

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2011



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
	Mrs J M Marton	
	Mr P R K Felstead	
	Mrs M Stainforth	Secretary
	Mr K B G Wood	Finance Officer/Treasurer

Charity Offices:	3 Newbury Court
	Gillingham
	Dorset SP8 4QX

Independent Examiner	Charltons Accountancy Ltd
	The Offices
	Middle Farm
	Charlton Horethorne
	Sherborne
	Dorset DT9 4NL

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

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Trustees' Report for the year ended March 2011

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2011. 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. 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 9 meetings during the year

Connected Charities

There are no connected Charities.

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Trustees' Report for the year ended March 2011

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

Public Benefit

The Trustees are aware of the changing needs of their Norddis clients

Some of our volunteers will help with the complicated form-filling and, if needed, will visit the client's home

The display in the shop reflects the increased needs of Carers, especially elderly carers, looking after relatives with dementia

All of us give sympathetic and helpful advice in relation to equipment and supplies not normally funded by Social Services. Sometimes, just a small item purchased, and a chat to a volunteer with similar experiences, will lift the spirit

Some of our clients regard our shop as a 'home from home' and our volunteers, the majority of whom are disabled, have an increased sense of self-worth in the knowledge they are helping the community.

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

Another year has gone by since our last AGM and what a year it has been. As your Chairman again I am humbled by all the dedication and hard work you have given Norddis this past year.

It has been a very difficult year in that our major funder Dorset County Council terminated our funding. This was due to the major cuts in funding by Central Government. We are most grateful of the assistance we have received from them over the past years. This in turn meant we had to review our whole undertaking and direction. This resulted in our having to reduce our paid staff. This was a difficult time for all as we lost valuable people and years of knowledge. It was a great loss to Norddis and at the same time we had in effect to close down our outlets in several other towns in the county. That is and was a low time for us all. However being the positive and dedicated volunteers you are we have survived and indeed opened up a new phase in the life of Norddis.

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Trustees report for the year ended 31 March 2011

We are now focussing on our shop, and it is most heartening to see how you have risen to the challenge. We have an asset in the shop we can be proud of, this is due to the calibre of those who man it and go the extra mile to provide the above service to our consumers. We are in the happy position of having people who have been there and have the T shirt giving advice to those requiring assistance. I am not going to single out anyone in this report as you are very valuable to Norddis. As to the committee you have all pulled your weight in this trying year.

As to the future it is in the hands of all of you. I know you will all ensure that we carry on with this good work for the benefit of all who require our assistance in the coming year. It has been my privilege to be your chairman this last year.

Financial Review

Due to careful husbandry and recognizing that funding for the charitable sector was likely to get worse before it gets better our loss this year is £9,067.

Total reserves at the end of the year were £24,469 all of which is unrestricted.

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, and swept automatically to a CAF Bank chequing account to meet expenses.

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 2011

Responsibilities of the Trustees

Company law requires the directors/trustees to prepare financial statements that give a true and fair view of the state of affairs of the charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so, the trustees are required to

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

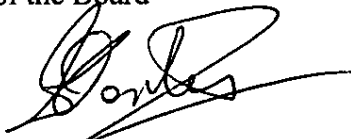
The directors/trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets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

Independent Examiners

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

This report was approved by the board of directors and trustees and signed on its behalf on 5th September 2011.

By Order of the Board



Chairperson of the Trustees
Mr L Venters

Date 18th NOVEMBER 2011

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

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

We report on the accounts of the Charity for the year ended 31 March 2011, which are set out on pages 7 to 14.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

As described on page 4, the charity's Trustees/Directors are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under company law and is eligible for Independent examination, it is my responsibility to

- examine the accounts under section 43 of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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, no opinion is given as to whether the accounts present a true and fair view' and the report is limited to those matters set out in the statement below

INDEPENDENT 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 386 of the Companies Act 2006, and
 - (b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) 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.

Caroline Jones MAAT
Charltons Accountancy Ltd

The Offices
Middle Farm
Charlton Horethorne
Sherborne
Dorset DT9 4NL

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

PROFIT & LOSS ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2011

	<i>Notes</i>	Unrestricted Funds <u>2011</u>	Restricted Funds <u>2011</u>	Total Funds <u>2011</u>	Total Funds <u>2010</u>
Incoming resources					
Incoming resources from generated funds					
Donations	2	-	-	-	-
Grants	2	12,873	1,000	13,873	34,894
Investment Income		46	-	46	67
Incoming resources from charitable activities					
Activities for generating funds	3	24,361	-	24,361	24,056
		-----	-----	-----	-----
Total incoming resources		37,280	1,000	38,280	59,017
		=====	=====	=====	=====
Resources expended					
Costs of generating funds					
Fundraising trading: costs of goods sold					
and other costs	4	13,694	-	13,694	14,934
Charitable activities	5	32,284	775	33,059	42,311
Governance costs	6	523	-	523	460
Other resources expended	7	71	-	71	566
		-----	-----	-----	-----
Total resources expended		46,572	775	47,347	58,271
		=====	=====	=====	=====
Net movement in funds		- 9,292	225	- 9,067	746
		=====	=====	=====	=====
Reconciliation of funds					
Total funds brought forward		32,786	750	33,536	32,790
		-----	-----	-----	-----
Total funds carried forward		23,494	975	24,469	33,536
		=====	=====	=====	=====

