

Dorset Mind

(A company limited by guarantee)

Report and Financial Statements For the Year Ended 31 March 2007

**Charity number 1108168
Company number 5333018**

Dorset Mind

(A company limited by guarantee)

Financial Statements**For the Year Ended 31 March 2007****Contents Page**

Reference and Administrative Details

Structure, Governance and Management

Objectives and Activities

Achievements and Performance

Financial Review

Statement of Financial Activities

Balance Sheet

Notes forming part of the financial statements

Dorset Mind **Report of the Directors for the year ended 31 March 2007**

The Directors present their report and audited financial statements for the year ended 31 March 2007.

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

The Rt Revd S. W. Harrison Chair
Mr A. W. Bryant Treasurer
Revd J. Hyde Vice Chair
Mr M. Bryan
Mrs J. M. Moores
Miss H. M. Wade
Mr J. S. R. Barbary (resigned 27 June 2007)
Mr R. Franklin (resigned 30 August 2006)
Mr N. P. Evans (resigned 13 July 2006)
Mrs H. M. Garrard (resigned 13 July 2006)
Mr J. Findlay (resigned 13 July 2006)
Mrs A. M. Wiggins (resigned 20 October 2006)
Ms D. M. Lawson (appointed 23 January 2007)
Mr K. J. Hall (appointed 27 March 2007)

Company Secretary

Mr T. T. Hughes-Davies

Auditors

Moneywise Solutions Ltd
Chartered Accountants
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.

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.

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 eight members from a variety of backgrounds relevant to the work of the charity.

The Company Secretary also sits on the Committee but has no voting rights.

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chair, Executive Officer 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 2006-2008, based on the following principles:

We will promote service user involvement in everything we do

We will be open and accessible to those who need us

We will promote recovery and social inclusion

We will be based in and engage with local communities

Our services will be ethical, safe and fair

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

We will build on our existing structure to provide a sound framework for the development and expansion of existing and new services;

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; and

Dorset Mind is committed to quality.

Activities

The main areas of charitable activity are the provision of services for people suffering from mental health problems and the promotion of better mental health. The services provided are:

- The Befriending Service
- Women in Mind
- Panacea
- Together in Mind
- OCD in Mind
- The Pokesdown Mind Club
- The Turbary Park Friday Lunch Club
- Men in Mind
- Mind OUT Dorset

In addition, the Charity has run a number of projects during the year:

- The Arts Project
- The Young Persons Project
- The Raisin Web-site
- The BME Community Engagement Project

Volunteers

Dorset Mind's services could not be provided without volunteers: over thirty volunteers have helped to deliver the Befriending Service, while three other services - Together in Mind, OCD in Mind and Mind OUT Dorset - are led by volunteers. Volunteers have helped with all the other services, as well as with the Arts Project, the Young Persons Project and the Raisin Website. Volunteers have also helped with administrative tasks, fund-raising and mental health promotion.

In total, around 60 people have volunteered for Dorset Mind, contributing an estimated total of over 3,000 hours of volunteer time. This does not include the time given by members of the Executive Committee.

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 who have a severe and/or enduring mental health problem and who have been referred by a local Community Mental Health Team. The number of befriending matches has averaged over 30 during the last twelve months, with a total of 54 clients receiving the service. All our befriending matches are regularly reviewed and it is genuinely rewarding to hear how valuable and supportive the presence of a volunteer befriender can be and how it can enable clients to gain confidence, access their local community, make new links and open up opportunities.

During the last year recruitment has been good, with around fifteen new befrienders joining the service, being recruited from a variety of sources.

Women in Mind

The Women in Mind groups 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. 46 service users have attended the groups during the year, with a total attendance for the year of 426.

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 and in Poole, a regular newsletter, distributed to over 200 members, a library of books, tapes and other resources and telephone support. Support meetings are well attended, with a total of 86 people attending during the year.

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. This group has been running since last September, and has enabled many members to challenge themselves and to gain new friends and support networks.

OCD in Mind

The OCD in Mind service for people with obsessive-compulsive disorder has 46 members, with monthly meetings attended by an average of 6 people. Guest speakers during the year have included India Haylor from the OCD Centre, Sharon Davies from OCD South West and Karen Brett, who presented her film, 'Conversations with Myself'. 12 people attended a Rational Emotional Behavioural Therapy course co-facilitated by Dorset Mind.

Pokesdown Mind Club

The Pokesdown Mind Club meets every Monday and Wednesday afternoon for sporting and other activities, including badminton, indoor hockey, basketball, table tennis and pool. The total number attending the club during the year was over 40. Average attendance was 6-8 at each session. Towards the end of the year, plans to re-develop the venue have meant that the club will be moving.

Turbary Park Friday Lunch Club

The Turbary Park Friday Lunch Club meets weekly to prepare lunch and enjoy other activities. Some members also attend an un-facilitated group on Monday mornings and a relaxation group on Wednesdays run by a member of staff from the CMHT. This year the group has had an average monthly attendance of just over 80. After consultation with staff and managers from the North Bournemouth CMHT it was decided that the group would only be open to those registered under the team and their carers. The team has been referring a couple of new members to the group per month.

