



Dorset Mind

(A company limited by guarantee)

**Report and Financial Statements
For the Year Ended 31 March 2012**

**Charity number 1108168
Company number 5333018**

Dorset Mind
(A company limited by guarantee)

Financial Statements
For the Year Ended 31 March 2012

Contents Page

Reference and Administrative Details	2
Structure, Governance and Management	3
Objectives and Activities	5
Achievements and Performance	7
Financial Review	9
Responsibilities of the Executive Committee	11
Independent Examiner's Report to the Trustees of Dorset Mind	11
Statement of Financial Activities	12
Balance Sheet	13
Notes forming part of the financial statements	14

Dorset Mind
Report of the Directors for the year ended 31 March 2012

The Directors present their report and financial statements for the year ended 31 March 2012.

Reference and Administrative Details

Charity Name: Dorset Mind
Charity registration number: 1108168
Company registration number: 5333018

Registered Office: 11 Shelley Road
Bournemouth
BH1 4JQ

Trustees

Mr J Stevenson	Chair (resigned 15 August 2012)
Mr I. Prankerd	Treasurer
Mr T.F. Hartwell	(resigned 18 September 2012)
Miss H Wade	
Mrs C.H. Newnham	(Resigned 1 September 2012)
Mr E. Sosseh	(Resigned 7 December 2011)
Mrs C Davis-McCluskie	(Appointed January 2011)
Mrs E Chtereva	(Appointed September 2011)

Reporting Accountants

Moneywise Solutions Ltd
Accountants and Independent Examiners
9 Sherwood Avenue
Ferndown
Dorset BH22 8JS

Bankers

CAF Bank Ltd
West Malling
Kent

Structure, Governance and Management

Governing Document

Dorset Mind is a charitable company limited by guarantee, incorporated on 14 January 2005 and registered as a charity on 17 February 2005. The company was established under a 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.

Recruitment and Appointment of Executive Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Executive Committee. Under the requirements of the Memorandum and Articles of Association the members of the Executive Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Executive Committee give their time voluntarily and receive no benefits from the charity. Any expenses claimed from the charity are set out in Note 8 to the Statement of Financial Activities.

Dorset Mind recognises that a diverse, skilled and committed Board of Trustees is essential to the effective governance and management of the Charity. Dorset Mind also believes that the composition of the Board of Trustees should reflect the communities it serves. New Trustees are sought by advertisement through local voluntary sector networks and through the Charity's services.

Trustee Induction and Training

Prospective Trustees are encouraged to attend at least three Executive Committee meetings before appointment or election. Following appointment, Trustees are required to complete an induction process which includes:

- A Criminal Records Bureau check;
- A declaration that they are eligible to stand as a Trustee under s. 72 of The Charities Act;
- An outline of the role of a Trustee and their responsibilities under charity and company law;
- The history, aims, objectives and principles of the Charity; and
- An overview of the principal policies adopted by the Charity.

Trustees are also supplied with a copy of the Trustee Recruitment Policy, which describes the role and responsibilities of the Trustees.

Organisational Structure

Dorset Mind has an Executive Committee which meets bi-monthly and is responsible for finance, policies and strategy. At the end of the accounting period the Executive Committee had four members from a variety of backgrounds relevant to the work of the charity.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chair, General Manager and service leaders.

Affiliation

Dorset Mind is affiliated to Mind (The National Association for Mental Health). Under the affiliation agreement, Dorset Mind agrees to:

- to share the charitable objectives of Mind; to abide by and promote the mental health, social care, human rights and other public policies adopted by Mind;
- to share the Mission Statement; and
- to operate to the standards outlines in the 'Quality Management in Mind' quality standard

Risk Management

The Executive Committee has considered the financial risks to which the charity is exposed. Financial systems have been established to manage the financial risks the charity faces.

Health and Safety procedures are in place to protect staff, volunteers and service users. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

Objectives and Activities

The Charity's objects are 'to promote the preservation of mental health and to assist in relieving and rehabilitating persons suffering from mental health problems or conditions of emotional or mental distress requiring advice or treatment.'

