

REGISTERED COMPANY NUMBER: SC243392 (Scotland)
REGISTERED CHARITY NUMBER: SCO31893

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018
FOR
DISABILITY EQUALITY SCOTLAND

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DISABILITY EQUALITY SCOTLAND

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Introduction from the Interim Convener and Chief Executive

This Annual Report 2017-2018 highlights how our work over the last year has met our strategic objectives and how we have managed the risks to achieving our operational objectives identified within our Strategic Plan 2017-2020.

This year we have faced a few challenges and implemented several changes to improve how we do things, including how we work better as a team, with our members, disabled people, Access Panels, stakeholders, funders and other disabled people organisations.

It has been a time of great change with many positive achievements and success stories for us to celebrate. We have developed some new relationships and partnerships and our Board concentrated on strengthening our governance framework to ensure we have a solid foundation to move forward from as we enter the growth period of our strategic plan.

Our core aim remains “To achieve full access and inclusion for disabled people in Scotland”

This year saw several Directors leave our Board and we thank them for their service.

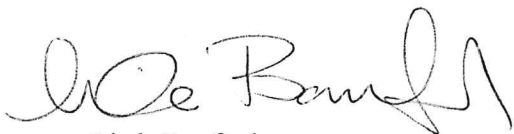
We would like to welcome our new Directors and thank them for the intense contribution since joining our board at a time of great change, not only in board and staff team dynamics, but when we all decided to “set up our stall” differently to ensure the voices of our members were heard and could influence positive change to advocate for a fair and equal society for us all.

We would like to thank the staff team for all their hard work and commitment throughout this year.

Thank you to our funders who recognise the value and benefits of listening and responding to the voice and experience of our members and access panels.

We hope you enjoy reading about how we are able to improve equality and accessibility in Scotland. The only way we can achieve anything is through the continued support of our members, Access Panels and sponsors.

So, thank you for enabling us to achieve as much as we have this year and please join us for the next part of this journey, towards the day when all disabled people can enjoy life with dignity, respect, choice and independence.



Linda Bamford
Interim Convener



Morven Brooks
Chief Executive Officer

Promoting Equality: To promote good/best practice

Partnership-focused: Work with partners across all sectors

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The trustees present their report, incorporating their strategic report and financial accounts for the year ended 31 March 2018. The financial accounts have been prepared in accordance with the accounting policies set out in the notes to the financial statements and comply with the charitable company's Articles of Association and the Companies Act 2006.

OBJECTIVES AND ACTIVITIES

Objectives and aims

We are a national charity working to achieve full access and inclusion for disabled people.

We promote access in its widest sense, including access to the built and natural environment and access to the same opportunities that are enjoyed by others in our communities; promoting a life of dignity, respect and independence.

Our aim is for every disabled person to have the opportunity to participate in a fulfilling life. We represent the views of individuals with any type of impairment, as well as disability organisations and groups who share our values.

This annual report covers progress on Disability Equality Scotland's objectives and activities between 1 April 2017 to 30 March 2018.

Our Vision

A better life for disabled people.

Our Mission

"Achieving full Access and Inclusion for disabled people in Scotland."

Our Principles

Positive Approach: To approach issues in a positive way.

Our funding

Promoting Equality and Cohesion Fund, The Scottish Government

For this project, we are committed to engaging and disseminating information to disabled people through our publications and online newsletters, easy-read briefings and events.

We also stated we would improve Access to Social Justice for disabled people, through representation of their views, needs and rights and by supporting the work of those committed to improving equality and inclusion in Scotland.

Finally, we would administer the Access Panel Funding Grant to support and protect ongoing volunteer work, to reduce barriers to inclusion and equality at local and national levels.

Adult Community Care Grant Scheme, The Scottish Government

We are the umbrella organisation for Access Panels across all of Scotland and work with other partners to improve access and inclusion. We work to empower and promote the rights of disabled people. Our role is to influence and effect change, both locally and nationally, through the network of Access Panels and to support them to work in partnership to address local

Accessible Transport for Disabled People Grant Funding, Transport Scotland

The aim of this project is to work with Transport Scotland and relevant groups to improve the accessibility of transport in Scotland. Our role is to ensure disabled people are informed and included in each stage of the process, including proposing the issues to agreeing actions, to monitoring and feeding back on successes and areas for improvement

Membership

Overview and Progress

As a member-led organisation we work with our members in a mutually beneficial way to promote equality for disabled people in Scotland.

All our policies are formulated directly from our member views, experiences and expertise. We regularly ask our members for their views on many diverse policy issues which then directly feed into our policy work and government consultation responses.

We make introductions to key decision makers and contacts and make sure members have frequent opportunities to meet and network with relevant audiences. We help members make the right connections.

During the period from 1 April 2017 to 31 March 2018 we had 83 new members join us. (68 Individual and 15 Corporate), resulting in a 14% increase in our overall membership, this brought our membership total to 647

o 498 Individual members

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- o 110 Corporate members
- o 39 Access Panels

We have been able to grow our membership through attending various events and networking opportunities. This includes Independent Living Scotland exhibition and Disability Roadshow events.

We also experienced a surge in membership because of the introduction of our new name and branding. In line with our new branding, we also relaunched our website: www.disabilityequality.scot

Our new website makes it much clearer to navigate from the homepage to the members section of the website. Here potential members will discover the benefits of joining Disability Equality Scotland.

