

# Dyscover Limited Annual Report & Unaudited Financial Statements

for the year ended 31st March 2018



# Trustees' Report

The Trustees are pleased to present their annual report together with the financial statements of the Charity for the year ending 31 March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

## Objectives and Strategies

We work to inform, support and empower people with aphasia and their families to manage their communication disability and to re-engage with life.

We create an aphasia-friendly community in which people feel included, valued and have a sense of purpose.

Our three main objectives are to grow our core services, extend our outreach and continue to develop as a centre of expertise.

## What is aphasia?

Aphasia affects a person's ability to find words and to understand language, both spoken and written.

Aphasia ranges from mild to severe and can be a long-term condition which impacts whole families.

It is isolating, frustrating and is usually acquired without warning, most often through stroke.

## Our main services

- A 'Learning to Live with Aphasia' programme focusing on developing communication strategies and psychosocial adjustment.
- A dynamic 'Moving On' programme for people who are looking for change and challenge.
- 'Conversation and Support' groups providing the security of long-term aphasia help.
- 'Conversation Partners' courses, enabling couples to manage aphasia more successfully.
- A phased support service for people living with Primary Progressive Aphasia.
- A programme of special interest courses and activities.
- Training and awareness raising.

## Public benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives, and in planning future activities.

## Our services are:

led by specialist  
Speech and Language  
Therapists

designed to benefit  
people with aphasia  
and their families

innovative and  
evidence-based

driven and shaped  
by the needs and  
wishes of our  
members

delivered from  
our two centres  
in Surrey

# Achievements and Performance



Robert Napier CBE, High Sheriff of Surrey, visited our new offices to launch the next phase of Dyscover's development.

Dyscover remains one of the few specialist providers of comprehensive, long-term, structured aphasia support programmes in the UK.

In 2018 we met the major challenge of securing new premises for the charity's office and service base. Leatherhead Court provides an accessible, flexible location from which to grow our services and develop a centre of expertise for people with aphasia. The costs of relocation were achieved under budget, and minimal disruption was caused to our service.

We are grateful to David Robertson of Stream Property Consultants for his expert support in securing our tenancy, and to our new landlords the Queen Elizabeth's Foundation for Disabled People, for the warm welcome they have given us.

Other significant achievements this year

- Delivered three major pieces of outreach work, taking our specialist couples' courses to West Surrey and into Hampshire, and co-producing an eight-week modular Life after Stroke Course with Ashford and St Peter's Hospitals NHS Trust.
- Engaged with leading London academic institutions, City University and UCL, as community partners in two research projects and as specialist clinicians in our work with aphasia.
- Made progress in implementing a funding strategy to broaden our income sources.
- Sustained provision of our specialist-led services beyond the end of a substantial five-year Big Lottery Grant.
- Developed an innovative phased model of support for people living with Primary Progressive Aphasia.



“I couldn't speak, work or do anything... at Dyscover they say 'push yourself'. It's bit by bit... but I'm loving it!”

Paul joined our Learning to Live with Aphasia group after his stroke early in 2017. The stroke left him with communication and mobility problems.

“Dyscover staff are really good,” says Paul, “and activities are fun and helpful. I like seeing my mates.”

Paul is working towards a return to employment. “I know it will take time, but I am happy and optimistic.”

To find out more about Dyscover please go to [www.dyscover.org.uk](http://www.dyscover.org.uk) or contact us for details of our Open Days and events, or to receive our regular newsletters.

## Follow us on social media



To find our page on Facebook search for Dyscover non-profit organisation



@dyscoveraphasia



# Services: Performance and impact

## Life Participation Approach to Aphasia

The Life Participation philosophy puts people with aphasia in the lead. It has underpinned Dyscover's services throughout our 24-year history.

The focus is on everyday communication skills that are relevant to the individual. We aim to enable the person with aphasia to recover a sense of purpose and value. Our work to increase public awareness of aphasia and to boost communication skills of family and friends, both contribute to this aim.

## Stepped programme of group support

Weekly group support sessions for people with aphasia form our core service. More than 95% of these members have aphasia caused by stroke.

We offer a phased programme of differentiated courses designed to meet people's needs as they recover and adjust to their aphasia.



We train staff and volunteers to judge when it is right to offer support to a member, or when it is better to wait.

- We provided 240 weekly support sessions to 93 men and women with aphasia.
- About 40% of the people we helped this year were under 65.
- We have responded to 52 new referrals with individual advice, assessment and where appropriate, introduction to a Dyscover group.

## Support for families

Family members play a vital role in the recovery and adjustment of people with aphasia. However, they too are impacted by the challenges and stress of living with aphasia.

Our Speech and Language Therapists offer long-term support and advice. We also provide structured Conversation Partners' courses for couples and opportunities to meet socially with other carers.

**81%** of relatives say they 'highly value' the respite from caring that Dyscover offers.

**93%** of couples rated the specialist support we provide as being 'highly important' and 73% of relatives gave Dyscover an overall satisfaction rating of 10/10.



