



**For better
mental health**

Dorset Mind

(A company limited by guarantee)

**Report and Financial Statements
For the Year Ended 31 March 2008**

**Charity number 1108168
Company number 5333018**

Dorset Mind

(A company limited by guarantee)

Financial Statements**For the Year Ended 31 March 2008****Contents Page**

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Dorset Mind **Report of the Directors for the year ended 31 March 2008**

The Directors present their report and audited financial statements for the year ended 31 March 2008.

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

Revd Canon J. Hyde	Chair (appointed 26 September 2007; previously Vice Chair)
The Rt Revd S. W. Harrison	Chair (resigned as Chair 1 July 2007)
Mr A. W. Bryant	Treasurer
Mr M. Bryan	
Mrs J. M. Moores (resigned 8 January 2008)	
Miss H. M. Wade	
Mr J. S. R. Barbary (resigned 27 June 2007)	
Ms D. M. Lawson	
Mr K. J. Hall	
Mrs F. Dougherty-Price (appointed 26 September 2007)	

Company Secretary

Mr T. T. Hughes-Davies

Reporting Accountants

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
- The Pokesdown Mind Club
- The Turbary Park Friday Lunch Club
- Mind OUT Dorset
- Together in Mind
- OCD in Mind
- Men in Mind

In addition, Dorset Mind runs the Raisin web site, a user led social inclusion site.

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 - have been led by volunteers. Volunteers have helped with all the other services, as well as with the Arts Project and the Raisin Website, and 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 35 during the last twelve months, with a total of 51 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 19 new befrienders joining the service, being recruited from a variety of sources.

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. 46 service users have attended the groups during the year.

In August 2008, Pepa Dominguez, who had been facilitating the groups since 2004, left the post. Elena Chterelev was appointed as the new Women's Services Coordinator.

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 75 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. The group has met twice monthly throughout the year, with activities including coffee mornings, country walks, visits to art exhibitions, meals and pub quizzes.

OCD in Mind

Monthly meetings of the OCD in Mind support groups are attended by an average of 6 people.

Pokesdown Mind 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.

In June 2007, the Pokesdown Youth Club, which was the venue of the club for more than 15 years, was closed for redevelopment of the site. The group was relocated to Wesley Hall in Southbourne, although the club has kept its previous name.

The total number attending the club during the year was 56, with an average of 6-8 members at each session; over the past three months, as the group has settled into its new venue, average attendance has increased to 12-14.

Turbary Park Friday Lunch Club

The Turbary Park Friday Lunch Club meets weekly to prepare lunch and enjoy other activities. This year the group has had an average monthly attendance of just over 80.

Since March 2008, the service has been expanded to include a coffee morning on Mondays.

In August 2007, Nina Nelson, who was the group facilitator since 2005, left to take up another position. Sara Light was appointed as the new group facilitator.

Men in Mind

The Men in Mind group meets weekly in Bournemouth, and provides support to men with mental health problems. Some 26 men have attended the group during the year.

Mind OUT Dorset

Mind OUT Dorset provides support for lesbian, gay, bisexual and transgendered people with mental health problems. In October 2008, in addition to the telephone information line, a fortnightly support group was established at Over the Rainbow in Bournemouth.

The service was originally volunteer led; in January 2008, Stewart Barlow was appointed as a development worker to facilitate the group and to develop services; one to one support is also provided. Current attendance at the group averages 6-8 per session.

Projects

Raisin Web Site

The 'raisin' web-site 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. Six volunteers have been involved with the project during the year. The site has received over 6,000 hits during the year.

The Arts Project and the Black & Minority Ethnic Community Engagement Project

During the year, The Black & Minority Ethnic Community Engagement Project was completed, with the publication of the final report in June 2007.

The Arts Project, which started in December 2006, was completed in June 2007. Exhibitions of art work from the project, 'Open Doors, Opening Minds' were displayed at the Dolphin Centre, Poole and the Peacock Gallery in Upton Country Park.

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 the Boscombe Community Fair.

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 program of collections at public events, supermarkets and shopping centres and street collections. The total raised over the year is £1,197.