We rely greatly on the support of our members, and our members are the voice of disabled people in Scotland. Here is a selection of comments from our membership on why they enjoy being a member of Disability Equality Scotland:

- o "It is an opportunity to make a difference to issues that are affecting those with disabilities and ensure that our voice is heard."
- o "I receive very interesting info. and your weekly surveys are very good."
- o "I enjoy reading the regular newsletter and taking part in the surveys."
- o "I am kept up to date with issues and consultations via your social media and this is very helpful."
- o "When I have been to your meetings I have learnt something new and important."
- o "The information and surveys are good. I also enjoy reading your magazine, Open Door."

Objectives and achievements

Below is a summary of the objectives for Disability Equality Scotland as set out in our governing document:

- o to promote the benefit of disabled people in Scotland by encouraging communication between disabled people and national and local organisations concerned with the inclusion of disabled people in society;
- o to advance the education of the public about disability equality and accessible environments, and to effect positive change in attitude and awareness of disability.

Main Objectives for the Year

Disability Equality Scotland has been involved in many projects, all of which focus on the organisation's principles to:

1. Promote and raise awareness of equality and access Scotland-wide.
 2. Improve access to participation and engagement for disabled people in issues which affect them on a local and national level.
 3. Promote action to make Scotland, Scottish institutions and services more accessible to disabled people.
 4. Promote accessibility and disability equality amongst employers across all sectors, encouraging meaningful and long-term employment for disabled people
 5. Build good relationships with key players in the disability field and identify opportunities for partnership working.
- The following pages are the main areas of work delivered through funding from the Equality Unit, Adult Care and Support (Access Panel Project) and Transport Scotland.

Disability Equality Scotland News: email newsletter **Overview and Progress**

Disability Equality Scotland News is our members' email newsletter, which is sent by email and available in alternative formats (Word, PDF, Plain Text and Audio). In January 2018, we surveyed our members asking them for their feedback on Disability Equality Scotland News. The majority of respondents tell us they read the newsletter regularly and prefer to receive information and news through the newsletter from us.

"Your information is up to date and DES is good at sign posting if needed."

Open Door magazine **Overview and Progress**

Our Open Door Magazine is our members' magazine. We also use it as a promotional tool at events and meetings, send it to MSPs and key partners, to highlight the work we do and the activities of the Access Panels across Scotland. When we surveyed our members in January 2018, the majority of our members now prefer to receive Open Door by email.

"The information and surveys are good. Also, the Open Door."

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We have published four issues during 2017 and 2018 which have promoted the project work we are delivering on - Inclusive Communication, Inclusive Design, Accessible Travel, as well as providing an in-sight into the work of the Access Panels across Scotland.

Consultations

Overview and Progress

From April 2017 to March 2018, we undertook seven large consultations with our members, on issues which matter to them. These issues/barriers range from Equality Human Rights, Accessible Housing, Blue Badge Parking and Disability Hate Crime. We provided our members with an Easy Read version of the consultation, to enable the majority of our membership to respond.

We received an average response of 30 respondents per consultation. It is vital our members continue to contribute to Government policy consultations. This allows the opinions and lived experiences of disabled people across Scotland, to effectively influence changes in government policies.

Disability Roadshows

Overview and Progress

During the period 2017 to 2018, we delivered three Disability Roadshows across Scotland:

Intersectionality Disability and LGBT, Nairn, 28 October 2017

Accessible housing, Dundee, 2 November 2017

Disability in Sport, Edinburgh, 16 November 2017

Access Panels were involved in the planning of the events. Each event welcomed an average of 30 delegates (local disabled people, local authority staff, MSPs, local private companies and third sector organisations). We received positive feedback from each roadshow event:

"Good, lively discussion. Well attended meeting"

"Really useful to have resources as hand-outs to take inclusive communication further, following the event."

All our events were held in local community centres, to attract disabled people who had not heard of their local Access Panel or Disability Equality Scotland.

Key messages from the events:

Involve disabled people from the first stage of planning or decision making (events, design, communication)

Access Panels should have Statutory Consultee Status, to strengthen the process of disabled people being involved from the first point of planning or decision making

Listen to the community

Inclusive Communication

Inclusive Communication Hub www.includeusall.org.uk

We have continued to work with our partners at Sense Scotland in developing the Inclusive Communication Hub, which has had an update in line with our new name and branding. The Hub has been updated with new case studies from Sense Scotland and other information and articles for individuals.

The Steering Group have met and made constructive comments about the development of the site, which have been taken on board; changing the resources page to align with the six principles of Inclusive Communication, and aiming the content at organisations, while keeping disabled people in mind as the main beneficiaries of this information.

We have worked to promote the Inclusive Communication Hub and have given presentations to partners at Scottish

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Government Communications Team, and to senior managers at Audit Scotland.

We have worked with partners at Deafblind Scotland to develop a BSL homepage welcome video for the Hub and for our main website.

We have also worked collaboratively with Deafscotland (formally SCoD) and Royal College of Speech and Language Therapists to further promote and develop good practice for decision makers in terms of quality communications. Our CEO has contributed to the wider discussions on developing an Inclusive Communication Strategy and we will be involved in focused discussions around types of inclusive communication.

Easy Read

Overview and Progress

Disability Equality Scotland provide a professional and efficient Easy Read service to all sectors as part of our commitment towards improving access to information for all.

Easy Read is an accessible format that makes written information easier to understand. The Easy Read format is easy to understand and uses simple, jargon free language, shorter sentences and supporting images.

Easy Read documents make information more accessible to people with learning disabilities. They can also be useful for people with other communication difficulties including:

- o acquired brain injury
- o dyslexia
- o people with hearing impairment whose first language is British Sign Language (BSL)
- o people who do not speak English as their first language
- o people who find reading difficult
- o people with cognitive impairments such as dementia.