There were no recognised gains or losses for 2011 other than those included in the Statement of Financial Activities

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

BALANCE SHEET
AS AT 31 MARCH 2011

	<i>Notes</i>	2011	2010
		£	£
FIXED ASSETS			
Tangible assets	8	-	968
CURRENT ASSETS			
Stock		8,916	9,298
Debtors and prepayments	10	1,417	1,466
Cash at bank and in hand		15,187	25,494
		-----	-----
		25,520	36,258
CREDITORS Due within one year	11	1,051	4,511
		-----	-----
NET CURRENT ASSETS		24,469	31,747
		-----	-----
Total assets less current liabilities		24,469	32,715
		=====	=====
Funds			
Unrestricted funds	12	23,494	33,536
Restricted funds		975	750
		-----	-----
Total funds		24,469	34,286
		=====	=====

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

BALANCE SHEET
(continued)


The financial statements were approved by the Board of Trustees on 5th September 2011

The Trustees are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that members have not required the company to obtain an audit in accordance with section 476 of the Act

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime

Signed for and on behalf of the Board of Trustees


.....
Trustee (Chairperson)
Mr L Venters

18th November 2011
.....
Date

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2011.

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 2006 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 2011.

	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
2. Grants and Subscriptions				
Dorset County Council	3,000	-	3,000	16,564
Access to work	2,233	-	2,233	7,469
Alice Cooper Dean	5,000	-	5,000	-
Council grants	1,650	-	1,650	900
Valentine Trust	-	-	-	5,000
YAPP	-	-	-	2,500
Meggitt Fund	-	-	-	150
The Polygom Trust	-	-	-	1,500
Signpost	-	1,000	1,000	-
Donations	990	-	990	811
	-----	-----	-----	-----
	12,873	1,000	13,873	34,894
	=====	=====	=====	=====
3 Activities for generating funds				
Sale of goods	23,688	-	23,688	23,291
Miscellaneous	673	-	673	765
	-----	-----	-----	-----
	24,361	-	24,361	24,056
	=====	=====	=====	=====
4 Cost of generating funds				
Purchases	13,694	-	13,694	14,934
	-----	-----	-----	-----
	13,694	-	13,694	14,934
	=====	=====	=====	=====
5 Direct costs				
Salaries	12,990	-	12,990	12,496
Travelling expenses	1,108	-	1,108	868
Volunteer expenses	4,085	-	4,085	6,799
Trustee expenses	16	-	16	56
Staff training	120	-	120	83
Premises, rent and services	12,492	-	12,492	13,180
Purchase of equipment and depreciation	970	-	970	6,303
Sundry expenses and subscriptions	503	775	1,278	2,526
	-----	-----	-----	-----
	32,284	775	33,059	42,311
	=====	=====	=====	=====

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2011.

continued

	Unrestricted Funds £	Restricted Funds £	Total 2011 £	Total 2010 £
6 Governance				
Accountancy	523	-	523	460
	-----	-----	-----	-----
	523	-	523	460
	=====	=====	=====	=====
7 Support Costs				
Administration expenses	71	-	71	566
	-----	-----	-----	-----
	71	-	71	566
	=====	=====	=====	=====

8 Staff Costs

No remuneration was paid to trustees in the year

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

	2011 £	2010 £
Wages and salaries	12,990	12,496
	=====	=====

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

Charity work	3	3
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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 2011.

9. Tangible fixed assets for use by the charity.

	Fixtures & Fittings £	Office Equipment £	Mobility comm & living aid £	Total £
COST				
Balance brought forward	1,035	6,415	176	7,626
Additions	-	-	-	-
Disposals	-	-	-	-
	<u>1,035</u>	<u>6,415</u>	<u>176</u>	<u>7,626</u>
DEPRECIATION				
Balance brought forward	891	5,591	176	6,658
Depreciation on disposals	-	-	-	-
Charge for the year	144	824	-	968
	<u>1,035</u>	<u>6,415</u>	<u>176</u>	<u>7,626</u>
NET BOOK VALUE				
AT 31 March 2010	<u>144</u>	<u>824</u>	<u>-</u>	<u>968</u>
AT 31 March 2011	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

	2011	2010
10 Debtors		
Prepayments	1,417	2,287
	<u>1,417</u>	<u>2,287</u>

NORTH DORSET DISABILITY INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2011.

	2011	2010
	£	£
11 Creditors: Amounts falling due within one year		
Bank loans and overdrafts	161	4,253
Other creditors	890	258
	-----	-----
	1,051	4,511
	=====	=====
12 Statement of movement on funds		
General fund	32,786	32,786
Net movement in funds	-9,292	750
	-----	-----
	23,494	33,536
	=====	=====