Several members took the opportunity to put their views forward to Patricia Hewitt, Secretary of State for Health, when she visited the centre at the end of March.

Men in Mind

The Men in Mind group meets weekly in Bournemouth, and provides support to men with mental health problems. Some 20 men have attended the group during the year.

Mind OUT Dorset

Mind OUT Dorset is a volunteer led service providing support for lesbian, gay, bisexual and transgendered people with mental health problems. The service provides a telephone support line on three evenings a week. The service is in its first year of operation, and is gaining momentum, although usage has been lower than hoped, with two or three calls per week.

Projects

Arts Project

The 'Open Doors, Opening Minds' Arts Project has provided a series of art workshops, led by a professional artist, helping service users to develop confidence in using artistic techniques. These techniques were then used for group members to work on a piece for exhibition. Over 30 people have attended the workshops. The project has been supported by Awards for All and the Richmond Fellowship.

Young Persons Project

Work has continued on development of ways to raise awareness, promote good mental health and support young people. Awareness sessions have been held at two local venues, attended by 16 young people, who provided very positive feedback.

Raisin Web Site

The 'raisin' web-site, which was set up under the Social Inclusion Project provides a resource for people with mental health problems. The web-site has been developed and is maintained by a team of volunteers, with the support of a trainer. Ten volunteers have been involved with the project during the year. The site has received over 4,000 hits during the year.

Black & Minority Ethnic Community Engagement Project

The Black & Minority Ethnic Community Engagement Project was part of the national Delivering Race Equality in Mental Health Care action plan, and was funded by the National Institute of Mental Health England. The project was overseen by the Centre for Ethnicity & Health at the University of Central Lancashire.

Six members of local BME communities were recruited and trained to carry out research with local BME communities. The project looked at knowledge and attitudes towards the Mental Health Act within BME communities in Bournemouth, Poole and East Dorset, with the aim of determining whether fear and ignorance about the use of compulsory powers were a barrier to people accessing mental health services. 100 local people were interviewed during the project, as well as 24 mental health professionals. The findings will be published in 2007.

Other Activities

Dorset Mind has continued to promote mental health and represent the views of its members in the Bournemouth and Poole area, with membership of a number of local bodies, including the Bournemouth Partnership and Bournemouth and Poole Mental Health Local Implementation Teams. The Charity has also been represented at public events, including Kinson and Bournemouth community fairs.

Around 250 members of the public called the Charity for information and advice about mental health issues. Most of these enquiries are either answered or signposted to other agencies.

Fundraising

During the year, Dorset Mind has undertaken a limited program of collections at public events. One street collection was held in March 2007, raising £63.

Financial Review

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. For the current accounting period, this is equivalent to a target of £13,000 held in general 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 £10,6133. This figure remains short of target, and the Executive Committee have agreed to allocate future unrestricted income to the reserves.

Principal Funding Sources

The principal funding sources for the charity are Bournemouth Borough Council, the Borough of Poole and Dorset Healthcare NHS Trust. This funding is for the five services - Befriending, Panacea, Women in Mind, the Turbary Park Friday Lunch Club and the Pokesdown Mind Club - provided under contract. During the financial year, a grant was received from Dorset County Council to support residents receiving the Befriending Service. In addition, the Charity received a grant during the accounting period from the National Institute for Mental Health England to undertake a Community Engagement Project.

Other funders during the accounting period included The Kitzerow Fund for the Mentally Handicapped, who made a donation of £1200, and the Cooper Dean Charitable Foundation, who made a donation of £2125 and Awards for All, who provided £6100 for an Arts Project. Funds from The Lloyds TSB Foundation, The Allen Lane Foundation, Neighbourhood Management for Boscombe & Springbourne and JP Morgan were carried forward from the previous accounting period to support ongoing work.

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 five contracted services, subject to existing contracts being renewed.

The Charity has considered a strategy for the three year period 2006-2008 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 1985. 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 3.

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware;
- as the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information;
- as the directors of the company, we are satisfied that the company is entitled to exemption under Section 249A(1) of the Companies Act 1985; and
- no member or members have requested an audit pursuant to Section 249B(2) of the Act.

Auditors

Moneywise Solutions Ltd of Ferndown were re-appointed as the charitable company's auditors at the Annual General Meeting held 13 July 2007, 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 Part VII of the Companies Act 1985 relating to small companies.