Some of the Easy Read reports we have worked on during 2017-2018:

- o The Hate Crime Legislation Review: <http://www.gov.scot/Resource/0052/00524076.pdf>
- o Mobility and Access Committee for Scotland (MACS) annual report: <http://disabilityequality.scot/macs-easy-read/>
- o Situations Vacant: Employer-ability and Disabled People's Right to Work: <http://www.ilis.co.uk/uploads/EASY%20READ%20-%20ILIS%20Employerability%20summary%20Final.docx>
- o NHS Health Scotland - A Fairer Healthier Scotland Delivery Plan Summary 2017/2018: http://www.healthscotland.scot/media/1494/easy-read-nhs-health-scotland-delivery-plan-2017-2018_jul2017_english.pdf

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Weekly Polls

Overview and Progress

During 2017/2018 we have undertaken 50 weekly poll questions, covering topics such as Universal Credit, PIP, accessible tickets, poverty, mobile banking and organ donation. We worked with our partners at Deafscotland (formally Scottish Council on Deafness) to produce BSL videos of the previous month's questions to ensure we reach deaf and hard of hearing respondents.

Below is a sample of the results from weekly polls, conducted during the reporting period, 2017/2018.
Royal Bank of Scotland Branch Closures

Question: The Royal Bank of Scotland (RBS) is planning to replace many local branches with a mobile banking vehicle that will visit local areas as per a fixed timetable. Is a mobile banking vehicle a suitable option?

Answer: Yes - 19% (15 respondents)
No - 81% (64 respondents)

Key comment: Physical Access - Access to mobile banking vehicles can be challenging for disabled people due to physical barriers. "If you cannot access the van, the bank teller has to leave the vehicle and attend to the customers' banking needs, in the supermarket car park, which is humiliating and an unacceptable form of inequality."

Accessible Housing

Question: Have you come across barriers which prevent you from living in a home which could improve your quality of life? Yes/No?

Answer: Yes - 73% (29 respondents)
No - 27% (11 respondents)

Key comment: "We live upstairs and my daughter has mobility issues. We are also isolated as had to move away from own neighbourhood after homelessness"
Social Isolation and Loneliness

Question: Have you experienced social isolation and loneliness because of your disability?

Answer: Yes - 82% (46 respondents)
No - 18% (10 respondents)

Key comment: "I have lost friends and relationships that were important to me as some people don't want to be involved with someone who is unwell much of the time."

Representing Disabled People

Overview and Progress

In all our activities and projects, we are representing the views of disabled people in Scotland. By diversifying the methods, we use to engage our members, we can elicit useful information, allowing us to build up a bank of data and views on various topics of interest to disabled people. For example, we have introduced our 'weekly poll' questions which allow us to gather statistical information as well as verbatim comments on topical issues. This is useful as a greater number of members participate in this method than via lengthy consultation documents. We continue to test consultation questions and contribute more meaningful responses using the polling method.

We have found that promoting our new name and logo has led to new and fruitful partnerships that we hope to build on over time. Our staff have attended meetings with a variety of different organisations, introducing our work and sharing our aims, allowing us to identify ways of working together. Recent examples include Audit Scotland, where we volunteered to present at a World Café event with other equalities organisations.

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Disability Hate Crime **Overview and Progress**

The Disability Safety Information Hub is in its design and planning phase, and we plan to carry out focus groups early in 2018 to gather feedback from disabled people about the type of information they would like to see on the Hub. We already know from our own research and from data collected by Police Scotland that there is a need for this type of resource, as disability hate crime is one of the most under-reported of all crimes; estimated at 97% under-reported. We anticipate that the information contained on this new Hub will make a positive difference to the recognition of hate crime amongst disabled people and the numbers reporting incidents. We want to ensure that disabled people do not accept hate crime as a 'social norm' but that they understand the seriousness of their experiences.

We have conducted weekly polls on this topic. We found that from our members:

- o 74% had, or knew someone who had experienced disability hate crime;
- o Of these, 35% said that they did not report the crime; and
- o 31% said that they would not feel confident to report an incident of disability hate crime.

"I have only reported a hate crime once. I have been the victim of hate crime on several occasions. The time I reported it the police spoke to the person but that only made the person do it more."

"Felt too vulnerable as the perpetrator knew where I lived."

Accessible Travel **Accessible Travel Hub <http://accessibletravel.scot>** **Overview and Progress**

Disability Equality Scotland have developed and launched the Accessible Travel Hub, providing an online point of information on accessibility and inclusion for disabled travellers, transport operators and staff. By developing and promoting the Accessible Travel Hub, we will be contributing towards Ambition Three of 'A Fairer Scotland for Disabled People'; making places that are accessible to everyone. The Hub is managed by the Equality Projects Manager.

The Transport Scotland Accessible Travel Steering Group and Transport Operators have been approached for information on policies, training and other relevant information. Our Equality Project Assistant will continue to engage with these groups and bodies to grow the depth and breadth of information available on the Hub.

Transport Scotland's accessibility event in October 2017 helped to raise awareness of the Accessible Travel Hub among transport providers as did our Summit event in Aberdeen in March 2018, where we were able to demonstrate the new look hub to providers and disabled people and encourage them to submit 'good news' stories as well as case studies of their own experiences using public transport.

The Accessible Travel Hub has undergone a rebranding in line with our new name and logo.

The Accessible Travel Hub has received positive feedback and constructive comments from members of the National Transport Accessibility Steering Group, Access Panels and other organisations and individuals who have visited the Hub.