“Dyscover has helped me enormously”

Liz's daughter Suzie has been coming to Dyscover since her stroke five years ago, when she was just 44. It impacted her whole family. Says Liz, "Dyscover are there with advice when I need it, but most importantly, they help Suzie with her aphasia and self-confidence. That makes Suzie happy and therefore makes me happy."

Laura, Suzie's 15-year-old daughter, has gained understanding and acceptance of her mother's aphasia by taking part in Dyscover activities alongside other families.



At High Ashurst we provided opportunities for children affected by a parent's aphasia to meet others in a similar position.

## Primary Progressive Aphasia

Primary Progressive Aphasia (PPA) is a rare dementia affecting parts of the brain that process language. Dyscover's pioneering phased programme for couples living with the condition is unique in the South East. This year we supported 48 people through telephone advice, early stage workshops, six-week conversation training courses for couples, and follow-on sessions.

We regularly link with expert clinicians and researchers through Rare Dementia Support in London, and have been invited by fellow professionals to share our expertise at networking events and study days.

## Outreach, awareness raising

One of Dyscover's primary objectives is to share our skills and knowledge. We also work to raise public awareness of aphasia.



We received very positive feedback from the couples who attended our pioneering Primary Progressive Aphasia course.

**Courses** We are reaching more people by running our courses for other organisations. Our six-week Conversation Partners' course was very positively received by participants and trustees of TALK in West Surrey. Our PPA course, commissioned by Odiham Cottage Hospital Trust to run in Hampshire, attracted couples from Southampton, Reading and Oxford.

**Healthwatch Surrey** A six-month project funded by Healthwatch Surrey aimed to find ways to improve access to NHS services for people with aphasia. We contacted 34 GP and 18 dental practices. Presentations to staff in a variety of health care settings were given by Dyscover personnel and Aphasia Ambassadors.

**Aphasia Ambassadors** 18 Dyscover members have volunteered as Aphasia Ambassadors this year. They have made 19 presentations to audiences ranging from Patient Participation Groups to community organisations. Two interviews were broadcast on BBC Radio Surrey. Ambassadors benefit too, gaining in confidence and self-esteem as they give public presentations about the effects of aphasia and how Dyscover has helped them.



Two interviews featuring Aphasia Ambassadors were broadcast on BBC Radio Surrey.

**Social media** Facebook and Twitter are enabling Dyscover to reach a wider audience. Our Twitter following increased to over 440 as we shared information with aphasia organisations and professionals in the UK and abroad. Regular posts on Facebook gave updates on our activities.

## Training

All new Dyscover volunteers attend a training day, as well as receiving on-the-job support and supervision. We were pleased to welcome an increasing number of participants from other stroke organisations to these days.

“

‘I'm more vibrant after the session. My family notice.’  
Julian, group member

‘I feel relaxed at Dyscover. We help each other and nobody is in a hurry.’  
Elaine, group member

‘Dyscover... it's freedom.’  
Simon, group member

‘Fantastic speaking and social opportunities... so much to share and learn.’  
Katy, relative

‘His whole demeanour changes as we approach the centre.’  
Alexandra, relative

‘We both appreciate the uniqueness of Dyscover that is not provided by any other organisation.’  
Rachel, relative

”



# Services: Performance and impact

## Extra activities

In addition to our core service, we provide and organise a wide range of activities, courses and one-off special interest days. We encourage members to take up new opportunities and challenges to boost their confidence and aid their progress towards a more purposeful life.



Our partnership with Mole Valley Accessible Sport has enabled members to participate in swimming sessions and supported golf. Specialist courses led by Chiltern Music Therapy and iPad skills sessions from our own therapists were also popular.

We held 10 activity sessions during the summer break and six at Easter, engaging a total of 93 participants.

Members are honing their skills, thanks to expert tuition at Patchesham Golf Centre.

## Professional links and research

About 20% of our members have engaged with aphasia specific research:

- Community partnership with City University on two projects. A 12-month trial of EVA Park, an online virtual community for people with aphasia. The INCA project to enable aphasic people to make more effective use of the internet.



EVA Park is an aphasia-friendly online world where people with aphasia can practise conversation in different settings.

- Designed and delivered module on communication after stroke for eight-week Life after Stroke Course, an NHS and third sector collaboration led by Ashford and St Peter's Hospitals NHS Trust with the Surrey Recovery College.
- Invited to speak on Dyscover's stepped programme of support for Primary Progressive Aphasia (PPA) at a study day led by the London Acquired Neurology Clinical Excellence Network and the Aphasia Research Group.
- On the steering group of a PhD project, which aims to equip more Speech and Language Therapists to carry out conversation therapy for couples with PPA.
- Joint supervisor for final year MSc student at UCL, conducting a service evaluation of our PPA course.

