,200
RUB White Charitable Trust	0	0	0
St Albans City & District Council	0	5,000	5,000
The John Apthorp Charity	0	9,000	9,000
University of Hertfordshire (HSP)	0	70,000	70,000
<b>Total Grants</b>	<b>£0</b>	<b>£200,227</b>	<b>£200,227</b>

A grant of £5,102 from Letchworth Garden City Heritage Foundation relates to a 2021/22 project delivered in that year. The grant was originally stated as unrestricted but is now correctly defined as restricted.

#### c. Other Trading Activities

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Other Trading Activities	0	0	0	0

During 2023/24 no income was received directly from fundraising – sums received from Give as you Live have been allocated as Donations.

#### d. Investments

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Bank Interest Received	0	0	0	192

The main bank account for HDSF is not interest earning. The new Charity Bank account opened in June 2024 will be interest earning. HDSF does not hold investments.

#### e. Other

	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 Total
	£	£	£	£
Other Income	13,107	0	13,107	8,005

Income was received to support the development of the HDSF community team and increased capacity for bike refurbishment.

## 4. Expenditure

#### a. Raising Funds

During 2023/24 no expense was incurred in raising funds.

#### b. Charitable Activities

##### Summary

Totals	2023/24 Unrestricted	2023/24 Restricted	2023/24 Total	2022/23 (Restated) Unrestricted	2022/23 (Restated) Restricted	2022/23 (Restated) Total
	£	£	£	£	£	£
Staff costs and pension	58,181	114,821	173,002	18,205	74,766	92,971
General support costs	40,346	5,879	46,224	15,004	27,664	42,668
Other	32,596	10,918	43,514	3,208	38,418	41,626
<b>Charitable Activities</b>	<b>£131,123</b>	<b>£131,617</b>	<b>£262,741</b>	<b>£36,417</b>	<b>£140,848</b>	<b>£177,265</b>

**i. Staff costs and pension**

	2023/24	2023/24	2023/24	2022/23 (Restated)	2022/23 (Restated)	2022/23 (Restated)
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
	£	£	£	£	£	£
Total Gross Salary Payments	50,983	108,761	159,744	14,218	74,766	88,984
Employer's NI Contributions	5,178	3,863	9,042	1,550	0	1,550
Employer's Pension Contributions	2,020	2,197	4,217	2,437	0	2,437
<b>TOTAL</b>	<b>£58,181</b>	<b>£114,821</b>	<b>£173,002</b>	<b>£18,205</b>	<b>£74,766</b>	<b>£92,971</b>

In 2023/24 HDSF employed four full time members of staff for the whole period (compared to two in 2022/23); the Charity Operations Manager, Chief Operating Officer, Senior Instructor and Lead Instructor. and the Deputy Team Leader. The full time Project Officer was employed from June 2023 to February 2024. The new full time Bike Mechanic was appointed in January 2024, Bike Mechanic Apprentice in September 23 and the part time Finance Officer in February 2024. Other part time staff were 6 Instructors and one part time bike mechanic (November 2023 to June 2024). For 2023/24 the Full Time Equivalent for employees was 6.13, up from 3.34 in 2022/23. Restricted grants contributed to the salary costs (in part) of all staff except the Chief Operating Officer and Finance Officer. No single employee received benefits of more than £60,000 during the period.

	2023/24		2022/23	
	No.	FTE	No.	FTE
Full Time	6	4.96	2	2
Part Time	8	1.16	7	1.34
<b>Total</b>	<b>14</b>	<b>6.13</b>	<b>9</b>	<b>3.34</b>

In 2023/24 two full time staff began employment part way through the year, five part time staff also began employment part way through the year and one is employed on a seasonal basis.

