

North Dorset Disability Information Service (NORDDIS)

Charity No. 1110328

Company No. 05412946

Trustees' Report and Unaudited Accounts

31 March 2020

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North Dorset Disability Information Service (NORDDIS)
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North Dorset Disability Information Service (NORDDIS)

Trustees Annual Report

The charity trading name is:

Norddis

The Trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 31 March 2020.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 05412946

Charity No. 1110328

Principal Office

3 Newbury Court
Gillingham
Dorset
England
SP8 4QX

Registered Office

3 Newbury Court
Gillingham
Dorset
SP8 4QX

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

E.V. Haddleton
M.T. Lissenburg
C. Mitchell
T.A. Murphy
F.A. Shotter
S.C. Shotter
P.I. Yeoman

Company Secretary

T.A. Murphy

Key Management Personnel

Chairperson	Mrs Eileen Vera Haddleton
Vice Chairperson	Mrs Sue Shotter
Finance officer/Treasurer	Mr Peter Ian Yeoman

Accountants

Charltons Accountancy Limited
The Offices
Middle Farm
Charlton Horethorne
Sherborne
DT9 4NL

North Dorset Disability Information Service (NORDDIS)
Trustees Annual Report

Bankers

Lloyds Bank
25 Gresham Street
London
EC2V 7HN

OBJECTIVES AND ACTIVITIES

The purpose of the charity as set out in its governing document is to empower disabled people, older people and/or their carers, by allowing them access to information about current services that are available, both statutory and voluntary. The charity's main objective is to help people with disabilities living in North Dorset and the surrounding areas, so that they may lead more active and fulfilling lives.

NORDDIS is a unique charity run entirely by unpaid volunteers, a number of whom have disabilities or act as carers so have a good understanding of the difficulties incurred. It was started in 1994 by a group of disabled people who wanted to help others achieve a better quality of life. Since then, the main activities undertaken in relation to those purposes are that the charity has continued to run a shop which is accessible by disabled and older people and their carers where they can purchase or hire equipment which improves their quality of life and assist them with their disabilities. In addition our volunteers provide information and other services to customers including assisting them with complicated form-filling, thus providing support and invaluable services to the community.

The trustees have given due consideration to the Charity Commission's guidance on the public benefit requirement. The main activities undertaken to further the charity's purposes for the public benefit include the fact that the Trustees are aware of the changing needs of their clients. The display in the shop reflects the increased needs of carers, especially those caring for the elderly or those looking after relatives. All of the volunteers 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 brief chat to a volunteer with similar experiences can help to lift a customer's spirits and is invaluable to them. Some of the regular customers will regard the shop as a 'home from home' and the volunteers benefit from increased feelings of self-worth in the knowledge that they are helping the community.

ACHIEVEMENTS AND PERFORMANCE

NORDDIS has continually changed in order to fulfil the needs of our customers, which now include a high proportion of elderly carers. 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. The Charity is continuing to do well, quickly responding to the needs of the local residents, but at the same time, sourcing new, less expensive and up-to-date products. The charity is in a fortunate position in that many people donate unwanted equipment that can be reused for the benefit of others, and more importantly, if we have a surplus of unwanted items we are able to pass these to other charities helping others less fortunate. NORDDIS cannot be successful without the enthusiasm, dedication and commitment of our volunteers who are doing a grand job in moving forward and responding to the changing climate. The atmosphere in the shop is always welcoming and our customers know that we will all do our utmost to help them find what they need. We have received additional grants from Tesco's and Waitrose totalling £1,933 which was in the main used to update our hire wheelchair fleet to include a bariatric chair which is now in greater demand. There was a minor increase in turnover though performance did fall away in March as our customer base is with the vulnerable due to age or disability who were taking personal decisions to shield before the formal 'lockdown' arrangements were introduced at the end of March.