Statistical data taken from Google Analytics (January 2018 - March 2018) shows that there were 84% new visitors to the site, and 872 page views.

There has been a steady increase in the number of users each month. This is a result of the implementation of new branding and related promotional materials.

In addition, promotion of the Accessible Travel Hub at events such as the Aberdeen Accessibility Summit has resulted in an increase in the number of users.

There has been a 10% decrease in the bounce rate, which can be attributed to fresh and engaging content being added to the Accessible Travel Hub, including the continued promotion of transport surveys and events.

Accessible Travel Framework National Surveys **Overview and Progress**

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Disability Equality Scotland conducted a national survey of disabled people and transport providers in May 2017. This resulted in over 200 responses about experiences of travel on public transport. Key issues were highlighted in this baseline report, and these have been explored in more detail in the funding year 2017/18, with three shorter, more focused surveys on specific travel topics.

The national baseline survey indicated some interesting topics which we explored further as shorter, more focused surveys, which we aligned to local events.

Connectivity (issues with timetabling and frequency of services) - ran from 25 September 2017 to 31 October 2017

Findings from our Connectivity survey included:

- o 78 people responded
- o 64% found it difficult to change from a train to another form of transport. Issues included not having ramps available, even if booked.
- o 50% agreed they could plan a journey by train easily in advance - some had experience of using online sites, like Traveline - but these remain an issue for visually impaired passengers.
- o 72% felt that the scheduling of bus timetables made it difficult to make a connection.
- o 36% said that information at train stations helped to make it easy to change to the next form of transport.
- o Impact on independent travel was that journeys could be stressful for disabled people, and for many, they choose not to travel alone, but instead take a companion, or drive.
- o More assistance at stations, more frequent services and having assistance available without pre-booking are important to help improve travel for disabled people.

Transport in Rural Areas (cost, frequency of service) - ran from 8 December 2017 to 12 January 2018.

Findings from our Transport in Rural areas survey included:

113 people to date have completed this survey.

- o Frequency of service is secondary to the accessibility of the service - many people found they cannot access buses in rural areas.
- o Rural services cannot be relied upon for punctuality - often appointments are missed, as services subject to cancellation.
- o Rural services are also infrequent and finish early. Some examples of no service after 6pm.
- o Significant reliance on community transport and on private taxis (which are expensive).
- o Lack of suitable transport provision can lead to loneliness and isolation.
- o Changes have been to the detriment of the services, with people seeing more cancellations and less frequent services in rural areas in the last six months.

Accessible Information (attitudes from staff, accessible information) - ran from 16 February to 9 April 2018.

68 people have completed the survey.

Findings from our Accessible Information survey included:

- o 58% found ticket machines accessible
- o 33% found timetables inaccessible
- o Respondents said audio announcements (58%) and visual display boards (82%) were accessible.
- o Having step free access (33%) and staff trained in disability awareness (25%) would make the most positive difference to traveling on public transport.

Some comments from respondents included:

"I am usually organised by travel info is not always up to date."

"Some staff would rather make excuses than help a disabled person."

"There are not enough awareness trained staff available at present and we would definitely struggle if this was further reduced."

We have published the results of our weekly polls on our 'Your Say on Disability' web page, in feedback emails to our members and published results in our monthly email newsletter and quarterly magazine.

For the week commencing 11 December 2017, we asked "Have you experienced any difficulties traveling on public transport in rural areas?"

Yes: 95%, No: 5%

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Other poll questions of relevance this quarter, included:

"Do you think the age that you qualify for a free bus pass should rise?"

Yes: 39%, No: 61%

"Have you encountered any problems when purchasing rail tickets and/or using concession or companion cards when traveling?"

Yes: 46%, No: 54%

"Have road works ever affected your ability to get around?"

Yes: 93%, No: 7%

Mini Summits

Overview and Progress

The mini summit events offered disabled people an opportunity to give their detailed views on specific transport related topics.

We held a workshop on the topic of 'connectivity' in Oban on 31 January 2018, which was an opportunity for local disabled people to come together with transport providers, to discuss local transport issues. This event helped to raise awareness of the Accessible Travel Framework and highlighted areas where local transport providers can work with the Access Panel to bring about change. For example, the local bus company is working with the Panel to pilot audio announcements on their services.

A second local event was scheduled for Stirling on 28 February 2018 to discuss transport in rural areas. This event was cancelled because of the adverse weather conditions but was rescheduled in May 2018.

A larger event took place in March 2018 in Aberdeen, with 59 delegates taking part in discussions. The delegates included disabled people, equalities organisations such as Inspire and Pamis, and transport providers, including Aberdeen airport, ScotRail, Stagecoach NorthLink ferries and NESTRAN the regional transport partnership, as well as local councillors and access panel members.

The summit heard from Karl Zaczek at Transport Scotland talking about the Accessible Travel Framework and from Hussein Patwa of MACS, about his experiences of traveling on public transport as a disabled person. Disability Equality Scotland then presented findings from the surveys that have taken place. This was followed by group discussions where delegates were to talk about their own experiences of public transport, how this impacts on their ability to travel independently, and what would make the greatest difference to travel as a disabled person. Some of the key findings from the group discussions included:

- o Disability awareness training for staff was very important.
- o Having information available in accessible formats, including timetables and audio announcements was necessary from all providers
- o Disabled people should be consulted over the design of different modes of transport; concerns were raised about wheelchair accessible taxis; as not all disabled people use wheelchairs - a 'one size fits all' accessibility policy is not appropriate.
- o Passenger assistance offered by ScotRail was praised because of the different methods by which assistance could be booked, and staff have a good level of disability awareness, attentiveness and ensure a safe traveling environment.

