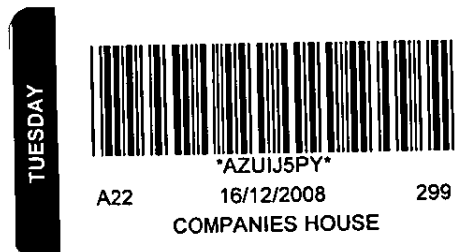


**NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2008**



**Company Number: 05412946**  
**Charity No: 1110328**

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

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## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Legal and administrative information**

Trustees:                      Mr L Venters              Chairperson  
                                     Mrs E V Haddleton Vice Chairperson & Hon Treasurer  
                                     Mrs J M Marton  
                                     Mrs A Lury (resigned 26 March 2008)  
                                     Mrs E Carter  
                                     Mr T H Stacey              Hon Secretary  
                                     Mrs Y Miller (resigned 26 September 2007)  
                                     Mr J Davies (appointed 24.01.07)  
                                     Mr P R K Felstead (appointed 26 September 2007)

Charity Offices:              3 Newbury Court  
                                     Gillingham  
                                     Dorset SP8 4QX

Independent Examiner:      Charltons Accountancy Ltd  
                                     Blue Ridge  
                                     Charlton Horethorne  
                                     Sherborne  
                                     Dorset DT9 4PH

Bankers:                      CAF Bank Ltd  
                                     25 Kings Hill Avenue  
                                     West Malling  
                                     Kent. ME19 4JQ

                                     Halifax Plc  
                                     P O Box 101  
                                     Halifax. HX3 0TA

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Trustees' Report for the year ended March 2008**

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2008. The financial statements have been prepared in accordance with the accounting policies set out on page 10 and comply with the Charity's Trust Deed and applicable law.

#### **Structure, governance and management**

The organization is a charitable company limited by guarantee incorporated on 4 April 2005. The company was established under Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### **Trustees**

The directors of the company are also the Charity Trustees for the purpose of Charity Law. The trustees named on page 1 have served throughout the year except Mrs A Lury, P R K Felstead and Mrs Y Miller. Appointment of Trustees is governed by the Trust Deed of the Charity. The Board of Trustees is authorised to appoint new Trustees to fill vacancies arising through resignation or death of an existing Trustee. The Charity's work focuses on the disabled and the directors aim to ensure that a majority of the Trustees either have a disability or care for a person with a disability. Trustees are normally recruited through recommendation and interviewed by the existing Trustees before an appointment is made. Most of the Trustees are also actively involved with other charitable and voluntary organizations.

#### **Trustees' Induction and Training**

Most Trustees are already familiar with the practical work of the charity having been encouraged to visit the Gillingham office and familiarize themselves with the services offered and also to visit one or more of the Outreaches. Trustees are invited to our 'away days' and to meet staff and volunteers. They are also given copies of our Policy and Procedures Manual, the Memorandum and Articles of Association and the latest financial statements and reports.

#### **Board Meetings**

The Trustees held 11 meetings during the year.

#### **Connected Charities**

There are no connected Charities.

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Trustees' Report for the year ended March 2008**

#### **Objectives and Activities**

##### **Mission statement**

To 'empower disabled people, older people and/or their carers, to have access to information about welfare benefits and current services that are available, both statutory and voluntary.

Our service is provided by disabled people and their allies'.

Our services are available at our offices in Gillingham and Dorchester (in cooperation with Age Concern Dorchester), and our Outreaches in Shaftesbury, Blandford Forum, Sturminster Newton, Stalbridge, Weymouth, Bridport and Wareham.

##### **Risk Management**

The major risks to which the charity is exposed are reviewed regularly.

Home visit staff are subject to Criminal Records Bureau checks. Where appropriate, systems or procedures have been established to mitigate the risks faced.

The external risks to funding have been recognized and new fund-raising sources have been and are being developed.

Procedures are in place to ensure compliance with health and safety of staff, volunteers, clients and visitors to our premises.

##### **Achievements and performance**

The main areas of charitable activity are the provision of information and advice on matters which affect persons with a disability; and retail sales of specialist goods and equipment for the disabled.