North Dorset Disability Information Service (NORDDIS)

Trustees Annual Report

Our volunteers continue to be motivated and provide excellent levels of customer service and go above and beyond and will chat to customers with similar experiences to the point where regular customers will regard the shop as a 'home from home', which is of benefit, as having a disability or acting as a carer can isolate the individual. We do have customers often call in just for a chat and use us as a 'meeting point' (though they also buy supplies through us) which brings better mental health which is of itself an incalculable benefit to those involved. This benefits the wider society and the volunteers benefit from increased feelings of self-worth. The charity has continued to provide a professional and useful service to the beneficiaries. The beneficiaries are the customers to whom the charity provides advice and equipment. The customers being the disabled, elderly, and carers and relatives of the elderly or disabled.

FINANCIAL REVIEW

The trustees consider the financial performance by the charity during the year to have been satisfactory.

Total reserves at the year end were £31,379 all of which were unrestricted apart from £213 brought forward from Signpost Housing to set up and promote a new website.

The trustees aim to maintain free reserves in unrestricted funds at a level which equates to approximately 12 months of charitable expenditure. The trustees consider that this level will provide sufficient funds to ensure that support and governance costs are covered if the charity is unable to obtain enough from future sales, donations and grants. The balance held as unrestricted funds at 31 March was £31,166. The current level of reserves is approximately equal to this figure. The company also holds £213 of restricted funds in relation to monies received from Signpost Housing to set up and promote a new website.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is registered in England & Wales with the charity commission in England & Wales (CCEW). The charity is constituted as a company limited by guarantee, registered under the Companies Acts. The governing document of the charity is the Memorandum and Articles of Association establishing the company under the company legislation. There are no restrictions in the governing documents on the operation of the Charity or on its investment powers other than those imposed by Charity Law.

Appointment of Trustees is governed by the Trust Deed of the Charity. The Board of Trustees are 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 elderly. Trustees are normally recruited through recommendation and interviewed by the existing Trustees before an appointment is made.

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

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Signed on behalf of the board



E.V. Haddleton

Trustee

31 October 2020

North Dorset Disability Information Service (NORDDIS)

Statement of Financial Activities

for the year ended 31 March 2020

		Unrestricted funds	Restricted funds	Total funds	Total funds
		2020	2020	2020	2019
	Notes	£	£	£	£
Income and endowments					
from:					
Donations and legacies	4	2,596	-	2,596	810
Charitable activities	5	21,884	-	21,884	22,232
Investments	6	38	-	38	-
Total		24,518	-	24,518	23,042
Expenditure on:					
Charitable activities	7	10,971	-	10,971	8,509
Other	8	15,334	-	15,334	16,538
Total		26,305	-	26,305	25,047
Net gains on investments		-	-	-	-
Net expenditure		(1,787)	-	(1,787)	(2,005)
Transfers between funds		-	-	-	-
Net expenditure before other gains/(losses)		(1,787)	-	(1,787)	(2,005)
Other gains and losses					
Net movement in funds		(1,787)	-	(1,787)	(2,005)
Reconciliation of funds:					
Total funds brought forward		32,953	213	33,166	35,171
Total funds carried forward		31,166	213	31,379	33,166

North Dorset Disability Information Service (NORDDIS)
Summary Income and Expenditure Account
for the year ended 31 March 2020

	2020	2019
	£	£
Income	24,480	23,042
Interest and investment income	38	-
Gross income for the year	<u>24,518</u>	<u>23,042</u>
Expenditure	26,305	25,047
Total expenditure for the year	<u>26,305</u>	<u>25,047</u>
Net expenditure before tax for the year	(1,787)	(2,005)
Net expenditure for the year	<u>(1,787)</u>	<u>(2,005)</u>

