

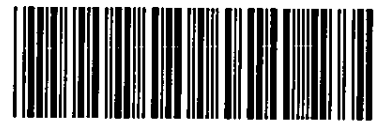
**NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)**

(A COMPANY LIMITED BY GUARANTEE)

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2013

MONDAY



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COMPANIES HOUSE

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	Trustee
	Mr P R K Felstead	Trustee
	Mrs M Stainforth	Secretary
	Mr K B G Wood	Finance Officer/Treasurer
	Mrs C Mitchell	Trustee
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 2013

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2013. 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 Trust is a Company Limited by Guarantee and registered under the Companies Act 1985, Registration number 05412946. It is a registered charity, number 1110328.

The company was established under Memorandum of Association which established the objects and powers of the charitable company and is governed by 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 elderly. Trustees are normally recruited through recommendation and interviewed by the existing Trustees before an appointment is made.

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.

Board Meetings

The Trustees held 7 meetings during the year.

Connected Charities

There are no connected Charities.

Objectives and Activities

Mission statement

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

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Trustees' Report for the year ended March 2013

Public Benefit

The directors/trustees have complied with the duty in section 17(5) of the Charities Act 2011 to have due regard to the guidance published by the Charity Commission.

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

Some of our volunteers will help with the complicated form-filling if needed.

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

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, 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.

Where appropriate systems or procedures have been established to mitigate the risks faced

The external risks to funding have been recognized and the shop trading income has been positive in the year

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

Achievements and performance

This year has been a successful one and we have continued to manage the business as we recover from our key funding loss from Dorset County Council.

Our retail shop unit has been busy and well managed, which it needs to be as we continue to provide our customers with the assistance, guidance and support upon which they have relied on us for many years

Norddis is only as strong as our volunteers and helpers and they are the lifeblood on which we depend. We are very fortunate to have such a dedicated and caring group of people. Each and every one has made a great contribution to what we are about.

I could not have coped without the great assistance provided by the Trustees and volunteers. They spend a great deal of time on Norddis affairs away from the limelight which is not always seen by others. They are very dedicated and my heartfelt thanks to you all. We are very lucky to have in what we can call a family of people who do care about those who come to us for help and guidance.

I indicated last year that I would now be standing down as Chairman having had the honour of being your Chairman for a number of years. I am very happy at this meeting to tell you that I am able to confirm that I will now continue in this role.

Thank you for all the effort and support that you have given to Norddis and me in the past year

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Trustees report for the year ended 31 March 2013

Financial Review

Total reserves at the end of the year were £29,518 all of which were unrestricted apart from £213 27 from Signpost Housing to set up and promote a new website

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.

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Trustees report for the year ended March 2013

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 of the Companies Act 2006.

This report was approved by the board of directors and trustees and signed on its behalf on 13 August 2013.

By Order of the Board


Chairperson of the Trustees
Mr L Venters

X Date 24/10/2013

X

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 2013,
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 144(2) of the Charities Act 2011 (the 2011 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 145 of the 2011 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 2013

	<i>Notes</i>	Unrestricted <u>Funds</u> <u>2013</u>	Restricted <u>Funds</u> <u>2013</u>	Total <u>Funds</u> <u>2013</u>	Total <u>Funds</u> <u>2012</u>
Incoming resources					
Incoming resources from generated funds					
Donations	2	939	-	939	519
Grants	2	3,650	-	3,650	11,940
Investment Income		39	-	39	42
Incoming resources from charitable activities					
Activities for generating funds	3	19,065	-	19,065	22,027
		-----	-----	-----	-----
Total incoming resources		<u>23,693</u>	<u>-</u>	<u>23,693</u>	<u>34,528</u>
Resources expended					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs	4	6,608	-	6,608	13,120
Charitable activities	5	14,656	762	15,418	16,984
Governance costs	6	255	-	255	350
Other resources expended	7	338	-	338	99
		-----	-----	-----	-----
Total resources expended		<u>21,857</u>	<u>762</u>	<u>22,619</u>	<u>30,553</u>
Net movement in funds					
		<u>1,836</u>	<u>- 762</u>	<u>1,074</u>	<u>3,975</u>
Reconciliation of funds					
Total funds brought forward		<u>27,469</u>	<u>975</u>	<u>28,444</u>	<u>24,469</u>
		-----	-----	-----	-----
Total funds carried forward		<u>29,305</u>	<u>213</u>	<u>29,518</u>	<u>28,444</u>