Until December 2007, Allan Graves acted as a volunteer fund-raising officer and was responsible for raising £15,600 from collections, corporate and other donations and applications for grants in the year ending 31 March 2007.

In March 2008, Jody Bovaird was appointed to replace Allan Graves.

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. This policy was reviewed at the Executive Committee meeting held on 17th July 2007.

For the current accounting period, this is equivalent to a target of £16,000 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 £15,937.

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.

Other funders during the accounting period included The Elizabeth & Prince Zaiger Trust, The Lloyds TSB Foundation for England & Wales, the Armstrong Trust and

Funds from National Institute for Mental Health England, Awards for All, 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 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.

Reporting Accountants

Moneywise Solutions Ltd of Ferndown were re-appointed as the charitable company's reporting accountants at the Annual General Meeting held 26 September 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 6th May 2008 and signed on its behalf by:



John Hyde (Director & Chair)

Independent Examiner's Report to the Trustees of Dorset Mind

I report on the accounts of the charity for the year ended 31 March 2008, which are set out on pages 14-19.

Respective responsibilities of Trustees and examiner

As the charity's Trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of s.43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under s.43(7)(b) of the Act, 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 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 of disclosures in the accounts, and the seeking of explanations from you as Trustees concerning any such disclosures. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, I do not express an audit opinion on the view given by the accounts.

There are no matters which have come to my attention

- 1) which give me reasonable cause to believe that in any material respects the requirements:
 - to keep accounting records in accordance with s.41 of the Act and
 - to prepare accounts which accord with accounting records and to comply with the accounting requirements of the Acthave 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.



Alan Field FCA FCIE
Moneywise Solutions Ltd
Chartered Accountants
9 Sherwood Avenue
Ferndown
Dorset BH22 8JS

Dated 4th June 2008

Dorset Mind
Statement of Financial Activities
For the year ended 31 March 2008

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2008	<i>Total Funds 2007</i>
Incoming resources					
Voluntary Income			42,479	42,479	58,834
Incoming resources from generated funds					
Activities for generating funds	8,103	262		8,365	4,511
Investment income	1,583			1,583	1,165
Incoming resources from charitable activities	64			64	71
Other income					
Total Incoming Resources	<u>9,750</u>	<u>262</u>	<u>42,479</u>	<u>52,491</u>	<u>64,581</u>
Resources Expended					
Cost of generating voluntary income	254			254	
Charitable Activities	2,401	1,743	44,439	48,583	61,779
Governance Costs	290			290	250
Total Resources Expended	<u>2,945</u>	<u>1,743</u>	<u>44,439</u>	<u>49,127</u>	<u>62,029</u>
Net incoming resources before transfers	<u>6,805</u>	<u>(1,481)</u>	<u>(1,960)</u>	<u>3,364</u>	<u>2,552</u>
Gross Transfers					
Net Movement in Funds	6,805	(1,481)	(1,960)	3,364	2,552
Balances Brought Forward 31 March 2007	<u>6,682</u>	<u>3,931</u>	<u>10,398</u>	<u>21,011</u>	<u>18,459</u>
Balances Carried Forward	<u>13,487</u>	<u>2,450</u>	<u>8,438</u>	<u>24,375</u>	<u>21,011</u>

**Dorset Mind
Balance Sheet
As at 31st March 2008**

	Notes	£	2008 £	£	2007 £
Fixed Assets					
Tangible Assets	3		1,030		1,043
Current Assets					
Debtors	4	494		315	
Cash at bank & in hand		<u>23,364</u>		<u>20,475</u>	
		23,858	<u> </u>	20,790	<u> </u>
Creditors: amounts falling due within one year	5	<u>(513)</u>		<u>(822)</u>	
Net current assets			<u>23,345</u>		<u>19,968</u>
Net assets			<u>24,375</u>		<u>21,011</u>
Capital and reserves					
Restricted funds	6		8,438		10,398
Designated funds	7		2,450		3,931
General funds	8		<u>13,487</u>		<u>6,682</u>
Total funds			<u>24,375</u>		<u>21,011</u>

For the year ended 31 March 2008 the company was entitled to exemption under section 249A(1) of the Companies Act 1985. No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 249B(2).