North Dorset Disability Information Service (NORDDIS)**Balance Sheet**

at 31 March 2020

Company No. 05412946	Notes	2020 £	2019 £
Current assets			
Stocks	10	9,760	8,929
Debtors	11	1,623	1,623
Cash at bank and in hand		21,066	23,604
		<u>32,449</u>	<u>34,156</u>
Creditors: Amount falling due within one year	12	(1,070)	(990)
Net current assets		<u>31,379</u>	<u>33,166</u>
Total assets less current liabilities		<u>31,379</u>	<u>33,166</u>
Net assets excluding pension asset or liability		<u>31,379</u>	<u>33,166</u>
Total net assets		<u><u>31,379</u></u>	<u><u>33,166</u></u>
The funds of the charity			
Restricted funds	13		
Restricted income funds		213	213
		<u>213</u>	<u>213</u>
Unrestricted funds	13		
General funds		31,166	32,953
		<u>31,166</u>	<u>32,953</u>
Reserves	13		
Total funds		<u><u>31,379</u></u>	<u><u>33,166</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 31 March 2020 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

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

Approved by the board on 31 October 2020

And signed on its behalf by:



E.V. Haddleton

Trustee

31 October 2020

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.
Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.

North Dorset Disability Information Service (NORDDIS)

Notes to the Accounts

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

North Dorset Disability Information Service (NORDDIS)
Notes to the Accounts

3 Statement of Financial Activities - prior year

	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £
Income and endowments from:			
Donations and legacies	810	-	810
Charitable activities	22,232	-	22,232
Total	23,042	-	23,042
Expenditure on:			
Charitable activities	8,509	-	8,509
Other	16,538	-	16,538
Total	25,047	-	25,047
Net income	(2,005)	-	(2,005)
Net income before other gains/(losses)	(2,005)	-	(2,005)
Other gains and losses:			
Net movement in funds	(2,005)	-	(2,005)
Reconciliation of funds:			
Total funds brought forward	34,958	213	35,171
Total funds carried forward	32,953	213	33,166

4 Income from donations and legacies

	Unrestricted £	Total 2020 £	Total 2019 £
Small donations	2,096	2,096	310
Small grants	500	500	500
	2,596	2,596	810

5 Income from charitable activities

	Unrestricted £	Total 2020 £	Total 2019 £
Charitable activities	21,884	21,884	22,232
	21,884	21,884	22,232

North Dorset Disability Information Service (NORDDIS)
Notes to the Accounts

6 Income from investments

	Unrestricted	Total	Total
		2020	2019
	£	£	£
Interest receivable	38	38	-
	<u>38</u>	<u>38</u>	<u>-</u>

7 Expenditure on charitable activities

	Unrestricted	Total	Total
		2020	2019
	£	£	£
<i>Expenditure on charitable activities</i>			
Charitable activities	10,971	10,971	8,509
	<u>10,971</u>	<u>10,971</u>	<u>8,509</u>

8 Other expenditure

	Unrestricted	Total	Total
		2020	2019
	£	£	£
Volunteer training and welfare	341	341	454
Volunteer expenses	300	300	812
Premises costs	11,978	11,978	12,696
General administrative costs	2,535	2,535	2,102
Legal and professional costs	180	180	474
	<u>15,334</u>	<u>15,334</u>	<u>16,538</u>

9 Staff costs

No employee received emoluments in excess of £60,000.

10 Stocks

	2020	2019
	£	£
Raw materials and consumables	9,760	8,929
	<u>9,760</u>	<u>8,929</u>
Carrying value analysed by activities	2020	2019
	£	£
Charitable activities	9,760	8,929
	<u>9,760</u>	<u>8,929</u>

North Dorset Disability Information Service (NORDDIS)

Notes to the Accounts

11 Debtors

	2020	2019
	£	£
Other debtors	206	206
Prepayments and accrued income	1,417	1,417
	<u>1,623</u>	<u>1,623</u>

12 Creditors:

amounts falling due within one year

	2020	2019
	£	£
Trade creditors	374	-
Accruals and deferred income	696	990
	<u>1,070</u>	<u>990</u>