## Measuring our impact

**Progress towards individual goals is monitored and measured by our therapists on an ongoing basis. We use feedback forms and video analysis to assess the gains made by participants in our conversation partners' courses for couples.**

**Our annual satisfaction questionnaire indicates that Dyscover members and their relatives highly value the services we offer.**

**93%** of relatives and 85% of members highly value the security of long-term support.

**86%** of members and 100% of relatives gave Dyscover an overall rating of 8/10 or higher.

**100%** of participants in our Learning to Live with Aphasia programmes reported improvements in both their communication and confidence over the past year.

**71%** of people in our Moving On groups were highly satisfied with the encouragement to continue their recovery.

**74%** across all our groups said they were highly satisfied with the friendships that have grown out of attending. 92% highly valued the consistency of staff and volunteer support they received.

**96%** of members and 81% of relatives tell us that our structured approach is very important to them.

## People

### Trustees

We have achieved our aim of broadening the skills of the board through a recruitment campaign, and have co-opted two new Trustees with skills in staff development, change management and business leadership.

We have been successful in securing a new chair of Trustees to succeed Gill Jackson when she retires in October.

### Management team

The Management team combine clinical expertise with fundraising and marketing knowledge to oversee service delivery and make recommendations to Trustees on service and organisational development. This year, Alice Owen, Development Officer, has taken on responsibility for corporate fundraising and also coordinated the logistics of moving to Leatherhead Court.

### Staff

Rosemary Townsend, our Chief Executive, has ably led the organisation through a period of growth and change. The staff team has grown to 10, who all work part-time, providing the total equivalent of just over four full-time posts. They all showed great commitment and flexibility in adapting to the changes and solving problems associated with moving to our new centre at Leatherhead Court.

In our annual satisfaction questionnaire, 69% of members and relatives rated Speech and Language Therapist leadership as 'highly important'.



The staff team meet regularly to plan, monitor and develop services.

### Volunteers

This year we have benefitted from the skilled support of 28 committed volunteers who worked directly with members in our conversation groups and nine who supported marketing, fundraising and governance.

Last year we provided training and practical experience for short-term volunteers considering a career in Speech and Language Therapy (SALT). Three have been accepted on SALT masters courses.

We actively encourage and support people with aphasia to consider volunteering as part of their ongoing recovery. At least a quarter of all members currently engage in some type of volunteering, from Ambassador roles for Dyscover, to roles in research, fundraising or community activities.



Our committed volunteers provide consistent support at the weekly group meetings.

## Our future plans

Trustees and staff will continue to implement our strategic plan, focusing on:

- Extending our special interest activities programme to meet the needs of members, including access to IT.
- Seeking new partnerships and opportunities for outreach, including Conversation Partners' courses and support for people living with PPA.
- Developing our centre of expertise, strengthening links with academic institutions as well as offering training and education.





# Financial Review

The accounts distinguish between Restricted and Unrestricted funds and indicate the amounts expended during the year in each category. This distinction is more fully explained in Note 1 to the Accounts.

Total incoming resources for the year increased from £216,888 last year to £225,829 this year. Revenues from Unrestricted donations, grants and subscriptions increased significantly from £61,784 last year to £87,770, with increases in donations from business organisations and grants from charitable trusts. Restricted funds received from charitable trusts reduced from £82,098 last year to £71,295.

Total resources expended during the year increased from £194,840 last year to £218,939 this year, of which £205,931 was spent on charitable activities. £10,216 of the increase was on personnel costs and £11,410 of depreciation on equipment following our premises relocation.

This resulted in an overall increase in funds of £6,890, of which £12,933 was in Unrestricted funds, with a reduction in Restricted funds of £6,043.

Overall funds carried forward at 31st March 2018 stood at £153,688, representing eight months' total expenditure for the year. This meets the Trustees' Policy of retaining a fund equivalent to between 6 and 12 months' expenditure and is a prudent level to hold in view of the uncertainty regarding future grants.

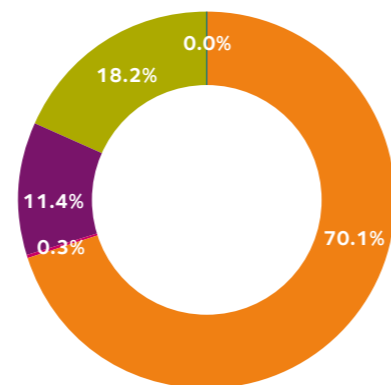
As a charity, Dyscover is dependent on the kind help given by a range of charitable trusts and funds, the generosity of individual donors and support "in kind", for which we are very grateful. Trusts and other organisations supporting us are listed below and we are especially grateful to our major donors.