Approved by the Executive Committee on 17 July 2007 and signed on its behalf by:

Dorset Mind
Statement of Financial Activities
For the year ended 31 March 2007

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2007	<i>Total Funds 2006</i>
Incoming resources					
Incoming resources from generated funds			58,834	58,834	38,167
Voluntary Income					
Activities for generating funds	4,511			4,511	1,229
Investment income	1,165			1,165	827
Incoming resources from charitable activities	71			71	41
Other income					
Total Incoming Resources	<u>5,747</u>		<u>58,834</u>	<u>64,581</u>	<u>40,264</u>
Resources Expended					
Cost of generating voluntary income					
Charitable Activities	759		61,020	61,779	39,852
Governance Costs	250			250	100
Total Resources Expended	<u>1,009</u>		<u>61,020</u>	<u>62,029</u>	<u>39,952</u>
Net incoming resources before transfers	<u>4,738</u>		<u>(2,186)</u>	<u>2,552</u>	<u>312</u>
Gross Transfers					
Net Movement in Funds	4,738		(2,186)	2,552	312
Balances Brought Forward 31 March 2006	<u>1,944</u>	<u>3,931</u>	<u>12,584</u>	<u>18,459</u>	<u>18,147</u>
Balances Carried Forward	<u>6,682</u>	<u>3,931</u>	<u>10,398</u>	<u>21,011</u>	<u>18,459</u>

Dorset Mind
Balance Sheet
As at 31st March 2006

	Notes	£	2007 £	£	2006 £
Fixed Assets					
Tangible Assets	3		1,043		525
Current Assets					
Debtors	4	315		302	
Cash at bank & in hand		<u>20,475</u>		<u>18,045</u>	
		20,790		18,347	
Creditors: amounts falling due within one year	5	<u>822</u>		<u>(413)</u>	
Net current assets			<u>19,968</u>		<u>17,934</u>
Net assets			<u>21,011</u>		<u>18,459</u>
Capital and reserves					
Restricted funds	6		10,398		12,584
Designated funds	7		3,931		3,931
General funds	8		<u>6,682</u>		<u>1,944</u>
Total funds			<u>21,011</u>		<u>18,459</u>

Dorset Mind
Notes to the Accounts
for the period from 14th January 2005 to 31st March 2006

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 January 2005)

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 cost

	2007	2006
	£	£
2 Operating Surplus		
This is stated after charging:		
Depreciation of owned fixed assets	346	274
	<u>346</u>	<u>274</u>

3 Tangible fixed assets

	Plant & Machinery etc.	
Cost	£	£
At 31 March 2006	799	549
Additions	864	250
At 31 March 2007	<u>1,663</u>	<u>799</u>
Depreciation		
At 31 March 2006	274	
Charge for the period	346	274
At 31 March 2007	<u>620</u>	<u>274</u>
Net book value		
At 31 March 2006	<u>1,043</u>	<u>525</u>

Dorset Mind
Notes to the Accounts
for the period from 14th January 2005 to 31st March 2006

	2007	2006
	£	£
4 Debtors		
Prepayments	296	294
Other Debtors	19	8
	<u>315</u>	<u>302</u>
	2007	2006
	£	£
5 Creditors: amounts falling due within one year		
Other creditors	822	413
	<u>822</u>	<u>413</u>
	2007	2006
	£	£
6 Restricted funds		
At 31 March 2006	12,584	9,316
Movement during the year	-2,186	3,268
At 31 March 2007	<u>10,398</u>	<u>12,584</u>
	2007	2006
	£	£
7 Designated funds		
At 31 March 2006	3,931	5,868
Transfers		(1,937)
At 31 March 2007	<u>3,931</u>	<u>3,931</u>
	2007	2006
	£	£
8 General funds		
At 31 March 2006	1,944	2,963
Surplus for the period	4,738	312
Transfer movement in restricted funds		(3,268)
Transfer from designated funds		1,937
At 31 March 2007	<u>6,682</u>	<u>1,944</u>
	2007	2006
	£	£
9 Trustees Expenses		
Travelling expenses and sundry expenses have been paid to three trustees.	833	682
	<u>833</u>	<u>682</u>

Dorset Mind
Notes to the Accounts
for the period from 14th January 2005 to 31st March 2006

10 Funds

	Balance at 31 March 2006	Transfers	Income	Expend.	Balance at 31 March 2007
GENERAL	1,944		5,747	1,009	6,682
<hr/>					
DESIGNATED					
Legacy fund	3,931				3,931
<hr/>					
RESTRICTED					
Young Minds	1,966			800	1,166
Abbey Life Resource Ctr	100				100
Exec Officer	2,417		4,050	6,467	
RAISIN	6,901		1,381	3,805	4,477
Dorset Healthcare	2,000			2,000	
Arts Group			6,100	2,448	3,652
Young Persons			300	39	361
Women in Mind			4,692	4,692	
Pokesdown			4,628	4,628	
Befriending			8,180	8,180	
Turbary Park			4,100	4,100	
Panacea			7,654	7,654	
Community Engagement Project			17,949	17,307	642
<hr/>					
	12,584		58,834	61,020	10,398
<hr/>					

11 Grants Receivable

Major Grants (over £1000) included in voluntary income	2007 £
From local authorities	
Bournemouth Borough Council	22,564
National Institute for Mental Health (England)	19,479
Borough of Poole	4,471
Dorset County Council	1,800
From other institutions & bodies	
Awards for All (A4A)	6,100
Kitzerow Fund	1,200
Cooper Dean Charitable Foundation	2,125
Other organisations and individuals, including fundraising	5,336
	<u>63,345</u>

12 Charitable Activities Costs

	2,007 £
Salaries	43,908
Travel	6,449
Property Costs	1,867
Raisin web site project	3,355
Support costs: Administration	6,200
	<u>61,779</u>

These notes form part of these financial statements