Strategy

Dorset Mind has set out a strategy covering the period 2009-12, based on the following principles:

- We will promote service user involvement in everything we do
- We will be open and accessible to all who need us at their point of need
- We will promote recovery and social inclusion
- We will tackle the barriers which prevent people from seeking and receiving help
- Our services will be ethical, safe and fair

The strategy also sets out six themes which form the foundation of our work:

- Dorset Mind will seek to expand and improve its governance, management and administrative functions to deal with future growth.
- Dorset Mind will work to empower service users to take a full part in all areas of its work
- We will reach out to all communities within Bournemouth, Poole and Dorset
- Dorset Mind will promote good mental health for all; it will work to challenge discrimination and reduce the stigma associated with mental health problems.
- Dorset Mind will develop and deliver services in accordance with its principles. It will seek to provide services to all sectors of the community,
- Dorset Mind is committed to quality.

Activities

The areas of charitable activity are the provision of services for people suffering from mental health problems and the promotion of better mental health. All activities are undertaken to meet the charitable purposes for the public benefit, and due regard has been paid to the public benefit guidance provided by the Charity Commission.

The services provided are:

- The Befriending Service
- Women in Mind
- Panacea
- The Trinity Mind Activities Club
- The Turbary Park Friday Lunch Club (Wellbeing in Mind)
- The Turbary Park Monday Breakfast Club (Monday is a New Day)
- Mind OUT Dorset
- Together in Mind

Volunteers

Dorset Mind's services could not be provided without volunteers: over twenty volunteers have helped to deliver the Befriending Service, while Together in Mind is led by volunteers. Volunteers have helped with all the other services, and with administrative tasks, fund-raising and mental health promotion.

Achievements and Performance

The main areas of charitable activity are the provision of services for people with mental health problems, projects which support the Charity's objectives and the provision of information.

Services

Befriending

The Befriending Service provides one to one support to members of the local community under two different funding streams a) those who have been referred by a local Community Mental Health Team or b) those who are under the care of their GP but who have a mental health problem which leads to social isolation. Around 25 people have been in receipt of befriending support during the last financial year.

Women in Mind

The Women in Mind groups continue to run weekly in Kinson and in Southbourne. The groups provide support for women with common and serious mental health problems, and an opportunity to share their issues in a supportive environment.

Panacea in Mind

The Panacea in Mind service provides a range of support services for people with anxiety and conditions such as agoraphobia, social phobia and obsessive-compulsive disorder. The service provides support meetings fortnightly in Bournemouth, a regular newsletter, distributed to over 200 members, and a library of books, tapes and other resources. Support meetings are well attended.

Together In Mind

'Together in Mind' is a social activities group, which has been set up and run by volunteers. Members of staff and volunteers offer support with planning, training and supervision. The group has met twice monthly throughout the year, with activities including coffee mornings, country walks, visits to art exhibitions, meals and pub quizzes.

Trinity Mind Activities Club (formerly known as the Pokesdown Club)

The Pokesdown Mind Club meets every Monday and Thursday afternoon for sporting and other activities, including badminton, indoor hockey, basketball, table tennis and pool. The Club meets at Wesley Hall, Southbourne.

Turbary Park Friday Lunch Club

The Turbary Park Friday Lunch Club meets weekly to prepare lunch and enjoy other activities. There is also a breakfast service on Mondays.

Mind OUT Dorset

The Mind OUT group has continued to provide support to lesbian, gay, bisexual and transgendered people with mental health problems. The group meets weekly.

Quality Management in Mind

In April 2012 Dorset Mind was awarded Level One of the national Mind Quality Management in Mind assessment.

Financial Review

Principal Funding Sources

The principal funding sources for the charity are Bournemouth Borough Council and the Bournemouth and Poole PCT. This funding is for five services - Befriending, Panacea, Women in Mind, the Turbary Park Friday Lunch Club and the MindOut

Dorset Mind continued to provide services to one residents of Dorset, which was funded by a Direct Payment from Dorset County Council.

