

Merton Centre for Independent Living (Merton CIL)

**MERTON CENTRE FOR INDEPENDENT LIVING  
(Merton CIL)**



**FINANCIAL STATEMENTS  
YEAR ENDED MARCH 31 2020**

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Merton CIL is a company limited by guarantee.  
Registered Company No. 7645926  
Registered Charity No. 1152825

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Merton Centre for Independent Living (Merton CIL)

## LEGAL AND ADMINISTRATIVE INFORMATION

### Constitution

Merton Centre for Independent Living (Merton CIL) is a company limited by guarantee and a registered charity governed by its memorandum and articles of association.

Charity number 1152825

Company number 7645926

### Directors and Trustees

The directors of the charitable company are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. As set out in the Articles of Association the Management Board comprises the Chair, the Vice Chair and the Treasurer supported by up to nine trustees. At each Annual General Meeting one-third of the directors must retire from office and may be re-elected at the recommendation of the board. The trustees serving during the year and since the year-end are as follows:

**Chair:** Roy Benjamin

**Vice Chair:** Giovanna Vettese

**Secretary:** Amanda Edwards

**Trustees** Claire Benjamin, R.A. (Slim) Flegg, Estifanos Habtesellasié, Sarah Henley, Raheema Olajide, Sarah (Sally) Yarwood<sup>1</sup>

### Senior Management

Lyla Adwan-Kamara – stood down as CEO in July 2019

Tom Lichy – Joined as CEO in August 2019 and stood down as CEO in April 2020

Stuart Butler, David Jenkins, Michael Turner and Charlet Wilson – The Senior Management Team began co-managing the organisation from April 2020

### Registered Office and Principal Office

Unit 1 Batsworth Road, Mitcham, CR4 3BX

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<sup>1</sup> Stood down in November 2019

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**Independent Examiner**

Lesley Cornwell FCCA, Cornwell & Cornwell, 194 Stanley Road,  
Teddington, TW11 8UE

**Principal Bankers**

HSBC Bank PLC, 5 Wimbledon Hill Rd, Wimbledon, London  
SW19 7NF

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## **REPORT OF THE BOARD OF TRUSTEES for year end 31 March 2020**

The Board presents the report and financial statements of Merton Centre for Independent Living (Merton CIL) for the year ended 31 March 2020. The statements appear in the format required by the Statement of Recommended Practice for Accounting and Reporting by Charities (revised March 2005). The report and statements comply with Companies Act 2006.

### **Structure, Governance and Management**

#### History:

The organisation was originally started as a steering group in 2008, it was incorporated as a company in 2011 and registered as a charity in 2013.

#### Governing Document:

Merton Centre for Independent Living is a company limited by guarantee, having no share capital, governed by its Memorandum and Articles of Association dated June 2013 and Special Resolution dated October 2016. The liability of the Trustees is limited to £1 in the event of the charity winding up.

#### Appointment of Trustees:

The Board of Trustees is made up of not less than three and no more than twelve persons. Trustees are elected from the membership at the AGM or co-opted during the year by agreement of the Board and confirmed at the AGM. Trustees must be aged 16 years or older. At least 75% of trustees must be Deaf or Disabled. All trustees give their time voluntarily and receive no financial benefits from the organisation. New trustees are given induction on their roles and responsibilities and are offered additional training where necessary.

#### Organisation:

The Board of Trustees administers the charity. The Board meets quarterly. The Senior Management Team (SMT) is appointed to manage the day-to-day operations of the Charity. To facilitate effective operations, the SMT has delegated authority, within the terms of the delegation approved by the Trustees, for operational matters including finance, employment, and operations.

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### Risk Management:

The Directors have reviewed the risks to which the charity is exposed and maintain a risk register. Risks are ameliorated by the implementation of procedures and policies, with a regular review of these to ensure current good practice.

### **Objectives and Activities**

A summary of the objects as set out in the charity's Governing document.

"To relieve the needs of Disabled persons in Merton and the surrounding areas by providing support and services to enable them to live as full and equal citizens in all aspects of life."

Our Vision: is to enable Deaf and Disabled people to take control over their lives and achieve full participation in Merton and wider society.

