

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
(A COMPANY LIMITED BY GUARANTEE)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

Company Number: 05412946
Charity No: 1110328

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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:	Mr L Venters	Chairperson
	Mrs E V Haddleton	Vice Chairperson
	Mrs J M Marton	Trustee
	Mrs M Stainforth	Secretary
	Mr K B G Wood	Finance Officer/Treasurer
	Mrs C Mitchell	Trustee
	Mrs T A Murphy	Trustee
	Mrs S Scammell	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 2015

The Trustees present their report along with the financial statements of the Charity for the year ended 31 March 2015. 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 2015

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

The year has been a positive one. 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 for their support. Our retail shop was redecorated last year and is very well presented giving a very professional feel. That said our retail sales plus hire and rental income has reduced in the region of £5,000 and has to be a main focus in the period ahead. Stock purchases have reduced in the region of £3,000 but as we see sales increasing we have the liquidity to increase our stock purchases which is vital as we face pressure from competitors.

WE are fortunate to have an excellent reputation for both service and motivated volunteers.

There will no doubt be further challenges in the year ahead but I remain confident that we can face them with optimism and be confident for the year ahead.

Once again a huge thank you to you all.

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
Trustees report for the year ended 31 March 2015

Financial Review

Total reserves at the end of the year were £27,918 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 2015

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 2011. 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 board of directors and trustees and signed on its behalf on 1st June 2015.

By Order of the Board

Chairperson of the Trustees
Mr L Venters

x 

Date 21st September 2015

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 2015, 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 2015

	<i>Notes</i>	Unrestricted <u>Funds</u> <u>2015</u>	Restricted <u>Funds</u> <u>2015</u>	Total <u>Funds</u> <u>2015</u>	Total <u>Funds</u> <u>2014</u>
Incoming resources					
Incoming resources from generated funds					
Donations	2	266	-	266	789
Grants	2	1,000	-	1,000	746
Investment Income		29	-	29	24
Incoming resources from charitable activities					
Activities for generating funds	3	20,990	-	20,990	25,129
		-----	-----	-----	-----
Total incoming resources		22,285	-	22,285	26,688
		=====	=====	=====	=====
Resources expended					
Costs of generating funds					
Fundraising trading: costs of goods sold and other costs					
	4	5,446	-	5,446	15,732
Charitable activities	5	13,051	-	13,051	15,143
Governance costs	6	338	-	338	312
Other resources expended	7	392	-	392	159
		-----	-----	-----	-----
Total resources expended		19,227	-	19,227	31,346
		=====	=====	=====	=====
Net movement in funds		3,058	-	3,058	- 4,658
		=====	=====	=====	=====
Reconciliation of funds					
Total funds brought forward		24,647	213	24,860	29,518
		-----	-----	-----	-----
Total funds carried forward		27,705	213	27,918	24,860
		=====	=====	=====	=====

There were no recognised gains or losses for 2015 other than those included in the Statement of Financial Activities.

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)
BALANCE SHEET
AS AT 31 MARCH 2015

	<i>Notes</i>	2015	2014
		£	£
CURRENT ASSETS			
Stock		8,303	4,834
Debtors and prepayments	9	1,417	1,417
Cash at bank and in hand		18,523	18,914
		-----	-----
		28,243	25,165
CREDITORS: Due within one year	10	325	305
		-----	-----
NET CURRENT ASSETS		27,918	24,860
		-----	-----
Total assets less current liabilities		27,918	24,860
		=====	=====
Funds			
Unrestricted funds	11	27,705	24,647
Restricted funds		213	213
		-----	-----
Total funds		27,918	24,860
		=====	=====


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

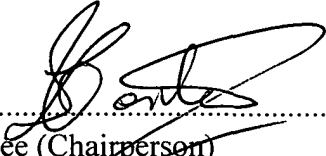
The financial statements were approved by the Board of Trustees on 1st June 2015.

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


21st September 2015
.....
Date

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2015

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 2015

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
2. Grants and Subscriptions				
Diaego grant	-	-	-	100
Council grants	1,000	-	1,000	870
Donations	266	-	266	565
	-----	-----	-----	-----
	1,266	-	1,266	1,535
	=====	=====	=====	=====
3 Activities for generating funds				
Sale and hire of goods and equipment	20,857	-	20,857	24,974
Miscellaneous	133	-	133	155
	-----	-----	-----	-----
	20,990	-	20,990	25,129
	=====	=====	=====	=====
4 Cost of generating funds				
Purchases	5,446	-	5,446	15,732
	-----	-----	-----	-----
	5,446	-	5,446	15,732
	=====	=====	=====	=====
5 Direct costs				
Volunteer expenses	1,153	-	1,153	2,250
Premises, rent and services	11,592	-	11,592	12,530
Sundry expenses and subscriptions	306	-	306	363
	-----	-----	-----	-----
	13,051	-	13,051	15,143
	=====	=====	=====	=====

NORTH DORSET DISABILITY
INFORMATION SERVICE (NORDDIS)

Notes to the accounts for the year ended 31 March 2015

continued

	Unrestricted Funds £	Restricted Funds £	Total 2015 £	Total 2014 £
6 Governance				
Accountancy	338	-	338	312
	-----	-----	-----	-----
	338	-	338	312
	=====	=====	=====	=====
7 Support Costs				
Administration expenses	392	-	392	159
	-----	-----	-----	-----
	392	-	392	159
	=====	=====	=====	=====

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 2015.

	2015	2014
9 Debtors		
Prepayments	1,417	1,417
	-----	-----
	1,417	1,417
	=====	=====
10 Creditors: Amounts falling due within one year		
Other creditors	0	305
	-----	-----
	0	305
	=====	=====
11 Statement of movement on funds		
General fund	24,647	29,305
Net movement in funds	3,058	-4,658
	-----	-----
	27,705	24,647
	=====	=====