The Big Lottery Fund – The Childwick Trust – City Bridge Trust – Henry Smith Charitable Trust – Community Foundation of Surrey – The Wisley Foundation – Woodcote Estates

All Saints Church Banstead  
Ashted Bridge Club  
Chequers Pub, Walton on the Hill  
Co-operative, Walton on the Hill  
Croydon High School for Girls  
Flamingo Paperie  
Inner Wheel Club of Dorking  
Jerwood Ltd  
Legal & General  
Link Group, St George's Church, Ashted  
Mole Valley District Council  
Rotary Club of Banstead  
Rotary Club of Redhill  
Rotary Club of Sutton  
Squires Garden Centre, Reigate  
St Johns Church, Tadworth  
Stoneleigh Stitches  
Strawberry Hill Golf Club  
Surbiton Probus Club  
The 81/8 Association  
The ACT Foundation

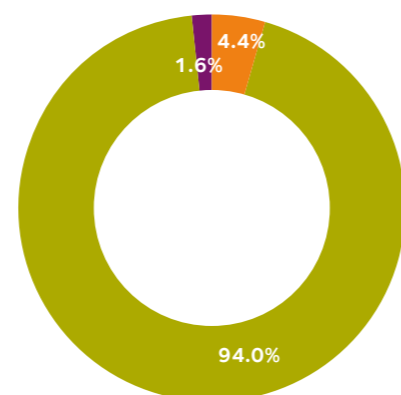
The Alan & Karen Grieve Charitable Trust  
The Albert Hunt Trust  
The Beatrice Laing Trust  
The Broughton Family Charities Trust  
The DM Charitable Trust  
The Field Family Trust  
The Honeywood Trust  
The J&M Wooton Trust Fund  
The Lady Eileen Joseph Foundation  
The London Temple  
The Marjorie Viggers Charitable Trust  
The Mildred Duveen Charitable Trust  
The Orr Mackintosh Foundation  
The Percy Bilton Grant Making Trust  
The Provincial Grand Lodge of Surrey  
The Roland Callingham Foundation  
The Sportsman Pub, Mogador  
The St James Place Foundation  
The WG Edwards Charitable Fund  
Warlingham Evening WI  
Wotton WI

## Analysis of income



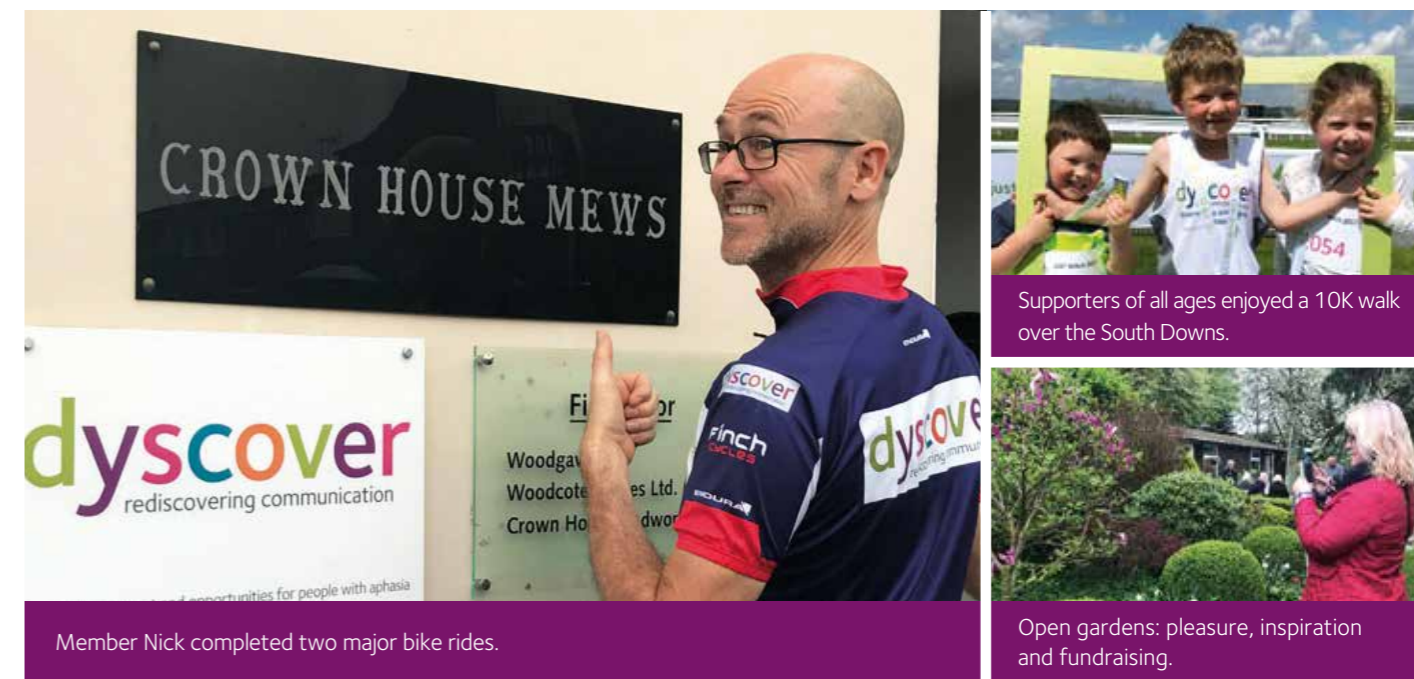
- Bank Interest
- Donations and Grants
- Membership Subscriptions
- Fundraising Events
- Charitable Activities

## Analysis of expenditure



- Generating Voluntary Income
- Charitable Activities
- Fundraising Events

## Local fundraising



Member Nick completed two major bike rides.