There were no recognised gains or losses for 2013 other than those included in the Statement of Financial Activities

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
BALANCE SHEET
AS AT 31 MARCH 2013

	<i>Notes</i>	2013		2012	
		£	£	£	£
CURRENT ASSETS					
Stock		8,208		8,354	
Debtors and prepayments	9	1,417		1,417	
Cash at bank and in hand		20,818		19,323	
		-----		-----	
		30,443		29,094	
CREDITORS. Due within					
one year	10	925		650	
		-----		-----	
NET CURRENT ASSETS			29,518		28,444
			-----		-----
Total assets less current liabilities			29,518		28,444
			=====		=====
Funds					
Unrestricted funds	11		31,444		27,469
Restricted funds			213		975
			-----		-----
Total funds			31,657		28,444
			=====		=====

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
BALANCE SHEET
(continued)

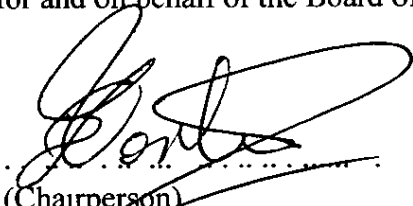
The financial statements were approved by the Board of Trustees on 13th August 2013

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

24/10/2013 ✓
.....
Date

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2013

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 issued in March 2005, and the FRSSE(effective January 2008)

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)

Draft Notes to the accounts for the year ended 31 March 2013

	Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
2. Grants and Subscriptions				
Alice Cooper Dean	-	-	-	5,000
Council grants	3,550	-	3,550	940
Valentine Trust	-	-	-	3,000
YAPP	-	-	-	3,000
Three Rivers	250	-	250	250
Donations	789	-	789	519
	-----	-----	-----	-----
	4,589	-	4,589	12,709
	=====	=====	=====	=====
3 Activities for generating funds				
Sale and hire of goods and equipment	18,808	-	18,808	21,062
Miscellaneous	257	-	257	965
	-----	-----	-----	-----
	19,065	-	19,065	22,027
	=====	=====	=====	=====
4 Cost of generating funds				
Purchases	6,608	-	6,608	13,120
	-----	-----	-----	-----
	6,608	-	6,608	13,120
	=====	=====	=====	=====
5 Direct costs				
Travelling expenses	-	-	-	390
Volunteer expenses	2,114	-	2,114	3,099
Trustee expenses	120	-	120	-
Premises, rent and services	11,999	-	11,999	13,180
Sundry expenses and subscriptions	423	762	1,185	315
	-----	-----	-----	-----
	14,656	762	15,418	16,984
	=====	=====	=====	=====

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Notes to the accounts for the year ended 31 March 2013

continued

	Unrestricted Funds	Restricted Funds	Total 2013	Total 2012
	£	£	£	£
6 Governance				
Accountancy	255	-	255	350
	-----	-----	-----	-----
	255	-	255	350
	=====	=====	=====	=====
7 Support Costs				
Administration expenses	338	-	338	99
	-----	-----	-----	-----
	338	-	338	99
	=====	=====	=====	=====

8 Staff Costs

No remuneration was paid to trustees in the year

Trustees' direct expenses were reimbursed

There were no employed staff during the year

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Notes to the accounts for the year ended 31 March 2013.

	2013	2012
9 Debtors		
Prepayments	1,417	1,417
	-----	-----
	<u>1,417</u>	<u>1,417</u>
 10 Creditors: Amounts falling due within one year		
Bank loans and overdrafts	620	0
Other creditors	305	650
	-----	-----
	<u>925</u>	<u>650</u>
 11 Statement of movement on funds		
General fund	31,444	27,469
Net movement in funds	1,836	3,975
	-----	-----
	<u>33,280</u>	<u>31,444</u>