The Directors acknowledge their responsibility for:

- i) Ensuring that the company keeps accounting records which comply with section 221; and
- ii) Preparing accounts which give a true and fair view of the state of affairs of the company as at the end of its profit and loss for the financial year in accordance with sections 226, and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as they apply to the company.

John Hyde

John Hyde
(Director & Chair)
6th May 2008

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2008

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
Written Down Value

2 Operating Surplus

This is stated after charging:

Depreciation of owned fixed assets

2008	<i>2007</i>
£	<i>£</i>
257	346
<u>257</u>	<u>346</u>

3 Tangible fixed assets

Plant & Machinery etc.

Cost

At 31 March 2007

Additions

At 31 March 2008

2008	<i>2007</i>
£	<i>£</i>
1,663	799
244	864
<u>1,907</u>	<u>1,663</u>

Depreciation

At 31 March 2007

Charge for the period

At 31 March 2008

620	274
257	346
<u>877</u>	<u>620</u>

Net book value

At 31 March 2008

<u>1,030</u>	<u>1,043</u>
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Dorset Mind
Notes to the Accounts
For the year ended 31 March 2008

	2008	<i>2007</i>
	£	<i>£</i>
4 Debtors		
Prepayments	207	296
Other Debtors	287	19
	<u>494</u>	<u>315</u>
	2008	<i>2007</i>
	£	<i>£</i>
5 Creditors: amounts falling due within one year		
Other creditors	513	822
	<u>513</u>	<u>822</u>
	2008	<i>2007</i>
	£	<i>£</i>
6 Restricted funds		
At 31 March 2007	10,398	12,584
Movement during the year	(1,960)	(2,186)
At 31 March 2008	<u>8,438</u>	<u>10,398</u>
	2008	<i>2007</i>
	£	<i>£</i>
7 Designated funds		
At 31 March 2007	3,931	3,931
Movements during the year	(1,481)	
At 31 March 2008	<u>2,450</u>	<u>3,931</u>
	2008	<i>2007</i>
	£	<i>£</i>
8 General funds		
At 31 March 2007	6,682	1,944
Surplus for the period	6,805	4,738
Transfer movement in restricted funds		
Transfer from designated funds		
At 31 March 2008	<u>13,487</u>	<u>6,682</u>
	2008	<i>2007</i>
	£	<i>£</i>
9 Trustees Expenses		
Travelling expenses and sundry expenses have been paid to three trustees.	1,346	833
	<u>1,346</u>	<u>833</u>

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2008

10 Funds

	Balance at 31 March 2007	Transfers	Income	Expend.	Balance at 31 March 2008
General Fund	6,682		9,750	2,945	13,487
<hr/>					
Designated Funds					
Legacy fund	3,931		262	1,743	2,450
<hr/>					
Restricted Funds					
Young Minds	1,166				1,166
Abbey Life Resource Ctr	100				100
Exec Officer			10,450	6,821	3,629
RAISIN	4,477			1,240	3,237
Turbary Park Cash Float			150		150
Arts Group	3,652			3,652	0
Young Persons	361			205	156
Women in Mind			5,002	5,002	0
Pokesdown			4,744	4,744	0
Befriending			10,967	10,967	0
Turbary Park			4,203	4,203	0
Panacea			6,463	6,463	0
BME Community Engagement Project	642		500	1,142	0
<hr/>					
	10,398	0	42,479	44,439	8,438
<hr/>					

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2008

11 Grants Receivable

Major Grants (over £1000) included in voluntary income	2008 £
From local authorities	
Bournemouth Borough Council	21,704
Borough of Poole	5,229
Dorset County Council	1,946
From other institutions & bodies	
Dorset Healthcare NHS Foundation Trust	2,000
Elizabeth & Prince Zaiger Trust	4,000
Lloyds TSB Foundation	10,000
Other organisations and individuals, including fundraising	5,429
	<u>50,308</u>

12 Charitable Activities Costs

	2008 £
Salaries	31,245
Travel	2,888
Property Costs	2,488
Raisin web site project	1,240
Support costs: Administration	10,722
	<u>48,583</u>

These notes form part of these financial statements