Supporters of all ages enjoyed a 10K walk over the South Downs.

Open gardens: pleasure, inspiration and fundraising.

This year we launched two initiatives to stimulate support. The Dyscover Champions scheme is seeking regular gifts to help meet everyday costs such as premises, admin and IT costs. The Community Fundraising Committee plans our events calendar, circulates ideas, explores new initiatives and delivers the events.

### Individual donations

These amounted to £38,309, for which we are most grateful.

### Sponsorships

We would also like to thank all those who put on their running or walking shoes and took part in sponsored events, raising £14,153.

### Fundraising events

Open gardens, bridge evenings, raffles and a choral concert were among this year's events. The total was £8,939 and we are very grateful to everyone who gave their time to organise and support them.

### Local organisations

Donations from businesses, local clubs and societies continue to be a valuable source of income, increasing to £25,846.

### Support from members and families

We greatly appreciate the fact that many members and their families fundraise for Dyscover. Often this is through sponsored events or In Memoriam gifts.

### Top Draw Club

Nick Clark continued his hard work in the successful running of the Top Draw Club. With the generous support of its many members, it raised £2,550 for Dyscover. The Club is a quarterly prize draw competition regulated under the provisions of the Gambling Act 2005.

### Gift Aid

The value of donations and sponsorship has been significantly increased by tax claimed back through Gift Aid. Our thanks to everyone who completed the necessary declaration.

## Looking ahead

It remains our priority to seek and secure income from a broad range of sources.

Following our move to Leatherhead we will be seeking to build relationships with local business and community groups with the aim of developing mutually beneficial partnerships. We are most grateful to Pfizer who have supported us with pro bono services including the printing of this Annual Report.

In 2019 we are also looking forward to celebrating Dyscover's 25th anniversary with fundraising events and individual initiatives.

We plan to improve the efficiency and effectiveness of our communication with Dyscover supporters and beneficiaries through investment in a database system designed to meet the needs of third sector organisations.

# Structure, Governance and Management

Dyscover is a Company Limited by Guarantee governed by its Memorandum and Articles dated 14th June 2003. It is registered as a charity with the Charity Commission. In the event of a winding up, if necessary, every member of the charity undertakes to contribute up to £10 for payment of the charity's debts and liabilities.

## Risk Management and Internal Control

Our Trustee Board continues to comprise members with the broad base of skills necessary for the good governance of Dyscover.

The Trustees have continued to assess the major risks to which Dyscover is exposed. The Board are satisfied that Dyscover has established review systems that under normal circumstances, should allow these risks to be managed and mitigated to an acceptable level in its day-to-day operations.

The Board maintains and monitors an established system of financial controls appropriate to the size and nature of the organisation, including budgetary control and reviewing the annual budget. Particular attention is paid to the balance between income and expenditure and the amount necessary to be retained in reserves.

We have a regular review schedule of Dyscover's policies and procedures including: health and safety, equalities and diversity, recruitment and selection, as well as the services provided by Dyscover, with a view to mitigating any associated risks.

## Trustees' responsibilities in relation to the financial statements

The Trustees (who are also directors of Dyscover Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

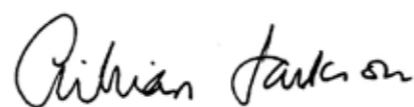
The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the accounts comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

## Reference and administration details

Please refer to the information on the outside back page of the Annual Report.

For and on behalf of the Board



Gillian Jackson MBE  
Chair & Trustee

Dated: 7th August 2018

# Statement of Financial Activities

Dyscover Ltd (A Company limited by Guarantee not having a Share Capital)

## Statement of Financial Activities for the Year Ended 31st March 2018

(Incorporating the Income and Expenditure Account)