2022/23 has been restated to correct the figures for Gross Salary Payments and Employer's Pension Contributions. Previously stated figures are shown below;

	2022/23 Unrestricted	2022/23 Restricted	2022/23 Total	21/22 Total
	£	£	£	£
Total Gross Salary Payments	8,462	74,766	83,228	89324
Employer's NI Contributions	1,550	0	1,550	1747
Employer's Pension Contributions	2,297	0	2,297	2003
<b>TOTAL</b>	<b>£12,309</b>	<b>£74,766</b>	<b>£87,075</b>	<b>£93,074</b>

Gross Salary payments and Employer's Pension Contributions for April 2022 were correctly allocated to 2020/21 as they related to hours worked in March 2022 – at that time, salaries were paid a full month in arrears. In error, the April 2022 payment was allocated twice. Expenditure relating to Gross Salary Payments and Employer's Pension Contributions has been restated throughout this report and the restated SoFA and Balance Sheet are included at Note 5.

The HDSF pension provider is NEST. Pension costs were as follows;

	<b>2023/24</b>	<b>2022/23</b> <b>(Restated)</b>
	<b>Total</b>	<b>Total</b>
	£	£
Employee Pension Contributions	5,623	3,063
Employer Pension Contributions	4,217	2,437
Payments made	<b>£9,839</b>	<b>£5,500</b>

Pension costs in 2023/24 rose due to additional staff.

## ii. General support Costs

	<b>2023/24</b>	<b>2023/24</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
Storage Costs	261	0	261	4,026
Direct cost of sales	5,649	2,919	8,568	1,577
General support costs	34,436	2,960	37,395	37,066
<b>Total Support costs</b>	<b>£40,346</b>	<b>£5,879</b>	<b>£46,224</b>	<b>£42,669</b>

	<b>2022/23</b>	<b>2022/23</b>	<b>2022/23</b>	<b>2021/22</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
Storage Costs	0	4,026	4,026	1484
Direct cost of sales	39	1,538	1,577	1705
General support costs	14,965	22,100	37,066	27373
<b>Total Support costs</b>	<b>£15,004</b>	<b>£27,664</b>	<b>£42,669</b>	<b>£30,562</b>

Support costs were higher in 2023/24 than in previous years; in part due to completion of groundworks for the additional shipping containers purchased in 2022/23 (£4,664), support for one employee through the Access to Work Scheme (£5,800 to be refunded), and general increase in costs with a greater number of staff.

Governance costs are included in support costs and relate to compliance with statutory requirements. No Trustee received a payment or any other form of remuneration from HDSF, other than room hire and meeting refreshments (£144) and travel expenses in order to fulfil their Trustee duties. The travel expenses totalled £487 for the hire of a wheelchair accessible taxi to attend Trustee quarterly meetings.

## iii. Other expenditure on charitable activities;

Other Support costs

	<b>2023/24</b>	<b>2023/24</b>	<b>2023/24</b>	<b>2022/23</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	£	£	£	£
Insurance	4,044	0	4,044	3,216
Training & Equipment	12,859	10,918	23,777	31,610
Depreciation - see note 5a	15,693	0	15,693	6,800
<b>Total Other costs</b>	<b>£32,596</b>	<b>£10,918</b>	<b>£43,514</b>	<b>£22,691</b>

In 2023/24 HDSF invested in Level 2 Group training for the Community project delivery staff (£4,197) as well as ongoing safeguarding, first aid and functional training for current and new staff and volunteers. Depreciation increased significantly as a result of the purchase of a new van and 2 shipping containers in 2022/23 (depreciation beginning in 2023/24). Insurance increased due to cost of living increases and insurance for the new Bell Boats (£386).

There have been no related party transactions in the reporting period that require disclosure.