We have successfully completed another year of consistently worthwhile work in the community, also giving practical help in completing welfare benefit applications and offering a wheelchair service.

This has been achieved despite a fall in the financial help received from the traditional funders. Worldwide disasters continue to make demands on big name commercial organizations and we have to compete for support from those funders to whom we have looked in the past.

Funding has been primarily provided by the Dorset County Council; we have also received grants from three Town Councils and two Village Councils.

Our funds have, however proved sufficient to employ 5 staff members - all part-time.

Three out of our present five staff are wheelchair users. The mainstay of our service remains our volunteers, many of whom are disabled or care for a disabled person. During the year our offices and outreaches handled close to 2000 enquiries - many related to the purchase of specialist goods and equipment but a substantial number sought information and/or advice on benefits. We acted for clients submitting claims for Disability Living Allowance,

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Trustees report for the year ended 31 March 2008**

Incapacity Benefit, Attendance Allowance, Community Care Grants, Health Costs and Carers Allowance.

We have expanded our services to include home visits to people who find it difficult to come to one of our offices or outreaches.

We provide information on bath and shower equipment, feeding aids, mobility aids, cooking aids and anything that helps the hard of hearing and visually impaired. We keep information on bus and train services and holiday accommodation for the disabled; and we provide an off-site wheelchair and walking aid service.

We can arrange disability access surveys to homes and business premises.

We have an Office Manager but due to funding restrictions the post of Project Manager is vacant.

During the year our main office relocated from 1 Newbury Court to larger premises at 3 Newbury Court Gillingham. This has allowed us to offer for sale a wider variety of goods and equipment sought by persons with a disability.

#### **Financial Review**

Due to careful husbandry and despite restricted finances we were able to achieve a small surplus of £270 which has been transferred to reserves. Our trading income has increased by one-third.

#### **Investment Powers and Policy**

Most of the charity's funds are to be spent in the short term on day-to-day running costs. There are no funds available for long term investment. Funds are deposited in a CAF Bank 'Gold' account to secure daily interest (about 4.20% on average during the year), and swept automatically to a CAF Bank chequing account to meet expenses.

A separate chequing account is operated for trading in goods and equipment.

#### **Future Developments**

The Charity plans to continue the activities outlined in this report subject to satisfactory funding arrangements and to endeavour to open further outreaches as needs arise.

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Trustees report for the year ended March 2008**

#### **Statement of Trustees' responsibilities**

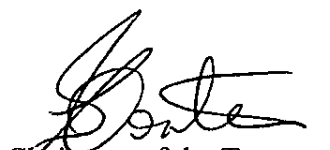
Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the trustees are required to;

- (a) select suitable accounting policies and apply them consistently;
- (b) make judgements and estimates;
- (c) state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Approval**

This report was approved by the trustees on and signed on their behalf.

  
Chairman of the Trustees

Date 11/12/08

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

### **Report of the Independent Examiner to the Trustees of North Dorset Disability Information Service Ltd.**

I report on the accounts of the Charity for the year ended 31 March 2008, which are set out on pages 7 to 14.

#### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply, and that an independent examination is needed. It is my responsibility to examine the accounts under section 43(3)(a) of the Act and to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

#### **BASIS OF INDEPENDENT EXAMINER'S REPORT**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and 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
  - (a) to keep accounting records in accordance with section 41 of the Act; and
  - (b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act.