### Our Aims:

- To promote the independence and inclusion of Disabled and Deaf people in Merton;
- Challenge discrimination facing Disabled and Deaf people in Merton;
- Encourage Disabled and Deaf people and supporters to achieve change locally.

### Key Activities:

- Independence and Inclusion: Advice and Advocacy Support covering: Benefits and low income, and social care.
- Challenging Discrimination: Hate Crime Prevention and Reporting and Disability Hate Crime partnership work with DDPOs across London
- Achieving Change Locally: Voice Activity including: A range of regular groups, events, debates and policy work on key issues affecting local Deaf and Disabled people

## Summary of Achievements:

**Independence and Inclusion:** Our Advice and Advocacy service provided support in 215 cases where people had issues relating to benefits and low income, social care and hate crime. We supported 265 unique individuals through our casework services, providing nearly 1100 sessions of in-depth support. We also supported with information, signposting, guidance, and connection in a further 150 cases. These figures are lower than last year due to changes in the team. Our work throughout the year contributed £643,965 to the local economy. During 2019-20, we were also re-awarded the AQS quality mark for the third time.

**Challenging Discrimination:** Our hate crime casework service has supported with 136 disability hate crime cases since its launch in 2016. Our target per year is 12 cases. We delivered 185 sessions of support around disability hate crime. We delivered two hate crime support sessions at Craftivism and Chat that 100% of attendees rated good or great. This was a space for Deaf and Disabled people to come together get more information about hate crime and where to get support in Merton, speak about their experiences and get peer support. 41% of Deaf and Disabled people reported feeling safer after using our service. We have also worked with Inclusion London and Stay Safe East to support 5 DDPOs across London to build and develop their disability hate crime projects.

**Achieve Change Locally:** We now have 362 members - 279 (77%) are Deaf and Disabled people and 83 (23%) are non-Disabled people who support our work and values. This is a 12% increase from last year. Throughout the year we delivered 30 events including Craftivism and Chat Groups that 100% of attendees rated good or great, My Voice Matters, hate crime drop-in sessions, outreach around the borough and our AGM. We engaged with 1,121 people through events activities and outreach, and another 3,023 engaged with us across our social media platforms. Merton CIL also spent 861 hours on policy and strategy work on behalf of Deaf and Disabled

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people. This figure is lower than last year due to a change in CEO and lower capacity for policy work. We continued to ensure that we supported members and service users to speak up around topics like housing, welfare reform, social care and hate crime. We supported Deaf and Disabled People to respond to 8 consultations to ensure their voices are heard. We conducted extensive research into the issues Deaf and Disabled people face around social housing in Merton. This had been identified as a key area of policy work. We investigated issues of concern in preparation to raise with the Council and social housing providers but unfortunately the COVID 19 pandemic has brought this work to a halt and we have not been able to progress this piece of work.

We were also able to invest more into our trustees this year to ensure that the organisation continues to adapt and remains governed to a high standard. Our Vice Chair took part in a yearlong leadership program for Disabled leaders across London that supports to develop skills around leadership and ensure the sustainability of Merton CIL.

In 2019, our unsecure tenancy at the Wandle Valley Resource Centre was terminated and we had less than 6 months to find a new and accessible property in Merton. We found a property in Mitcham and moved into the space in January 2020 after a short period of home working. We now have a secure tenancy for an office.

Please see our 2019-20 Impact Report for further details of the year's achievements.

## FINANCIAL REVIEW

The results for the year and financial position of the Charity are shown in the annexed statements. The charity brought forward unrestricted funds of £69,647 and restricted funds of £44,877 from the previous accounting period. During the current accounting period, the net surplus is £15,237 of which there is £18,707 unrestricted raised during the year and a small overspend of £3,470 restricted funds. This leaves final balances to carry forward of £88,354 unrestricted and £41,407 restricted balance.

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## **EVENTS AFTER THE BALANCE SHEET DATE**

The CEO left in April 2020 and the Senior Management Team took over the day to day running of the organisation.