		Year to 31.03.17			
	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and Legacies	6	87,770	71,295	<b>159,065</b>	<i>143,882</i>
Other Trading Activities*		25,642	-	<b>25,642</b>	<i>32,985</i>
Income from Charitable Activities:					
Fees from Members	6	35,446	5,622	<b>41,068</b>	<i>39,877</i>
Income from Investments					
Interest Received		54	-	<b>54</b>	<i>144</i>
<b>Total Income</b>		<b>148,912</b>	<b>76,917</b>	<b>225,829</b>	<i>216,888</i>
<b>EXPENDITURE</b>					
Expenditure on Raising funds:					
Costs of Generating Voluntary Income	4	9,543	-	<b>9,543</b>	<i>8,726</i>
Cost of Fundraising Events		3,465	-	<b>3,465</b>	<i>5,115</i>
Expenditure on Charitable Activities:	4	122,971	82,960	<b>205,931</b>	<i>180,999</i>
<b>Total Expenditure</b>		<b>135,979</b>	<b>82,960</b>	<b>218,939</b>	<i>194,840</i>
<b>Net Income/(Expenditure)</b>		<b>12,933</b>	<b>(6,043)</b>	<b>6,890</b>	<i>22,048</i>
<b>Total Funds brought forward at 1st April 2017</b>	6	<b>131,783</b>	<b>15,015</b>	<b>146,798</b>	<i>124,750</i>
<b>Fund Balances carried forward at 31st March 2018</b>	6	<b>144,716</b>	<b>8,972</b>	<b>153,688</b>	<i>146,798</i>

\*from Fundraising Events

All gains and losses arising in the period are included in the Statement of Financial Activities and arise from continuing activities. The Notes on pages 13 to 15 form part of these Accounts.



# Balance Sheet

Dyscover Ltd (A Company limited by Guarantee not having a Share Capital)

## Balance Sheet at 31st March 2018

	Note	2018	2017
		£	£
<b>Fixed Assets</b>			
Tangible Assets	5	0	0
<b>Current Assets</b>			
Cash at Bank and in Hand		38,661	42,319
Cash on Deposit		107,069	107,015
Debtors & Payments in Advance		9,339	4,610
		<b>155,069</b>	<b>153,944</b>
<b>Liabilities</b>			
Accrued Expenses: amounts falling due within 1 year	7	1,381	7,146
<b>Net Current Assets</b>		<b>153,688</b>	<b>146,798</b>
<b>Total Net Assets</b>		<b>153,688</b>	<b>146,798</b>
<b>Financed By:</b>			
Unrestricted Funds	6	144,716	131,783
Restricted Funds	6	8,972	15,015
		<b>153,688</b>	<b>146,798</b>

The company was entitled to exemption from audit under s477 of the Companies Act 2006 relating to small companies.

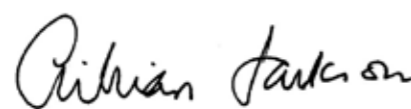
The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act with respect to accounting records and the preparation of accounts.

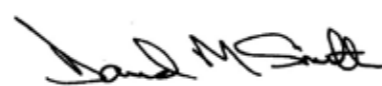
These accounts have been prepared in accordance with the provisions applicable to small companies subject to the small companies regime and in accordance with FRS102 SORP.

The Company has opted not to file a copy of their profit and loss at Companies House in accordance with Section 444 of the Companies Act 2006.

The financial statements were approved by the Board on 7th August 2018 and signed on its behalf by:



Gillian Jackson MBE  
Chair & Trustee



David Smith  
Treasurer & Trustee

Dated: 7th August 2018

The Notes on pages 13 to 15 form part of these accounts.

# Notes to the Accounts

## Notes to the Financial Statements for the Year ended 31st March 2018

### 1. Accounting Policies

#### Basis of Accounting

These accounts have been prepared under the historical cost convention and in accordance with: The Statement of Recommended Practice; Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and with The Companies Act 2006.

#### Depreciation Policy

Provision for depreciation of fixed assets held for use by the Charity is made at annual rates calculated to spread the cost (less anticipated residual disposal value) of each asset evenly over its expected life. The depreciation rate currently in use for Furniture and Fittings is 20% on cost. Equipment acquired by using Restricted Funds is written off in full in the year of purchase.

#### Funds Accounting

Restricted Funds are funds that are to be used in accordance with specific restrictions imposed by donors. Any expenditure incurred on a specific project in excess of restricted funds available will be treated as expenditure from Unrestricted Funds.

Unrestricted Funds are Accumulated Funds that are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for any other purposes.

#### Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised when the charity has entitlement to the funds, any

performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

For legacies, entitlement is taken as the earlier of the date on which either, the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

The value of services provided by volunteers has not been included in these accounts.

#### Expenditure and allocation of costs

Expenditure is recognised on an accrual basis as a liability is incurred and includes any VAT which cannot be recovered which is reported as part of the expenditure to which it relates Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. Governance costs include those costs associated with the constitutional and statutory requirements of the charity and include the fees of the independent examiner and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SoFA on the basis of actual costs incurred on a particular activity, thereby reflecting the use of the resource.

#### Pensions

Employees of the charity are entitled to join a defined contribution 'money purchase' scheme. The charity contribution is restricted to the contributions disclosed in note 9. There were no outstanding contributions at the year-end. The costs of the defined contribution scheme are included with the associated staff costs and allocated therefore to raising funds, charitable activities, support and governance costs and charged to the restricted / unrestricted funds of the charity.