## 5. Restated Accounts

### a. Statement of Financial Activities 2022/23 restated

	2022/23 as restated			2022/23		
	Unrestricted Funds £	Restricted Funds £	Total Funds £	Unrestricted Funds £	Restricted Funds £	Total Funds £
<b>Income:</b>						
Donations & Legacies	18,503	10,406	28,909	23,605	205,531	229,136
Charitable Activities	85,135	200,227	285,362	85,134	0	85,134
Other trading activities	0	0	0	0	0	0
Investments	191	0	191	192	0	192
Other	8,005	0	8,005	8,005	0	8,005
<b>Total</b>	<b>111,834</b>	<b>210,633</b>	<b>322,467</b>	<b>116,936</b>	<b>205,531</b>	<b>322,467</b>
<b>Expenditure on:</b>						
Raising Funds	13	0	13	13	0	13
Charitable Activities	36,416	140,849	177,266	30,520	140,849	171,370
Other	0	0	0	0	0	0
<b>Total</b>	<b>36,429</b>	<b>140,849</b>	<b>177,279</b>	<b>30,533</b>	<b>140,849</b>	<b>171,382</b>
Net gains/(losses) on investments	0	0	0	0	0	0
Net income/(expenditure)	75,404	69,784	145,189	86,403	64,682	151,085
Transfers between funds	53,298	(53,298)	0	53,298	(53,298)	0
Other recognised gains/(losses):	0	0	0	0	0	0
<b>Net movement in funds</b>	<b>128,702</b>	<b>16,486</b>	<b>145,189</b>	<b>139,701</b>	<b>11,384</b>	<b>151,085</b>
<b>Reconciliation of Funds</b>						
Total funds brought forward	69,321	39,353	108,674	69,321	39,353	108,674
<b>Total funds carried forward</b>	<b>£198,023</b>	<b>£55,839</b>	<b>£253,863</b>	<b>£209,022</b>	<b>£50,737</b>	<b>£259,759</b>



**b. Balance Sheet 2022/23 restated**

	<b>Total Funds 2022/23 restated £</b>	<b>Funds 2022/23 £</b>
<b>Fixed assets:</b>		
Intangible Assets	0	0
Tangible Assets	65,292	65,292
Heritage Assets	0	0
Investments	0	0
<b>Total fixed assets</b>	<b>65,292</b>	<b>65,292</b>
<b>Current assets:</b>		
Stocks	0	0
Debtors	16,817	16,817
Investments	0	0
Cash at Bank and in hand	186,203	186,203
<b>Total current assets</b>	<b>203,020</b>	<b>203,020</b>
<b>Liabilities:</b>		
Creditors: Amounts falling due within one year	14,448	8,552
Net current assets or liability	188,571	194,468
Total assets less current liabilities	253,863	259,760
Creditors: Amounts falling due after more than one year	0	0
Provision for liabilities	0	0
<b>Total net assets or liabilities</b>	<b>253,863</b>	<b>259,760</b>
<b>The funds of the charity:</b>		
<b>Restricted Funds</b>	<b>55,839</b>	<b>50,738</b>
General Funds	132,731	143,729
Designated Fixed Assets Fund	65,292	65,292
<b>Total unrestricted funds</b>	<b>198,023</b>	<b>209,021</b>
<b>Total charity funds</b>	<b>£253,863</b>	<b>£259,760</b>

The 2022/23 accounts have been restated to reflect the inclusion of performance related grants as income from charitable activities (£200,227), correct the allocation of salary payments (£5,897) and identify a grant of £5,102 as restricted rather than unrestricted.

## 6. Fixed Assets

### a. Tangible Assets

	2023/24				2022/23	
	Bikes	Other equipment	Plant & machinery	Motor vehicles	Total	Total
<b>Cost</b>	£	£	£	£	£	£
Opening Balance 1 April	9,892	4,118	39,888	11,394	<b>65,292</b>	<b>19,105</b>
Additions	0	12,900	9,647	0	<b>22,547</b>	<b>52,986</b>
<b>Closing Balance 31 March</b>	<b>9,892</b>	<b>17,018</b>	<b>49,535</b>	<b>11,394</b>	<b>87,839</b>	<b>72,091</b>
<b>Depreciation</b>						
Opening Balance 1 April	0	0	0	0	<b>0</b>	<b>0</b>
Charge for year	3,992	1,104	8,198	2,399	<b>15,693</b>	<b>6,800</b>
<b>Closing Balance 31 March</b>	<b>3,992</b>	<b>1,104</b>	<b>8,198</b>	<b>2,399</b>	<b>15,693</b>	<b>6,800</b>
<b>Net book value</b>						
<b>Opening Balance 1 April</b>	<b>9,892</b>	<b>4,118</b>	<b>39,888</b>	<b>11,394</b>	<b>65,292</b>	<b>19,105</b>
<b>Closing Balance 31 March</b>	<b>5,900</b>	<b>15,914</b>	<b>41,337</b>	<b>8,995</b>	<b>72,146</b>	<b>65,292</b>

Significant additions to assets include the purchase of 2 new Bell Boats and a second Bike Workshop on the Knights Templar School site. The shipping container, converted into a Bike Workshop, was funded from General Reserves.

