

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

**(A COMPANY LIMITED BY GUARANTEE)**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2016**

THURSDAY



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

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**NORTH DORSET DISABILITY**  
**INFORMATION SERVICE (NORDDIS)**  
**Legal and administrative information**

Trustees:	Mrs E V Haddleton	Chairperson
	Mrs C Mitchell	Vice Chairperson
	Mrs M Stainforth	Secretary
	Mr K B G Wood	Finance Officer/Treasurer
	Mrs T A Murphy	Trustee
	Mrs J M Marton	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 2016**

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2016. 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 5 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 2016**

**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**

We continue to benefit from the support of Gillingham Town council who kindly recognise the good work that our Charity performs, and we are very appreciative. Our retail shop has a very professional and welcoming atmosphere. The Town's major employer via their local recognition service scheme kindly supported us with a donation of £1000. As far as our shop is concerned sales increased by £4,000 in all, particularly the hire of equipment both old and new aspects of our sales income. Costs were held at the previous years levels and motivated volunteers maintained excellent levels of customer service. We are fortunate to have an excellent reputation for both. We will no doubt face challenges in the year ahead, but I remain confident we can achieve our goals together and face them with continued optimism and confidence.

**Financial Review**

Total reserves at the end of the year were £32,807 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)**  
**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 2016, 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 our 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 our 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 our 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.

  
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 2016**

	<i>Notes</i>	<b>Unrestricted <u>Funds</u> <u>2016</u></b>	<b>Restricted <u>Funds</u> <u>2016</u></b>	<b>Total <u>Funds</u> <u>2016</u></b>	<b>Total <u>Funds</u> <u>2015</u></b>
<b>Incoming resources</b>					
<b>Incoming resources from generated funds</b>					
Donations	2	755	-	755	266
Grants	2	2,400	-	2,400	1,000
Investment Income		48	-	48	29
<b>Incoming resources from charitable activities</b>					
Activities for generating funds	3	23,785	-	23,785	20,990
		-----	-----	-----	-----
Total incoming resources		26,988	-	26,988	22,285
		=====	=====	=====	=====
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Fundraising trading: costs of goods sold and other costs	4	8,870	-	8,870	5,446
Charitable activities	5	12,243	-	12,243	13,051
Governance costs	6	330	-	330	338
Other resources expended	7	443	-	443	392
		-----	-----	-----	-----
<b>Total resources expended</b>		21,886	-	21,886	19,227
		=====	=====	=====	=====
Net movement in funds		5,102	-	5,102	3,058
		=====	=====	=====	=====
<b>Reconciliation of funds</b>					
Total funds brought forward		32,363	213	32,576	29,518
		-----	-----	-----	-----
Total funds carried forward		37,465	213	37,678	32,576
		=====	=====	=====	=====

There were no recognised gains or losses for 2016 other than those included in the Statement of Financial Activities.

**NORTH DORSET DISABILITY**  
**INFORMATION SERVICE (NORDDIS)**  
**BALANCE SHEET**  
**AS AT 31 MARCH 2016**

	<i>Notes</i>	2016		2015	
		£	£	£	£
FIXED ASSETS	2				
CURRENT ASSETS					
Debtors due within one year	2				
Stock		9,118		8,303	
Debtors and prepayments	9	1,417		1,417	
Cash at bank and in hand		22,810		18,523	
		-----		-----	
		33,345		28,243	
CREDITORS: Due within one year	10	325		325	
		-----		-----	
NET CURRENT ASSETS			33,020		27,918
			-----		-----
Total assets less current liabilities			33,020		27,918
			=====		=====
<b>Funds</b>					
Unrestricted funds	11		32,807		27,705
Restricted funds			213		213
			-----		-----
<b>Total funds</b>			33,020		27,918
			=====		=====



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

The financial statements were approved by the Board of Trustees on 11th July 2016.

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)

E. HADDLETON

..... 1st September 2016  
Date

**NORTH DORSET DISABILITY**  
**INFORMATION SERVICE (NORDDIS)**  
**Notes to the accounts for the year ended 31 March 2016**

## **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)**  
**Notes to the accounts for the year ended 31 March 2016**

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>2. Grants and Subscriptions</b>				
Grants	2,400	-	2,400	1,000
Donations	755	-	755	266
	-----	-----	-----	-----
	3,155	-	3,155	1,266
	=====	=====	=====	=====
<b>3 Activities for generating funds</b>				
Sale and hire of goods and equipment	23,328	-	23,328	20,857
Miscellaneous	457	-	457	133
	-----	-----	-----	-----
	23,785	-	23,785	20,990
	=====	=====	=====	=====
<b>4 Cost of generating funds</b>				
Purchases	8,870	-	8,870	5,446
	-----	-----	-----	-----
	8,870	-	8,870	5,446
	=====	=====	=====	=====
<b>5 Direct costs</b>				
Volunteer expenses	355	-	355	1,153
Premises, rent and services	11,511	-	11,511	11,592
Sundry expenses and subscriptions	377	-	377	306
	-----	-----	-----	-----
	12,243	-	12,243	13,051
	=====	=====	=====	=====

**NORTH DORSET DISABILITY**  
**INFORMATION SERVICE (NORDDIS)**  
**Notes to the accounts for the year ended 31 March 2016**

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
<b>6 Governance</b>				
Accountancy	330	-	330	338
	-----	-----	-----	-----
	330	-	330	338
	=====	=====	=====	=====
<b>7 Support Costs</b>				
Administration expenses	443	-	443	392
	-----	-----	-----	-----
	443	-	443	392
	=====	=====	=====	=====

**8 Staff Costs**

No remuneration was paid to trustees in the year. Trustees' direct expenses were reimbursed.

	2016 £	2015 £
<b>9 Debtors</b>		
Prepayments	1,417	1,417
	-----	-----
	1,417	1,417
	=====	=====

**10 Creditors: Amounts falling due within one year**

Other creditors	325	325
	-----	-----
	325	325
	=====	=====

**11 Statement of movement on funds**

General fund	27,705	24,647
Net movement in funds	5,102	3,058
	-----	-----
	32,807	27,705
	=====	=====