#### Operating leases

Rentals applicable to operating leases are charged to the income & expenditure account on a straight line basis over the term of the lease.

### 2. Trustees' Remuneration and Expenses

No remuneration directly or indirectly out of funds of the Charity was paid or payable for the period to any Trustee or to any person or persons known to be connected with any of them.

Three Trustees have been reimbursed £343 travelling expenses (2017 £480) claimed in carrying out their duties.

The Charity has put in place Trustee Indemnity insurance as part of its overall indemnity insurance with an annual premium of £75.

### 3. Taxation

As a registered charity, Dyscover Ltd is exempt from tax on its charitable activities. No tax charges have arisen in the current or previous year.

### 4. Analysis of expenditure

	Generating Funds	Charitable Activities		Total	Year to 31.03.17 Total
		Unrestricted	Restricted		
		£	£		
Cost of Fund Raising Events	3,465	-	-	3,465	5,115
Personnel Costs	9,543	72,813	52,198	134,554	124,338
Premises Costs	-	19,660	11,223	30,883	29,291
Staff & Volunteer Training	-	1,052	113	1,165	2,317
Staff & Volunteer Expenses	-	1,617	1,536	3,153	6,449
Outings & Other Activities	-	-	4,166	4,166	3,504
Stationery, Postage etc.	-	4,830	766	5,596	3,944
Telephone	-	781	169	950	866
Refreshments	-	511	50	561	604
Publicity	-	-	107	107	5,297
Depreciation (See Note 1)	-	764	11,238	12,002	592
Subscriptions & Affiliation Fees	-	487	-	487	372
Insurance	-	496	141	637	654
Information Technology Expenses	-	12,593	1,169	13,762	9,581
Professional Fees	-	5,452	84	5,536	300
Recruitment Fees	-	724	-	724	0
Independent Examiners Fee	-	1,100	-	1,100	1,000
Miscellaneous Expenses	-	91	-	91	616
<b>Total</b>	<b>13,008</b>	<b>122,971</b>	<b>82,960</b>	<b>*218,939</b>	<b>194,840</b>

\* Within the total resources expended are included Governance Costs of £3,407 (2017 - £2,230) and the costs of moving to new premises of £24,865.

5. Tangible Fixed Assets	Furnishings & Fittings	Equipment	Total
	£	£	£
<b>Gross Book Value</b>			
At 1st April 2017	32,958	25,235	58,193
Additions in Year	0	12,002	12,002
<b>At 31st March 2018</b>	<b>32,958</b>	<b>37,237</b>	<b>70,195</b>
<b>Depreciation</b>			
At 1st April 2017	32,958	25,235	58,193
Charge for the Year	0	12,002	12,002
<b>At 31st March 2018</b>	<b>32,958</b>	<b>37,237</b>	<b>70,195</b>
<b>Net Book Value</b>			
<b>At 31st March 2018</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>At 31st March 2017</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 6. Fund Movements Reports

Current reporting period					
Balance 1st Apr 17 £	Fund	Income £	Expenses £	Transfers £	Balance 31st Mar 18 £
<b>Unrestricted Funds</b>					
131,783	General	154,534	135,979	-5,622	144,716
<b>131,783</b>	<b>Totals for Unrestricted Funds</b>	<b>154,534</b>	<b>135,979</b>	<b>-5,622</b>	<b>144,716</b>
<b>Restricted Funds</b>					
0	Aphasia Surrey One Stop Shop	10,281	15,281	5,000	0
2,067	Conversation Partners	5,790	8,269	412	0
0	Volunteer Coordinator	5,000	5,000	0	0
0	Support for Groups	11,500	7,800	0	3,700
0	Aphasia Ambassadors	600	472	0	128
0	Database	1,500	0	0	1,500
0	Outreaches	3,484	3,284	0	200
0	Costs of Premises Move	7,500	7,500	0	0
5,187	Primary Progressive Aphasia	580	4,211	40	1,596
0	Kingston Support	13,100	13,100	0	0
0	Information Technology	10,740	9,393	0	1,347
7,761	Members Activities	1,220	8,650	170	501
<b>15,015</b>	<b>Totals for Restricted Funds</b>	<b>71,295</b>	<b>82,960</b>	<b>5,622</b>	<b>8,972</b>
<b>146,798</b>	<b>TOTALS FOR ALL FUNDS</b>	<b>225,829</b>	<b>218,939</b>	<b>0</b>	<b>153,688</b>

Note: All restricted fund income is from grants. Net unrestricted income is £148,912 after transfers of £5,622 of members fees to restricted fund activity, and includes £22,825 from grants, the remainder being from donations, fundraising events, fees & interest.