The organisation has the use of bikes and wheelchairs specifically adapted for disabled use. These can be both purchased, usually second hand, or donated to HDSF. No value is placed on these donations in the accounts. Purchases of items over £1,000 are treated as fixed assets in the year they are paid for and are depreciated. HDSF does not own or rent any land or buildings.

### b. Depreciation

Type of fixed asset	Anticipated useful life	% Rate
Computer and other electrical equipment	3 years	33%
Sports and disability equipment	3 years	33%
Other Equipment	5 years	20%
New bikes (over £5,000)	5 years	20%
Plant & Machinery	5 years	20%
Motor vehicles purchased 2nd hand	5 years	20%

Items that cost more than £1,000 for a single item are treated as fixed assets. Equipment purchased new or second hand are depreciated over the remaining useful life in accordance with the above.

## 7. Current assets

<b>Debtors</b>	<b>2023/24</b>	<b>2022/23</b>
	£	£
Trade Debtors	18,677	16,457
Other Debtors	360	360
Prepayments	1,085	0
<b>Total</b>	<b>£20,122</b>	<b>£16,817</b>

Trade Debtors relates to HDSF invoices issued - £17,018 received by the end of April, all funds received by end of July 24. Other debtors are deposits held on contracts for storage containers with monthly rental fee. Payments for Business and Vehicle insurance are recognised as payments in advance for 2024/25.

## 8. Liabilities

### a. Current Liabilities (amounts falling due within 1 year)

	<b>2023/24</b>	<b>2022/23</b> (Restated)
	£	£
Trade creditors	6,409	1,145
Accruals	0	10,842
Taxation	3,450	2,461
Pension	843	0
Deferred Income	19,420	0
Square Cash	441	0
Clearing		0
<b>Total</b>	<b>£30,563</b>	<b>£14,447</b>

<b>i. Trade Creditors</b>	<b>2023/24</b> <b>Total</b>	<b>2022/23</b> <b>Total</b>
Trade Creditors	<b>£6,409</b>	<b>£1,145</b>

In 2023/24, £5,801 relates to a single invoice.

<b>ii. Accruals</b>	<b>2023/24</b> <b>Total</b>	<b>2022/23</b> <b>Total</b>
April Payroll	<b>£0</b>	<b>£10,842</b>

In 2023 HDSF paid salaries one full month in arrears, so April 2022 payroll costs relate to the preceding financial year. This has been restated to reflect the correct amount. The pay policy was amended in December 23 to pay salaries at the end of each month, resulting in an accrual for 2023/24 of £0.

### iii. Accruals for taxation

March taxation and National Insurance payments are accrued as they are not due to HMRC until April, following the year end.

	<b>2023/24</b>	<b>2022/23</b>
	<b>Total</b>	<b>Total</b>
March HMRC payment due		
April	<b>£3,450</b>	<b>£2,461</b>

### b. Deferred income

As previously stated, Grant income (£13,000) and a contract for services (£6,420) received in 2023/24 for the Learn to Ride project in 2024/25 have been deferred to 2024/25.

## 9. Restricted Funds

	b/f 1 April 23	Income	Expenditure	Transfers	c/f 31 March 24
	£	£	£	£	£
Learn to Ride	20,839	46,492	62,331	0	5,000
Community Activities	35,000	0	35,000	0	0
Bell Boats	0	17,500	13,080	0	4,420
Bikes without Barriers	0	69,687	34,106	0	35,581
	<b>£55,839</b>	<b>£133,679</b>	<b>£144,517</b>	<b>£0</b>	<b>45,001</b>

Grant funding for the Bikes without Barriers project is based on delivery through the year (grant funding September to July). Part of the carry forward to 2024/25 is required to complete delivery from 1 April to July 2024. Funding for the Bell Boats was used to purchase 2 boats in 2023/24 and the remainder will be used in 24/25 to purchase adapted equipment. Bikes without Barriers funding from The National Lottery Community Fund is provided on an annual basis from 1 September to 31 August – the carry forward is to complete delivery up to 31 August 2024.