13 Movement in funds

	At 1 April 2019	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2020 £
Restricted funds:				
Restricted income funds:				
Restricted fund	213	-	-	213
<i>Total</i>	<u>213</u>	<u>-</u>	<u>-</u>	<u>213</u>
Unrestricted funds:				
General funds	32,953	24,518	(26,305)	31,166
Revaluation Reserves:				
Total funds	<u>33,166</u>	<u>24,518</u>	<u>(26,305)</u>	<u>31,379</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Restricted fund This fund represents monies received from Signpost Housing specifically to be used for set up and promotion of a new website. The funds are the balance of funds received still not spent on the specific project.

14 Analysis of net assets between funds

	Unrestricted funds £	Total £
Net current assets	31,379	31,379
	<u>31,379</u>	<u>31,379</u>

15 Reconciliation of net debt

	At 1 April 2019 £	Cash flows £	New HP/Finance leases £	At 31 March 2020 £
Cash and cash equivalents	23,604	(2,538)		21,066
	<u>23,604</u>	<u>(2,538)</u>	-	<u>21,066</u>
Net debt	<u>23,604</u>	<u>(2,538)</u>	-	<u>21,066</u>

16 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

North Dorset Disability Information Service (NORDDIS)
Detailed Statement of Financial Activities
for the year ended 31 March 2020

	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income and endowments from:			
Donations and legacies			
Small donations	2,096	2,096	310
Small grants	500	500	500
	<u>2,596</u>	<u>2,596</u>	<u>810</u>
Charitable activities			
Charitable activities	21,884	21,884	22,232
	<u>21,884</u>	<u>21,884</u>	<u>22,232</u>
Investments			
Interest receivable	38	38	-
	<u>38</u>	<u>38</u>	<u>-</u>
Total income and endowments	24,518	24,518	23,042
Expenditure on:			
Charitable activities			
Charitable activities	10,971	10,971	8,509
	<u>10,971</u>	<u>10,971</u>	<u>8,509</u>
Total of expenditure on charitable activities	10,971	10,971	8,509
Employee costs			
Staff training	341	341	454
	<u>341</u>	<u>341</u>	<u>454</u>
Motor and travel costs			
Travel and subsistence	300	300	812
	<u>300</u>	<u>300</u>	<u>812</u>
Premises costs			
Rates	8,910	8,910	9,121
Light, heat and power	2,075	2,075	1,415
Premises insurances	765	765	765
Premises repairs and maintenance	228	228	1,395
	<u>11,978</u>	<u>11,978</u>	<u>12,696</u>
General administrative costs, including depreciation and amortisation			
Bank charges	55	55	60
Equipment expensed	-	-	77
Information and publications	469	469	220
Software, IT support and related costs	106	106	-
Stationery and printing	299	299	345

North Dorset Disability Information Service (NORDDIS)

Detailed Statement of Financial Activities

Sundry expenses			186	186	104
Telephone, fax and broadband			1,420	1,420	1,296
			<u>2,535</u>	<u>2,535</u>	<u>2,102</u>
Legal and professional costs					
Accountancy and bookkeeping			180	180	474
			<u>180</u>	<u>180</u>	<u>474</u>
Total of expenditure of other costs			<u>15,334</u>	<u>15,334</u>	<u>16,538</u>
Total expenditure			26,305	26,305	25,047
Net gains on investments			-	-	-
			<u>(1,787)</u>	<u>(1,787)</u>	<u>(2,005)</u>
Net expenditure					
Net expenditure before other gains/(losses)			<u>(1,787)</u>	<u>(1,787)</u>	<u>(2,005)</u>
Other Gains			-	-	-
			<u>(1,787)</u>	<u>(1,787)</u>	<u>(2,005)</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward	32,953	213	-	33,166	35,171
Total funds carried forward	<u>31,166</u>	<u>213</u>	<u>-</u>	<u>31,379</u>	<u>33,166</u>