The Charity continues to rely on grant applications and fundraising to fund its activities. The Trustees are confident that these grants will continue to be available for the valuable work the charity is doing. During the year, the Charity's Trustees have monitored the financial position of the organisation to ensure that the charity's funds, both restricted and unrestricted, are correctly applied and accounted for.

## **PLANS FOR FUTURE PERIODS**

Over the next year we plan to better integrate our hate crime casework into our mainstream Advice and Advocacy service as our hate crime specific funding comes to an end. We plan to conduct a policy review of disability hate crime in Merton and work with local agencies to implement recommendations set out in 2016 when our service launched. This will also support funding applications and clearly evidence a need for specialised support.

In January 2020, we began to feel the effects of the coronavirus pandemic. We immediately responded by adapting our services and applying for emergency funding to sustain the organisation so that we could continue to provide accessible support to local Deaf and Disabled people. The pandemic has pushed us to reconsider how our services are delivered and review our digital presence. Over the next year we hope to amend services to reflect the new way in which we are required to successfully engage with Deaf and Disabled people and meet new or increased areas of need. We also aim to develop our use of volunteers to ensure that we will have the capacity to address increased need for support and achieve effective service delivery of Advice & Advocacy and Craftivism & Chat. We also noticed that Deaf and Disabled people were becoming digitally isolated due to being unable to engage online due to lack of skill or equipment. To address this need we secured emergency funding to purchase equipment to loan to isolated Disabled people and run workshops to build up digital skills.

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We are working to sustain our core services given the pressures on usual funding sources by the coronavirus pandemic and a number of our main grants coming to an end in March 2021. We have applied to a range of emergency funds to help with adapting core services and ensuring they remain accessible to Deaf and Disabled people. We are using our relationships with funders to explore how we transition into the next stage of covid-19 restrictions and how best our core services can adapt to support Deaf and Disabled people based on what they have told us that they need. We have redeveloped our fundraising strategy and financial model to take into account the new funding landscape.

As we go into the new financial year, trustees have chosen to adopt a co-management structure. This means that the organisation will be managed by all members of the skilled senior management team who combined have a wealth of varied experience. The organisation will effectively utilise and develop the skills of the team. This will ensure stability and consistency for the organisation during a time of unprecedented change.

### **RESERVES POLICY**

Merton CIL will maintain sufficient reserves to allow it to cover known liabilities and contingencies, absorb setbacks and take advantage of change and opportunity.

Merton Centre for Independent Living will hold unrestricted funds to meet at least 1 month's running costs, and aims towards holding 3 months running costs by 2021. This will enable Merton CIL to provide reliable services over the long term, and to provide a safety net against dramatic swings in income or costs, and sufficient time to replace lost income, through fund raising.

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## **TRUSTEES' RESPONSIBILITIES**

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the trustees are required to select suitable accounting policies and then apply them consistently; make judgments and estimates that are reasonable and prudent, and prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the organisation and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BY ORDER OF THE BOARD

  
----- (Giovanna Vettese, Vice-Chair)

  
----- (Amanda Edwards, Secretary)

Date 24<sup>th</sup> September 2020

## **INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE MERTON CENTRE FOR INDEPENDENT LIVING**

I report on the accounts for the year ended 31 March 2020 set out on pages 14 and 15 which have been prepared under the accounting policies set out on page 16.

### **Respective responsibilities of trustees and examiner**

The Charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the 2011 Act;
- Follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5)(b) of the 2011 Act; and
- State whether particular matters have come to my attention.

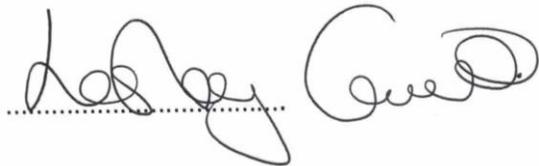
### **Basis of independent examiners' report**

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 those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, no opinion is view given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

## Independent examiners' statement

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

- accounting records have not been kept in accordance with section 386 of the Companies Act 2006;
- the accounts do not accord with such records:
- where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS102)
- any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts apart from that set out below:



Date 27 October 2020

Lesley Cornwell FCCA of Cornwell & Cornwell 194 Stanley Road  
Teddington TW11 8UE

**STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED  
MARCH 31 2020<sup>2a</sup>**

	<b>Note</b>	<b>Un- restricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>	<b>Total Funds 2019 £</b>
<b>Incoming Resources</b>	2b				
Incoming Resources from Charitable Activities	3a	33,316	324,308	357,624	394,956
Voluntary income	3b	6,171	-	6,171	7,716
Other Income	3c	347	-	347	273
<b>Total Incoming Resources</b>		<b>39,834</b>	<b>324,308</b>	<b>364,142</b>	<b>402,946</b>
<b>Resources Expended</b>	2c				
Charitable Activities	4d	21,127	320,990	342,117	386,039
Governance Costs	4l	-	6,788	6,788	5,198
<b>TOTAL RESOURCES EXPENDED</b>		<b>21,127</b>	<b>327,778</b>	<b>348,905</b>	<b>391,237</b>
<b>Net Incoming / (Outgoing) Resources</b>		<b>18,707</b>	<b>(3,470)</b>	<b>15,237</b>	<b>11,709</b>
Total Funds Brought Forward	3d	69,647	44,877	114,524	102,815
<b>Total Funds Carried Forward</b>	3e	<b>88,354</b>	<b>41,407</b>	<b>129,761</b>	<b>114,524</b>

There are no recognised gains and losses other than those in the statement of financial activities. Therefore no statement of total recognised gains and losses has been prepared. All the above amounts relate to continuing activities.

The notes on pages 16-19 form part of these accounts.

**BALANCE SHEET AT 31 MARCH 2020**

	Note	2020 £	2019 £
<b>CURRENT ASSETS:</b>			
Cash at bank and in hand		147,466	155,896
Debtors and prepayments	3m	50,081	1,628
		<b>197,547</b>	<b>157,523</b>
<b>LIABILITIES:</b>			
Creditors: amounts falling due within one year	4k	67,786	42,999
		<b>129,761</b>	<b>114,524</b>
<b>NET CURRENT ASSETS</b>			
		<b>129,761</b>	<b>114,524</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<b>129,761</b>	<b>114,524</b>
<b>RESERVES</b>			
	5		
Unrestricted Funds		88,354	69,647
Restricted Funds		41,407	44,877
		<b>129,761</b>	<b>114,524</b>

For the year ending 31 March 2020 the company was entitled to exemption from audit under section 477 of Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006. The Directors' acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts. The financial statements were approved by the Board on 24<sup>th</sup> September 2020 and signed on its behalf by:

-----  ----- **(Giovanna Vettese, Vice-Chair)**

-----  ----- **(Amanda Edwards, Secretary)**

The notes on pages 16-19 form part of these accounts.

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## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

1. These Notes form part of the financial statements.

### **2. Accounting Policies**

2a Basis of Accounting: The financial statements have been prepared under the historical cost convention, in accordance with the Companies Act 2006, and in compliance with 'Accounting and Reporting by Charities: Statement of Recommended Practice (FRS 102) ("the SORP").

2b Income: from grants, donations and contributions represents the amounts receivable in respect of the year.

2c Expenditure: is recognised in the year in which it is incurred.

2d Fixed Assets should be capitalised and written off over their useful lives on a straight line basis if their purchase value is over £1,000.

2e Voluntary Help: No amounts have been included in these financial statements to reflect the value of services provided free of charge to the charity by volunteers.

2f Pension Costs and other post-retirement benefits: The Company contributes to NEST on behalf of eligible employees.

### **3. Income**

3a Incoming Resources from Charitable Activity means grants and fees received on the understanding that they will be used to undertake activities to further the charity's objects.

3b Voluntary Income means donations or grants given with no expectation of a specific service in return.

3c Other income is earned interest and funds received for consultation contributions.

3d Funds brought forward means funding retained from 2018-19 for use during 2019-2020.

3e Funds carried forward means funding reserved for 2020-21.

3f The organisation has taken advantage of the exemption in FRS 102 from producing a cash flow statement on the grounds that it is an exempt entity.