Feedback from the local workshop on Connectivity in Oban was very positive and there has been a commitment from local transport providers to work with the access panel to bring about change.

The number of delegates at the Accessible Transport Summit in Aberdeen indicates a willingness to engage on the topic of accessible travel.

The Connectivity workshop was well received by attendees who praised the wide-ranging discussion. One comment from the day included:

"The Connectivity Roadshow was excellent, and a wide range of issues were freely and robustly discussed. As a panel we are keen to see all these topics followed up and progressed and look forward to working with you to this end."

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"We are delighted that this event led to a local bus provider agreeing to work with the Oban Access Panel to trial the use of audio announcements on board. "

Following the Connectivity event, the Equality Projects Manager met with the local councillor for Highland to discuss some of the issues raised. Councillor Brendan O'Hara made a commitment to follow up on some of the issues discussed, including the accessible toilet at Oban Station which has been out of order for six months.

Evaluation forms from the Accessible Travel Summit in Aberdeen in March 2018 were positive.

Feedback from the disabled delegates included:

- o 87% said the atmosphere at the Summit was either 'very' or 'fairly' positive.
- o 50% said the venue on the NorthLink Ferry was 'very accessible' with a further 38% saying the accessibility was 'good'.
- o 75% rated their enjoyment of the event as either 'very good' or 'good'.

"Great event to bring various groups/organisations together and people with varying disabilities a chance to network and speak with others including transport providers."

Some of the feedback from Transport Providers included:

"Thank you for yesterday and was good to see so many people attending the meeting. A sign that people want to engage, make a difference and contribute positively to the disability agenda."

"It was a very informative and productive discussion on transport accessibility and changes that can be made to make a difference."

Inclusive Design Hub **Overview and Progress**

Launched in July 2016; the Inclusive Design Hub is an online information resource that aims to improve awareness and take-up of best practice in inclusive design for planners, developers, architects, and other building professionals in Scotland. The website includes information, articles, access guides, and case studies of best practice for shared learning and guidance. By providing information and insight, Inclusive Design Hub will help built environment professionals to be better placed to deliver inclusive environments. The website also contains accessible information that will develop the general public's understanding of inclusive design.

Feedback

The Inclusive Design Hub has received positive feedback and constructive comments from Disability Equality Scotland members, Access Panels and other organisations/individuals who have visited the Hub.

The majority of comments consist of suggestions for additional content and minor tweaks to the design and layout of the Hub:

- o Adding additional resources/case studies/news items.
- o Suggestions of individuals and organisations to contact for content and to help promote the Inclusive Design Hub.
- o Increase accessibility:
- o The Inclusive Design Hub was designed to meet the Web Content Accessibility Guidelines (WCAG).
- o Request from users to have content in alternative formats. e.g. plain text and audio.

Selection of positive comments:

"I just wanted to say well done on producing such a great resource. This type of site/database/resource is really needed, and I'm pleased to see one for Scotland!"

Iain McKinnon, Senior Inclusive Design Manager, Queen Elizabeth Olympic Park

"It's a great idea and will be a great tool for disabled people in Scotland" Susan Fulton, Inclusive Design Advisor, Easy Ayrshire Council.

Monitoring and Future Plans

Content: The Inclusive Design Hub will be updated and revised on an ongoing basis. A feedback form has been created to allow users to submit any comments and suggestions to help to improve the website.

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Continue to add fresh content. It is vital to keep users interested so that they are encouraged to come back, as well as recommend the website to others.

Accessibility: We will strive to continue to monitor and improve accessibility of the Inclusive Design Hub based on user feedback.

Arrange for Access Panels to test accessibility on an ongoing basis. Make use of the wide variety of assistive technology.

Develop an accessibility strategy/statement and make it clear that alternative formats can be produced, although this may differ for third party resources.

Promotion: Google analytics will identify how users are accessing the website. Based on analytical data we can change our promotional practices and how we target users.

Increase promotion of the website to local authorities. Also target Universities and encourage them to feature the website on their reading lists.

Access Panel Network

Overview and Progress

An Access Panel is a group of volunteers, the majority of which are disabled people, or are directly affected by disability, perhaps as a carer or family member. They meet on a regular basis, usually monthly, to discuss issues in their local community which affect disabled people, and work towards removing barriers to independent living in their own locality, to ensure disabled people have access to the same choice, dignity and control as others in our society.

There are currently 38 active Access Panels across Scotland, from Barra and Orkney, to the Scottish Borders and everywhere in between. Panel membership varies between 5 and 150 disabled members, and it is estimated that there are around 1000 Access Panel members in total. Not all members are actively involved volunteers, and many contribute in other ways towards their panel, by sharing information, or participating in consultations; other members may simply wish to be kept informed of disability work in their area.

Access Panels are fully constituted members of Disability Equality Scotland. To be a member a Panel must be recognised by their local authority and be properly constituted. All Panels have access to the Access Panel Grant, provided by the Scottish Government, and administered by Disability Equality Scotland who act at the Umbrella Body for the panels. Access Panels can also access other funding, depending on their status, including local councils, the Big Lottery or other funding resources. Some receive benefits in kind, for example office accommodation or other support. The Office Bearers of each Access Panel oversee the strategic development, finances, management of operations and engagement.

As Panels have typically grown organically around the needs of their locality, they vary greatly in their focus and remit however, they are primarily committed to improving access and equality in its widest form which means access to the physical environment, Education, Housing, Health, Transport, Leisure & Recreation and Social Justice amongst other areas.