We used the remaining funds from The Allen Lane Foundation and The Garfield Weston Foundation, who provided grants during 2010/11 to support the Befriending Service. We received funds from the Incorporated Bournemouth Free Church Council who provided a grant to support the Trinity Mind Activities Club.

Reserves Policy

The Executive Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be equal to three months expenditure based on the previous financial year. This policy was reviewed at the Executive Committee meeting held on 25 October 2011.

For the current accounting period, this is equivalent to a target of £9,088 held in unrestricted funds.

These reserves are held for the following purposes:

- To maintain services through periods of reduced funding and cash flow;
- To develop new projects;
- To pay redundancy and recruitment costs; and
- To respond to adverse incidents.

At the end of the accounting period, the unrestricted and designated funds totalled £9,726.

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are few funds for long term investment. Having considered the options available, the Executive Committee has placed such funds as are available in a CAF Gold Account with our bankers, CAF Bank Ltd.

Plans for Future Periods

The charity plans to continue providing the contracted services, subject to existing contracts being renewed. The Charity has considered a strategy for the four year period 2009-12 and has set out its priorities for the development of new services and the way they are delivered.

Responsibilities of the Executive Committee

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year.

In preparing those financial statements, the Directors should follow best practice and:

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

The Executive Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Executive Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Executive Committee

Members of the Executive Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 2.

In accordance with company law, as the company's directors, we certify that we are satisfied that the company is entitled to exemption under section 477 of the Companies Act 2006; and that no members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

Reporting Accountants

Moneywise Solutions Ltd of Ferndown were re-appointed as the charitable company's reporting accountants at the Annual General Meeting held on 1 November 2011 and have expressed their willingness to continue in that capacity.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the Executive Committee on 14 August 2012 and signed on its behalf by:

Ian Prankerd
(Director & Treasurer)

Independent Examiner's Report to the Trustees of Dorset Mind

I report on the accounts of the charity for the year ended 31 March 2012, which are set out on pages 12 to 17.

Respective responsibilities of Trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required this year under s.144 (2) of the Charities Act 2011 (the 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 Act
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145 (5) (b) of the Act; and
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. 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:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

A C Field FFA FCIE FFTA
Independent Examiner

Moneywise Solutions Ltd
9 Sherwood Avenue
Ferndown BH22 8JS

5 November 2012

Dorset Mind
Statement of Financial Activities
For the year ended 31 March 2012

	Unrestricted Funds	Restricted Funds	Total Funds 2012	<i>Total Funds 2011</i>
Incoming Resources				
Incoming resources from generated funds				
Voluntary income		38590	38590	50410
Activities for generating funds	4447		4447	3137
Investment income	87		87	70
Income Resources from charitable activities	175		175	141
Other income				
Total Incoming Resources	4709	38590	43299	53758
Resources Expended				
Costs of generating funds				
Cost of generating voluntary income	87		87	632
Charitable activities	831	43386	44217	35375
Governance costs	305		305	345
Other resources expended				
Total Resources Expended	1223	43386	44609	36352
Net incoming/(outgoing) resources before transfers	3486	-4796	-1310	17406
Transfers				
Gross transfers	3600	-3600		
Net movement in funds	7086	-8396	-1310	17406
Balances brought forward 31 March 2012	11849	26304	38153	20747
Balances carried forward	18935	17908	36843	38153

**Dorset Mind
Balance Sheet
As at 31st March 2012**

	Notes	£	2012 £	£	2011 £
Fixed Assets					
Tangible Assets	3		540		673
Current Assets					
Debtors	4		3586	328	
Cash at bank & in hand			33831	37800	
			37417	38128	
Creditors: amounts falling due within one year	5		-1114	-648	
Net current assets			36303		37480
Net assets			36843		38153
Capital and reserves					
Restricted funds	6		17908		26304
General funds	7		18935		11849
Total funds			36843		38153