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	<b>Note</b>	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2020 £</b>
<b>Charitable Activities</b>				
Henry Smith Charity	3g	-	30,000	30,000
London Borough of Merton	3h	-	13,334	13,334
MOPAC / London Communities Fdn	3i	-	26,250	26,250
The Big Lottery	3j	-	164,574	164,574
Inclusion London		33,316	-	33,316
MVSC	3k		1,150	1,150
Trust for London	3l	-	89,000	89,000
<b>Total Income from Charitable Activities</b>	3a	<b>33,316</b>	<b>324,308</b>	<b>357,624</b>
Voluntary Income	3b	6,171	-	6,171
Other Income	3c	347	-	347
<b>Total Incoming Resources</b>	2b	<b>39,834</b>	<b>324,308</b>	<b>364,142</b>

3g Henry Smith Charity core funding support.

3h London Borough of Merton Strategic Partnership funding for Advice and Advocacy, and for our Policy and Strategy work.

3i MOPAC / London Communities Foundation grant for Hate Crime.

3j The Big Lottery Reaching Communities funding including for Advice and Advocacy service and early prevention policy work.

3k Funding from MVSC in recognition of our work on Social Prescribing in Merton

3l Trust for London funding for a 3-year pan-London hate crime prevention partnership programme where Merton CIL is the lead partner

3m Debtors relates to monies invoiced and not yet paid and prepayments relates to invoices paid in advance.

### 4. Expenditure

4a No trustee or any other person related to a trustee had any personal interest in any contract or transaction entered into by the Charity during

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the year.

4b The Trustees have complied with the duty in Section 4 of the Charities Act 2006 to have regard to the public benefit guidance published by the Charities Commission.

4c Salaries and associated costs of £252,672 includes: Salaries and Employers' NIC £217,827, Pensions £21,138, HR Costs £6,910, Other (DBS checks, Travel, Development) £6,797. The number of employees whose emoluments amounted to over £60,000 during the year was nil.

### 4d **Costs Allocated to Activities 2020**

	<b>Note</b>	<b>Restricted Funds</b> <b>£</b>
<b>Cost of Charitable Activities</b>		
Advice and Advocacy/Independence and Inclusion	4e	153,951
Hate Crime Prevention/Challenging Discrimination	4f	123,495
Inclusion and Engagement/Achieving Change Locally	4g	25,770
Policy and Strategy/Achieving Change Locally	4h	31,460
Building Capabilities	4i	7,441
<b>Total Cost of Charitable Activities</b>		<b><u>342,117</u></b>

4e Advice and advocacy supports disabled people to resolve issues around benefits, community care, health and housing. It includes early prevention policy work.

4f Disability Hate Crime Prevention supports disabled people to report and deal with hate crime and includes preventative work around hate crime both in Merton and as part of our pan-London work.

4g Inclusion and Engagement includes our Craftivism and Chat group and events, activities and consultations with Deaf and Disabled People.

4h Policy and Strategy Programme supports local Deaf and Disabled People to have a voice on policy issues and uses evidence to influence policy and strategy improvements.

4i The Building Capabilities programme is funded by the Big Lottery and supports the organisation to undertake capability training and development to

## Merton Centre for Independent Living (Merton CIL)

improve the ability of the organisation to support its service users

4j Exploratory research and engagement with Young Disabled People remains on hold due to resource challenges

4k Liabilities on balance sheet relates to income received in advance, expenses accrued, accounting fees and pension costs due for the outgoing CEO.

4l Governance costs include accounting and audit costs, Annual General Meeting costs, insurance, trustee expenses.

### 5. Reserves

These funds have been designated to cover future running costs in the event of lack of funding, in accordance with the reserves policy. According to the business continuity plan £13,600 of reserves is designated to secure immediate business continuity and the Board has approved this to be set aside in a Designated Fund.

<b>RESERVES</b>	<b>£</b>	<b>2020</b>	<b>£</b>	<b>2019</b>	<b>£</b>
Designated Funds	13,600		23,600		
General Funds	<u>74,754</u>		<u>46,047</u>		
Unrestricted Funds		88,354		69,647	
Restricted Funds		41,407		44,877	
<b>TOTAL RESERVES</b>		<b>129,761</b>		<b>114,524</b>	