Access Panel Network activity during 2017/2018

On-going support: The Access Team have made good links with Third Sector Interfaces (TSIs) around Scotland who can help support Access Panels with governance and record keeping training.

The Access team has started rolling out the access auditing training course to Access Panels. We have held training events with West Dunbartonshire Access Panel, Glasgow Access Panel and Dundee Access Panel on Easy Read training, Tweeddale Access Panel and North Ayrshire Access Panel on Access Audits and North Lanarkshire, Badenoch and Strathspey, Central Aberdeen, Nairn, Shetland, and Lochaber Access Panels on governance training.

The Access Engagement Officer has attended meetings with several organisations and stakeholders around raising awareness of the Access Panel Network to promote the services they can offer. These meetings include Pamis in November 2017 and January 2018, NHS 24 in October 2017 to discuss access audits, several TSI's including Highland TSI, Western Isles TSI, South Ayrshire TSI, and East Ayrshire TSI. Our Access Engagement Officer has also held joint events with the ALLIANCE to consult on disability access for the new social security locations as well as the Cairngorms access forum, Equity Partnership in Aberdeen, East Lothian Council to discuss a new Panel for that local authority.

DISABILITY EQUALITY SCOTLAND

CONTENTS OF THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2018**

New Access Panels are being established in East and South Ayrshire, Uist, Lewis, East Renfrewshire, East Lothian, and Bute.

Local Authority Engagement: An engagement pathway has been developed for each individual Access Panel which will form part of the updated information pack for each Panel. Local authority engagement packs went out to Panels to assist them with key contacts within their local authorities and this is updated on an ongoing basis to ensure the information contained within is still relevant

Health Care Facilities: A survey surrounding Access Panels has been completed which is being sent out to local health boards asking, amongst other things, whether they have ever considered asking Access Panels to undertake work and provide their advice on planned and existing facilities across the NHS estate. The survey will also be made available in Easy Read format.

Badenoch and Strathspey Access Panel and Skye and Lochalsh Access Panel are both working with NHS Highland concerning the new community health centres in Kyle of Lochalsh and Aviemore. They hope to be able to make the buildings as accessible as possible and will update us on their progress once the initial meetings have taken place with NHS Scotland estates.

Access Panel Grant

Overview and Progress

The Access Panel Grant (APG) is a fund designed to help increase the capacity and outreach of Access Panels right across Scotland. The majority of Access Panels are staffed solely by volunteers who are passionate about increasing access and social inclusion for disabled people in their community. For the period 1 April 2017 to 31 March 2018, £50,000 was received by Disability Equality Scotland from the Equality Unit, The Scottish Government.

Access Panels face many challenges (ageing volunteers, lack of younger volunteers, difficulties in reporting, geographical spread) the Access Panel Grant has been a lifeline for many Panels who would have otherwise faced a year without funding. Its allowed Panels across Scotland to continue the vital work that they've been doing for over 30 years and to build on that success.

Future Plans

Our main objectives for the year continue to be those set out in our Strategic Plan for 2017 to 2020.

We have reviewed those objectives and our progress towards them. We review our objectives regular through monitoring reports to the Board of Disability Equality Scotland, focusing on the key projects which are designed to achieve our ambitions.

Looking to the future our plans will include:

- Retaining current services and grow sustainably
- Continue to increase and promote our membership
- Continue to invest in staff skills and training
- Focus on appropriate cost reduction
- Focus on Services in Easy Read
- Effectively recruit and retain staff
- Continue to meet our funders requirements
- Improve our Stakeholder Engagement
- Improve our links to key political stakeholders nationally and locally
- Continue to develop our Board

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Disability Equality Scotland was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by the Articles of Association.

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

DISABILITY EQUALITY SCOTLAND

CONTENTS OF THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2018**

Recruitment and appointment of new trustees

Although not a public body, our board recruitment is competency based. The skills, knowledge and experience on our board during 2017-2018 range from:

- o HR Management
- o Strategy Planning
- o Business Management (including in the charity sector)
- o Change Management
- o Risk Management
- o Access Panel involvement
- o Equalities
- o Personal lived experience as a disabled person

Board members serve a term of three years and are voted in at our Annual General Meeting. The role of the Board is to oversee the work of the organisation and to make strategic decisions about its future. The Board meets officially four times a year, with additional meetings for sub-groups. We have the following sub-groups which meet quarterly and report to the quarterly board meetings. Each sub committee has a board lead:

- Corporate sub-committee
- Finance and Risk Management sub committee
- Access sub-committee
- Project sub-committee

Our Convener leads the board and offers support to our Chief Executive Officer.

We have an induction policy in place for all new Directors. Each is supplied with a Governance Handbook, which sets out the operating structure of the company, as well as the responsibilities of the Board, including administration, management, and the strategic policy and direction of the company.

We have a Board Member's Code of Conduct that all Directors are obligated to sign when they take up their position. The Code of Conduct is based on the Nolan Principles. It sets out what is expected of them in terms of general conduct, confidentiality, whether there are any conflicts of interests, the use of their position on the Board and what results from any breach of this conduct.

Before a decision is taken to appoint a new director, a skills gap analysis is undertaken to highlight any underrepresented areas. Potential candidates who are shortlisted must first attend an interview. This gives us the opportunity to assess skills and knowledge. Training is made available, particularly for any key gaps identified to meet responsibilities, for example, finance, human resources or health and safety.

Decision Logs are in place to track decisions that are proposed and approved.

We also have a Communication Charter outlining how best to communicate with Directors out with board meetings. We provide directors with a secure and private cloud folder to access relevant documents, to ensure clear and consistent communication.