For the year ended 31 March 2012 the company was entitled to exemption under section 477 of the Companies Act 2006. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for

- i) ensuring that the company keeps accounting records in accordance with the provisions of Chapter 2 of Part 15 of the Companies Act 2006; and
- ii) Preparing accounts which give a true and fair view of the assets, liabilities, financial position and profit or loss in accordance with the provisions of Chapter 4 of Part 15 of the Companies Act 2006 and which otherwise comply with the requirements of the Act, so far as they apply to the company.

Ian Prankerd
(Director & Treasurer)

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2012

1 Accounting Policies

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Incoming resources

Incoming resources are recognised in the statement of financial activities when entitlement has passed to the charity and amounts are certain and measurable

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Plant & Machinery

At a minimum of 20% on
Written Down Value

2 Operating Surplus

This is stated after charging:
Depreciation of owned fixed assets

2012	<i>2011</i>
£	£
133	190

3 Tangible fixed assets Cost

At 31 March 2011
Additions
Disposal
At 31 March 2012

2012	<i>2011</i>
£	£
1568	1486
0	244
0	-162
<u>1568</u>	<u>1568</u>

Plant & Machinery etc.

Depreciation

At 31 March 2011
Charge for the period
Disposal
At 31 March 2012

895	867
133	190
0	-162
<u>1028</u>	<u>895</u>

Net book value

At 31 March 2012

<u>540</u>	<u>673</u>
------------	------------

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2012

4 Debtors	2012	2011
	£	£
Prepayments	310	304
Other Debtors	3276	24
	<u>3586</u>	<u>328</u>
5 Creditors: amounts falling due within one year		
Other creditors	1114	648
6 Restricted funds	2012	2011
	£	£
At 31 March 2011	26304	11021
Movement during the year	-8396	15283
At 31 March 2012	<u>17908</u>	<u>26304</u>
7 General funds	2012	2011
	£	£
At 31 March 2011	11849	9726
Surplus for the period	3486	2123
Transfer from restricted funds (note 9)	3600	
Transfer from designated funds	-	
At 31 March 2012	<u>18935</u>	<u>11849</u>
8 Trustees Expenses	2012	2011
	£	£
Travelling expenses and sundry expenses have been paid to one trustee.	92	61

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2012

9 Funds

	Balance at 31 March 2011	Transfers	Income	Expend.	Balance at 31 March 2012
General	11849	3600	4709	1223	18935
<hr/>					
Restricted					
Admin Officer			5103	5103	0
LGBT	6066		150	4891	1325
Allen Lane Foundation	4500	-450			4050
Garfield Weston	3600	-3600			0
RAISIN	1385			534	851
Turbary Park Cash Float	151				151
Cooper Dean Foundation	5000			2850	2150
Women in Mind			4704	4704	0
Befriending		450	6618	7068	0
Turbary Park			10282	7262	3020
Trinity	5044		8313	6996	6361
Panacea	558		3420	3978	0
	26304	-3600	38590	43386	17908

Transfers

The £3600 transfer from restricted funds to unrestricted funds was made to reimburse the unrestricted funds for the expenses incurred in respect of the befriending service completing the project for which these funds were given to the satisfaction of the donors

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2012

10 Grants Receivable

Major Grants (over £1000) included in voluntary income	2012
	£
From local authorities	
Bournemouth Borough Council	20891
From other institutions & bodies	
Dorset Healthcare NHS Foundation	3441
University Trust	
National Mind	4878
Bournemouth Free Church Council	8000
Other organisations and individuals	5827
(including Fundraising)	
	<hr/>
	<u>43037</u>

11 Charitable Activities Costs

	2012
	£
Salaries	30665
Travel	1257
Property Costs	2467
RAISIN website project	534
Support Costs Administration	9294
	<hr/>
	<u>44217</u>

These notes form part of these financial statements