Previous reporting period					
Balance 1st Apr 16 £	Fund	Income £	Expenses £	Transfers £	Balance 31st Mar 17 £
<b>Unrestricted Funds</b>					
107,492	General	134,790	95,356	-15,143	131,783
<b>107,492</b>	<b>Totals for Unrestricted Funds</b>	<b>134,790</b>	<b>95,356</b>	<b>-15,143</b>	<b>131,783</b>
<b>Restricted Funds</b>					
0	Aphasia Surrey One Stop Shop	40,958	55,625	14,667	0
0	Conversation Partners	7,000	5,033	100	2,067
0	Volunteer Coordinator	4,900	4,900	0	0
3,338	Primary Progressive Aphasia	6,000	4,171	20	5,187
595	Kingston Support	9,150	9,745	0	0
5,205	Information Technology	0	5,205	0	0
8,120	Members Activities	14,090	14,805	356	7,761
<b>17,258</b>	<b>Totals for Restricted Funds</b>	<b>82,098</b>	<b>99,484</b>	<b>15,143</b>	<b>15,015</b>
<b>124,750</b>	<b>TOTALS FOR ALL FUNDS</b>	<b>216,888</b>	<b>194,840</b>	<b>0</b>	<b>146,798</b>

Net unrestricted income is £119,647 after transfers of £15,143 of members fees to restricted fund activity, and includes £7,085 from grants.

## 7. Creditors

Amounts falling due within one year:	31.03.18	31.03.17
Accrued Expenses	<b>1,381</b>	7,146

## 8. Commitments

At 31st March 2018 the company had a total commitment under a non-cancellable operating lease of £24,000 on the premises at Leatherhead Court, which expires on 1st August 2019 (2017: £13,875)

## 9. Analysis of employed staff costs

Within the Personnel Costs are employed staff costs as follows:

	2018 £	2017 £
Salaries & Wages	<b>116,479</b>	107,634
Social Security Costs	<b>3,782</b>	3,852
Pension Costs (defined contribution)	<b>637</b>	269
<b>Total employed staff costs</b>	<b>120,898</b>	111,755

\*The average headcount of staff employed during the year was 9 on a part time basis. No staff were paid a salary of £60,000 or more per annum.

## 10. Related Party Transactions

There were no related party transactions during the year.

# Independent Examiner's Report to the Trustees of Dyscover Limited 'the Company'

I report on the accounts of the Company for the year ended 31st March 2018 which are set out on pages 11 to 15.

### Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirement of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with my examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the Companies Act 2006; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or

4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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

*Edward Moynihan*

Name of Principal:	Edward Moynihan
Name of Firm:	Moynihan & Co
Relevant Professional qualification or body:	A.C.A.
Address:	Suite 7 Claremont House 22-24 Claremont Road Surbiton, Surrey KT6 4QU
Date:	21st August 2018



# Reference and Administration Details

Dyscover is an independent Registered Charity (Number 1099432) originally established in 1995 as a Charitable Trust. The Charity was incorporated as a Company Limited by Guarantee on 30th June 2003. Registered Company number 4814618.

The names of the Trustees who have acted during the year under review are as follows:

Gillian Jackson MBE	Chair
Michael Bensley*	Secretary
David Smith FCA, CPFA	Treasurer
George Thomopoulos	
Barbara Warwick	
Lorraine Sansom	
Jan Deane	

\*Resigned as Trustee on 20 November 2017.  
Continuing to act as Company Secretary.

No Trustee has any beneficial interest in the Company. All Trustees are Directors of the Company and guarantee to contribute £10 each in the event of winding up. In accordance with the Articles of Association one third of all Directors will retire at every Annual General Meeting by rotation according to length of service. They are deemed to be Trustees of the Charity in accordance with the Articles of Association.

## How you can support Dyscover

- Become a volunteer
- Make a donation
- Become a Dyscover Champion and support core costs through regular giving
- Organise an event or sponsored challenge
- Join our Top Draw Club
- Nominate us as Charity of the Year to your employer, club or society
- Leave us a gift in your Will

All correspondence to the Charity should be addressed to:

### Rosemary Townsend

Dyscover Limited  
Leatherhead Court  
Woodlands Road  
Leatherhead  
Surrey KT22 0BN

The Independent Examiner reporting on the Accounts of the Charity is:

### Edward Moynihan BA(Hons) ACA

Moynihan & Co  
Suite 7 Claremont House  
22-24 Claremont Road  
Surbiton  
Surrey KT6 4QU

The Bankers to the Charity are:

### CAF Bank Ltd

25 Kings Hill Avenue  
Kings Hill  
West Malling  
Kent ME19 4JQ

## Making a donation to Dyscover

Please go to the Charities Aid Foundation secure site to make an online donation using your credit or debit card.  
<https://cafdonate.cafonline.org/552>

If you are a UK tax payer you may wish to use Gift Aid to help us gain the most from your donation.

We acknowledge the generous support of Seventy Seven Design Ltd for designing this Annual Report and to Pfizer for printing. Minimal costs were incurred by Dyscover.

Long-term support and opportunities for people with aphasia



### Dyscover

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Company No: 4814618 Registered Charity No: 1099432