have not been met; or

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



# **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

## **PROFIT & LOSS ACCOUNT** **FOR THE YEAR ENDED 31 MARCH 2008**

	<i>Notes</i>	<b>Unrestricted Funds <u>2008</u></b>	<b>Restricted Funds <u>2008</u></b>	<b>Total Funds <u>2008</u></b>	<b>Total Funds <u>2007</u></b>
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Donations	2	-	-	-	-
Grants	2	19,494	2,117	21,611	21,006
Investment Income		733	-	733	777
<b>Incoming resources from charitable activities</b>					
Activities for generating funds	3	34,135	-	34,135	29,703
		-----	-----	-----	-----
Total incoming resources		<u>54,362</u>	<u>2,117</u>	<u>56,479</u>	<u>51,486</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising trading: costs of goods sold and other costs	4	11,529	-	11,529	9,920
Charitable activities	5	42,664	1,058	43,722	36,858
Governance costs	6	395	-	395	325
Other resources expended	7	496	67	563	2,502
		-----	-----	-----	-----
Total resources expended		<u>55,084</u>	<u>1,125</u>	<u>56,209</u>	<u>49,605</u>
<b>Net movement in funds</b>					
		<u>- 722</u>	<u>992</u>	<u>270</u>	<u>1,881</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		23,580	1,125	24,705	22,824
Reserves transferred from NORDDiS to NORDDIS Ltd	12	-	-	-	-
		-----	-----	-----	-----
Total funds carried forward		<u>22,858</u>	<u>2,117</u>	<u>24,975</u>	<u>24,705</u>

There were no recognised gains or losses for 2008 other than those included in the Statement of Financial Activities.

**NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**BALANCE SHEET**  
**AS AT 31 MARCH 2008**

	<i>Notes</i>	2008		2007	
		£	£	£	£
FIXED ASSETS					
Tangible assets	8		2,969		3970
CURRENT ASSETS					
Stock		8,425		7,475	
Debtors and prepayments	10	1,417		909	
Cash at bank and in hand		16,293		14,020	
		-----		-----	
		26,135		22,404	
CREDITORS: Due within one year	11	4,129		1,669	
		-----		-----	
NET CURRENT ASSETS			22,006		20,735
			-----		-----
Total assets less current liabilities			24,975		24,705
			=====		=====
<b>Funds</b>					
Unrestricted funds	12		22,858		23,580
Restricted funds			2,117		1,125
			-----		-----
<b>Total funds</b>			24,975		24,705
			=====		=====

**NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**BALANCE SHEET**  
**(continued)**

The directors have taken advantage of the exemption conferred by Section 249 A(1) not to have these accounts audited and confirm that no notice has been deposited under Section 249 B(2) of the Companies Act 1985.

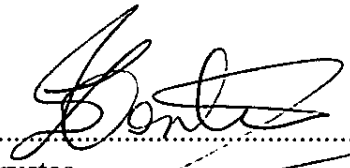
The directors acknowledge their responsibilities for ensuring that:-

1. The company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- .2 The accounts give a true and fair view of the state of affairs of the company at the year end and of its profit and loss for the period then ended in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to accounts so far as applicable to the company.

In preparing these financial statements:-

- a) Advantage has been taken of the special exemptions applicable to small companies conferred by Part 3 of Schedule 8 to the Companies Act 1985, and
- b) In the directors opinion, the company is entitled to these exemptions as a small company.

Signed for and on behalf of the Board of Trustees

  
.....  
Trustee

11/12/08  
.....  
Date

## **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**Notes to the accounts for the year ended 31 March 2008.**

### **1 Accounting Policies**

#### **1.1 Basis of preparation of accounts.**

The financial statements are prepared under the historical cost convention and in accordance with the Companies Act 1985 and Statement of Recommended Practice "Accounting and Reporting by Charities" (SORP 2005) issued in November 2005 and with the Charities Act 1993

#### **1.2 Tangible fixed assets for use by the charity and depreciation.**

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of valuation of fixed assets less their estimated residual value, over their expected useful lives on the following basis:-

Fixtures and fittings	25% reducing balance
Office equipment	33% reducing balance
Mobility, communication and other living aids	25% reducing balance

#### **1.3 Income resources**

Voluntary income and donations are accounted for as received by the charity.  
No permanent endowments have been received in the period.

#### **1.4 Value Added Tax**

Value Added Tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

#### **1.5 Fundraising costs**

Fundraising expenditure comprises costs incurred in inducing people and organisations to contribute financially to the charity's work. This includes the cost of advertising for donations and the staging of special fundraising events.

#### **1.6 Management and administration expenditure.**

Expenditure on management and administration of the charity includes all expenditure not directly related to the charitable activity. This includes costs of renting and running office premises and staff salaries for administrative staff.