Disability Equality Scotland have introduced a robust process for risk identification and management based on the Scottish Government 5 x 5 Risk Assessment Scale.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC243392 (Scotland)

Registered Charity number

SCO31893

Registered office

Units 1 & 2
Block 7
Cooperage Bus Village
Alloa
FK10 3LP

DISABILITY EQUALITY SCOTLAND

CONTENTS OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

Board of Trustees

The following trustees served on the board from 1 April 2017 to 31 March 2018.

- Linda Bamford (Appointed 14 November 2016)
- Dorothy McKinney (Appointed 30 March 2017)
- Janis McDonald (Appointed 5 December 2017)
- Maureen Morrison (Appointed 4 December 2017)
- Louise Orr (Appointed 5 December 2017)
- Scott Stewart (Appointed 5 December 2017)
- Hope Craig (Resigned 24 May 2017)
- Ian Buchanan (Appointed 4 December 2017, Resigned 5 December 2017)
- Emma Scott (Appointed 4 December 2017, Resigned 5 December 2017)
- Sam Hunter (Resigned 3 December 2017)
- Jackie Maceira (Resigned 3 December 2017)
- Peter McDade (Resigned 4 December 2017)
- Patrick McGuigan (Resigned 1 December 2017)
- Gordon Mungall (Resigned 11 December 2017)
- Alex Thorburn (Resigned 4 December 2017)

Company Secretary

Independent examiner

Mark Stewart CA

ICAS

Stewart Accounting Services Limited

Office 90

Alloa Business Centre

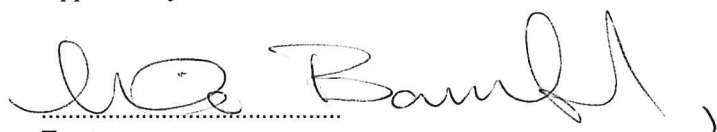
Whins Road

Alloa

Clackmannanshire

FK10 3SA

Approved by order of the board of trustees on 6th Oct 18 and signed on its behalf by:



Trustee

DISABILITY EQUALITY SCOTLAND

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2018

I report on the accounts for the year ended 31 March 2018 set out on pages fifteen to twenty two.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

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



Mark Stewart CA
ICAS
Stewart Accounting Services Limited
Office 90
Alloa Business Centre
Whins Road
Alloa
Clackmannanshire
FK10 3SA

Date:  02 2018

DISABILITY EQUALITY SCOTLAND

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2018

		Unrestricted fund	Restricted funds	2018 Total funds	2017 Total funds
	Not es	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Charitable activities					
General		391	274,440	274,831	293,784
Investment income	2	394	-	394	671
Other income		<u>11,611</u>	<u>-</u>	<u>11,611</u>	<u>977</u>
Total		12,396	274,440	286,836	295,432
 EXPENDITURE ON					
Charitable activities					
General		<u>22,545</u>	<u>262,102</u>	<u>284,647</u>	<u>311,695</u>
NET INCOME/(EXPENDITURE)		(10,149)	12,338	2,189	(16,263)
Transfers between funds	9	<u>888</u>	<u>(888)</u>	<u>-</u>	<u>-</u>
 Net movement in funds		 (9,261)	 11,450	 2,189	 (16,263)
RECONCILIATION OF FUNDS					
Total funds brought forward		30,033	11,732	41,765	58,028
 TOTAL FUNDS CARRIED FORWARD		 <u>20,772</u>	 <u>23,182</u>	 <u>43,954</u>	 <u>41,765</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

DISABILITY EQUALITY SCOTLAND

BALANCE SHEET **FOR THE YEAR ENDED 31 MARCH 2018**

		Unrestricted fund £	Restricted funds £	2018 Total funds £	2017 Total funds £
	Not es				
CURRENT ASSETS					
Debtors	7	6,220	2,820	9,040	3,597
Cash at bank		<u>2,081</u>	<u>40,453</u>	<u>42,534</u>	<u>73,001</u>
		8,301	43,273	51,574	76,598
CREDITORS					
Amounts falling due within one year	8	12,471	(20,091)	(7,620)	(34,833)
NET CURRENT ASSETS		<u>20,772</u>	<u>23,182</u>	<u>43,954</u>	<u>41,765</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>20,772</u>	<u>23,182</u>	<u>43,954</u>	<u>41,765</u>
NET ASSETS		<u>20,772</u>	<u>23,182</u>	<u>43,954</u>	<u>41,765</u>
FUNDS	9				
Unrestricted funds				20,772	30,033
Restricted funds				<u>23,182</u>	<u>11,732</u>
TOTAL FUNDS				<u>43,954</u>	<u>41,765</u>

DISABILITY EQUALITY SCOTLAND

BALANCE SHEET
FOR THE YEAR ENDED 31 MARCH 2018

The charitable company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary charitable companies for the year ended 31 March 2018.

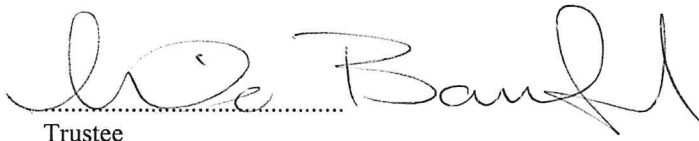
The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on ^{6th Oct 18} and were signed on its behalf by:


.....

Trustee

DISABILITY EQUALITY SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS **FOR THE YEAR ENDED 31 MARCH 2018**

1. ACCOUNTING POLICIES

BASIS OF PREPARING THE FINANCIAL STATEMENTS

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

INCOME

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year-end date are noted as a commitment but not accrued as expenditure.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

HIRE PURCHASE AND LEASING COMMITMENTS

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the period of the lease.