## 10. Total funds

### a. 2022/23 restated

(Restated)	B/f 1 April 2022	Surplus in Year	Transfer Restricted Funds	Transfer Unrestricted Funds	C/f 31 March 2023
	£	£	£	£	£
General Funds	69,321	75,404	0	-11,994	<b>132,731</b>
Designated Fixed Assets Fund	0	0	53,298	11,994	<b>65,292</b>
<b>Total Unrestricted Funds</b>	<b>69,321</b>	<b>75,404</b>	<b>53,298</b>	<b>0</b>	<b>198,023</b>
<b>Restricted Funds</b>	<b>39,353</b>	<b>69,784</b>	<b>(53,298)</b>	<b>0</b>	<b>55,839</b>
<b>Total Funds</b>	<b>£108,674</b>	<b>£145,189</b>	<b>£0</b>	<b>£0</b>	<b>£253,863</b>

## Analysis of Total Funds 2022/23 (restated)

(Restated)	2022/23				
	Fixed Assets	Cash and bank	Debtors	Creditors	Total
	£	£	£	£	£
General funds	0	130,364	16,817	(14,448)	132,731
Designated Fixed Assets Fund	65,292				65,292
<b>Total Unrestricted Funds</b>	<b>65,292</b>	<b>130,364</b>	<b>16,817</b>	<b>(14,448)</b>	<b>198,023</b>
Restricted Funds	0	55,839	0	0	55,839
<b>Total</b>	<b>£65,292</b>	<b>£186,203</b>	<b>£16,817</b>	<b>(£14,448)</b>	<b>£253,863</b>

Transfers were made in 2022/23 totalling £65,292 to a Designated Fixed Asset Fund set up during the year in respect of fixed assets purchased with both restricted funds (£53,298) and unrestricted funds (£11,994).

### c. 2023/24

	B/f 1 April 2023 £	Surplus in Year £	Transfer Restricted Funds £	Transfer Unrestricted Funds £	C/f 31 March 2024 £
General Funds	132,731	(30,070)	0	6,045	<b>108,707</b>
Designated Fixed Assets Fund	65,292	0	12,900	(6,045)	<b>72,147</b>
<b>Total Unrestricted Funds</b>	<b>198,023</b>	<b>(30,070)</b>	<b>12,900</b>	<b>0</b>	<b>180,854</b>
					0
<b>Restricted Funds</b>	<b>55,839</b>	<b>2,062</b>	<b>(12,900)</b>	<b>0</b>	<b>45,001</b>
		-			
<b>Total Funds</b>	<b>£253,863</b>	<b>£28,008</b>	<b>£0</b>	<b>£0</b>	<b>£225,855</b>

	Fixed Assets £	Cash and bank £	Debtors £	Creditors £	Total £
General funds	0	119,149	20,122	(30,563)	108,708
Designated Fixed Assets Fund	72,147				72,147
<b>Total Unrestricted Funds</b>	<b>72,147</b>	<b>119,149</b>	<b>20,122</b>	<b>(30,563)</b>	<b>180,855</b>
<b>Restricted Funds</b>	0	45,001	0	0	45,001
<b>Total</b>	<b>£72,147</b>	<b>£164,150</b>	<b>£20,122</b>	<b>(£30,563)</b>	<b>£225,856</b>

Transfers were made in 2023/24 in respect of fixed assets purchased with restricted funds of £12,900 and unrestricted funds of £9,647, less depreciation charge in the year of £15,693.

### 11. Independent Examination of Accounts

The 2023/24 accounts have been independently examined by John Eke, FCIE. He received a fee in this respect of £400.

# Herts Disability Sports Foundation

Charity Number 1156034



Knights Templar School Park Street Baldock, Herts, SG7 6DZ



01462 542498



<https://hdsf.co.uk/>



@Herts\_DSF



facebook.com/HertsDisabilitySportsFoundation