# **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**Notes to the accounts for the year ended 31 March 2008.**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total 2008</b>	<b>Total 2007</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. Grants and Subscriptions</b>				
Sign Post	-	2,117	2,117	-
Dorset County Council	15,751	-	15,751	15,337
Access to work	2,513	-	2,513	2,158
Lloyds TSB	-	-	-	3,000
Council grant	1,230	-	1,230	500
Subscriptions	-	-	-	11
	-----	-----	-----	-----
	19,494	2,117	21,611	21,006
	=====	=====	=====	=====
<b>3 Activities for generating funds</b>				
Sale of goods	18,035	-	18,035	13,084
Fundraising and collections	15,980	-	15,980	16,619
Miscellaneous	120	-	120	-
	-----	-----	-----	-----
	34,135	-	34,135	29,703
	=====	=====	=====	=====
<b>4 Cost of generating funds</b>				
Purchases	11,529	-	11,529	9,920
	-----	-----	-----	-----
	11,529	-	11,529	9,920
	=====	=====	=====	=====
<b>5 Direct costs</b>				
Salaries	18,012	382	18,394	18,092
Travelling expenses	805	90	895	-
Volunteer expenses	5,422	473	5,895	4,161
Trustee expenses	382	-	382	374
Staff training	434	-	434	230
Premises, rent and services	13,536	113	-	11,664
Purchase of equipment and depreciation	2,031	-	-	1,912
Move - 3 Newbury Court	1,804	-	-	-
Sundry expenses and subscriptions	238	-	-	425
	-----	-----	-----	-----
	42,664	1,058	26,000	36,858
	=====	=====	=====	=====

# **NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**Notes to the accounts for the year ended 31 March 2008.**

**continued**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total 2008 £</b>	<b>Total 2007 £</b>
<b>6 Governance</b>				
Accountancy	395	-	395	325
	-----	-----	-----	-----
	395	-	395	325
	=====	=====	=====	=====
<b>7 Support Costs</b>				
Administration expenses	496	67	563	2502
	-----	-----	-----	-----
	496	67	563	2,502
	=====	=====	=====	=====

## **8 Staff Costs**

No remuneration was paid to trustees in the year.

Trustees' direct expenses were reimbursed. The staff costs were:

	<b>2008 £</b>	<b>2007 £</b>
Wages and salaries	18,394	18,092
	=====	=====

The average weekly number of staff employed calculated as full time equivalents during the year was as follows:

Charity work	3	3
--------------	---	---

No employee received remuneration of more than £60,000

# NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2008.

## 9. Tangible fixed assets for use by the charity.

	Fixtures & Fittings £	Office Equipment £	Mobility comm & living aid £	Total £
COST	1,035	5,825	176	7,036
Additions	-	590	-	590
Disposals	-	-	-	-
	<u>1,035</u>	<u>6,415</u>	<u>176</u>	<u>7,626</u>
DEPRECIATION				
Balance brought forward	453	2,526	87	3,066
Depreciation on disposals	-	-	-	-
Charge for the year	146	1,415	30	1,591
	<u>599</u>	<u>3,941</u>	<u>117</u>	<u>4,657</u>
NET BOOK VALUE				
AT 31 March 2007	<u>582</u>	<u>3,299</u>	<u>89</u>	<u>3,970</u>
AT 31 March 2008	<u>436</u>	<u>2,474</u>	<u>59</u>	<u>2,969</u>

	2008	2007
10 Debtors		
Prepayments	1,417	909
	<u>1,417</u>	<u>909</u>

**NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)**

**Notes to the accounts for the year ended 31 March 2008.**

	<b>2008</b>	<b>2007</b>
	<b>£</b>	<b>£</b>
<b>11 Creditors: Amounts falling due within one year</b>		
Bank loans and overdrafts	3,909	1,479
Other creditors	220	190
	-----	-----
	<b>4,129</b>	<b>1,669</b>
	=====	=====
<b>12 Statement of movement on funds</b>		
General fund		
Reserves transferred from NORDDiS to NORDDIS Ltd	23,580	16,128
Prior Year adjustment from Restricted funds	-	1,696
Net movement in funds	-722	5,756
	-----	-----
	<b>22,858</b>	<b>23,580</b>
	=====	=====