PENSION COSTS AND OTHER POST-RETIREMENT BENEFITS

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. INVESTMENT INCOME

	2018	2017
	£	£
Deposit account interest	<u>394</u>	<u>671</u>

DISABILITY EQUALITY SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

3. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2018 £	2017 £
Hire of plant and machinery	<u>-</u>	<u>2,940</u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

TRUSTEES' EXPENSES

There were trustees' expenses of £2301.28 paid for during the year ended 31 March 2018.

5. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2018 <u>7</u>	2017 <u>7</u>
Office staff		

No employees received emoluments in excess of £60,000.

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
General	3,455	290,329	293,784
Investment income	671	-	671
Other income	<u>977</u>	<u>-</u>	<u>977</u>
Total	5,103	290,329	295,432
EXPENDITURE ON			
Charitable activities			
General	<u>24,145</u>	<u>287,550</u>	<u>311,695</u>
Total	<u>24,145</u>	<u>287,550</u>	<u>311,695</u>
NET INCOME/(EXPENDITURE)	(19,042)	2,779	(16,263)
Transfers between funds	<u>(8,029)</u>	<u>8,029</u>	<u>-</u>
Net movement in funds	(27,071)	10,808	(16,263)

DISABILITY EQUALITY SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

6. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
RECONCILIATION OF FUNDS			
Total funds brought forward	57,104	924	58,028
TOTAL FUNDS CARRIED FORWARD	<u>30,033</u>	<u>11,732</u>	<u>41,765</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Trade debtors	9,040	2,820
Prepayments	-	777
	<u>9,040</u>	<u>3,597</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2018 £	2017 £
Social security and other taxes	3,575	3,692
Other creditors	2,846	1,607
Pension creditor	676	710
Accruals and deferred income	<u>523</u>	<u>28,824</u>
	<u>7,620</u>	<u>34,833</u>

9. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
General fund	30,033	(10,149)	888	20,772
Restricted funds				
SG	-	3,362	(306)	3,056
Access (section 10)	1,780	6,969	(213)	8,536
Access Grants	9,952	813	(265)	10,500
Transport Scotland	-	1,194	(104)	1,090
	<u>11,732</u>	<u>12,338</u>	<u>(888)</u>	<u>23,182</u>
TOTAL FUNDS	<u>41,765</u>	<u>2,189</u>	<u>-</u>	<u>43,954</u>

DISABILITY EQUALITY SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	12,395	(22,544)	(10,149)
Restricted funds			
SG	93,848	(90,486)	3,362
Access (section 10)	80,133	(73,164)	6,969
Access Grants	53,820	(53,007)	813
Transport Scotland	46,640	(45,446)	1,194
	274,441	(262,103)	12,338
TOTAL FUNDS	<u>286,836</u>	<u>(284,647)</u>	<u>2,189</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted Funds				
General fund	57,104	(19,042)	(8,029)	30,033
Restricted Funds				
SG	714	(3,447)	2,733	-
Access (section 10)	-	1,780	-	1,780
Access Grants	135	9,817	-	9,952
NIO Post	(79)	-	79	-
Equality Interns	154	(2,354)	2,200	-
Transport Scotland	-	(3,017)	3,017	-
	924	2,779	8,029	11,732
TOTAL FUNDS	<u>58,028</u>	<u>(16,263)</u>	<u>-</u>	<u>41,765</u>

DISABILITY EQUALITY SCOTLAND

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

9. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	5,103	(24,145)	(19,042)
Restricted funds			
SG	107,140	(110,587)	(3,447)
Access (section 10)	80,132	(78,352)	1,780
Access Grants	60,000	(50,183)	9,817
Equality Interns	3,000	(5,354)	(2,354)
Transport Scotland	<u>40,057</u>	<u>(43,074)</u>	<u>(3,017)</u>
	290,329	(287,550)	2,779
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>295,432</u>	<u>(311,695)</u>	<u>(16,263)</u>

10. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018.

DISABILITY EQUALITY SCOTLAND

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018

	2018 £	2017 £
INCOME AND ENDOWMENTS		
Investment income		
Deposit account interest	394	671
Charitable activities		
Grants	274,831	293,784
Other income		
Sponsorship and Easy Read Service	<u>11,611</u>	<u>977</u>
Total incoming resources	286,836	295,432
EXPENDITURE		
Charitable activities		
Wages	154,836	151,787
Employers National Insurance	13,238	12,735
Pensions	7,715	6,355
Hire of plant and machinery	-	2,940
Rent & service charges	14,738	22,579
Recruitment & training	1,179	6,159
Telephone	1,277	1,671
Postage and stationery	11,685	16,934
Advertising	-	1,885
Travel, subsistence etc	9,805	13,152
Bank charges	209	2
Computer expenses	4,475	6,729
Access panel grants	<u>31,853</u>	<u>35,844</u>
	251,010	278,772
Support costs		
Management		
Insurance	5,464	980
Other		
Accountancy training	1,176	1,523
Events, room hire & conference	<u>9,605</u>	<u>11,757</u>
	10,781	13,280
Governance costs		
Accountancy fees	7,951	3,000
Legal fees	<u>9,441</u>	<u>15,663</u>
	<u>17,392</u>	<u>18,663</u>
Total resources expended	284,647	311,695
Net income/(expenditure)	<u>2,189</u>	<u>(16,263)</u>

This page does not form part of the statutory financial statements