



**For better
mental health**

Dorset Mind

(A company limited by guarantee)

**Report and Financial Statements
For the Year Ended 31 March 2009**

**Charity number 1108168
Company number 5333018**

Dorset Mind
(A company limited by guarantee)

Financial Statements
For the Year Ended 31 March 2009

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Dorset Mind **Report of the Directors for the year ended 31 March 2009**

The Directors present their report and audited financial statements for the year ended 31 March 2009.

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
Mrs F. Dougherty-Price	Vice Chair
Mr A. W. Bryant	Treasurer
The Rt Revd S. W. Harrison	
Mr M. Bryan	
Miss H. M. Wade	
Ms D. M. Lawson	(resigned 7 May 2008)
Mr K. J. Hall	
Mr J.D. Stevenson	(appointed 2 July 2008)
Mr T.F. Hartwell	(appointed 2 July 2008)
Mrs C.H. Newnham	(appointed 2 July 2008)
Mrs J.A. Brettingham	(appointed 2 July 2008)
Mr N. Plumridge	(appointed 4 November 2008)
Mr E. Sosseh	(appointed 4 November 2008)

Company Secretary

Mr T. T. Hughes-Davies

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.

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 outlined 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 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
- Young Mindz
- 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 Together in Mind is led by volunteers. Volunteers have helped with all the other services, as well as with 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 during the last twelve months, with a total of 44 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 11 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.

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 78 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 3 people. The service has faced challenges in finding a suitable location and time, following the closure of Peer House in August 2008. The service is currently suspended.

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. The Club meets at Wesley Hall, Southbourne.

The total number attending the club during the year was 64 members.

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 70.

Since March 2008, the service has been expanded to include a breakfast service on Mondays. This service is growing in popularity.

Men in Mind

The Men in Mind group meets weekly in Bournemouth, and provides support to men with mental health problems. Some 30 men have attended the group during the year.

Mind OUT Dorset

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.

Young LGBT Adults Service

Funding was received in 2008 for a nine month project to support young lesbian, gay, bisexual and transgendered adults with mental health problems. Ollie Reid was appointed as a development worker in September 2008, to work with young LGBT adults and other services and projects within Bournemouth, Poole and Dorset. The aim is to support young adults with mental health problems, to facilitate their access to services and to break down barriers.

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. Two volunteers have been involved with the project during the year. The site has received over 6,000 hits during the year.

Qi Gong

Qi Gong is a form of traditional Chinese medicine, which promotes physical and mental health through movement and breathing. In March 2009, a grant of £2500 was received from Awards for All to run a series of sessions with people with mental health problems in Bournemouth and Poole. These sessions will be delivered in 2009.

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. The Charity has also been represented at public events, including Bourne Free.

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 was £1590.

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 8 July 2008.

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 £21,097.

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; and from East Dorset District Council to support the Women in Mind groups.

Grants have also been received from Mind (NAMH) for a pilot project to support young LGBT adults; and from Awards for All to run a series of Qi-Gong sessions.

Other funders during the accounting period included The Elizabeth & Prince Zaiger Trust, The Alice Ellen Cooper Dean Foundation.

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.

In light of concerns regarding the stability of financial institutions, the investment policy of CAF Bank was reviewed.

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 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 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 on 2 July 2008, 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 5th May 2009 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 2009, which are set out on pages 14 to 19.

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.43 (2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act
- to follow the procedures laid down in the general directions given by the Charity Commission under section 43(7)(b) of the 1993 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:

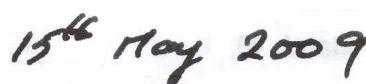
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended 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
Independent Examiner



Moneywise Solutions Ltd
9 Sherwood Avenue
Ferndown BH22 8JS

Dorset Mind
Statement of Financial Activities
For the year ended 31 March 2009

	Unrestricted Funds	Designated Funds	Restricted Funds	Total Funds 2009	<i>Total Funds 2008</i>
Incoming resources					
Voluntary Income			38,922	38,922	42,479
Incoming resources from generated funds					
Activities for generating funds	12,064	2,004		14,068	8,365
Investment income	1,302			1,302	1,583
Incoming resources from charitable activities	74			74	64
Other income					
Total Incoming Resources	13,440	2,004	38,922	54,366	52,491
Resources Expended					
Cost of generating voluntary income	1,771			1,771	254
Charitable Activities	5,306	4,454	40,724	50,484	48,583
Governance Costs	175			175	290
Total Resources Expended	7,252	4,454	40,724	52,430	49,127
Net incoming resources before transfers	6,188	(2,450)	(1,802)	1,936	3,364
Gross Transfers	1,422		(1,422)		
Net Movement in Funds	7,610	(2,450)	(3,224)	1,936	3,364
Balances Brought Forward 31 March 2008	13,487	2,450	8,438	24,375	21,011
Balances Carried Forward	21,097	0	5,214	26,311	24,375

**Dorset Mind
Balance Sheet
As at 31st March 2009**

	Notes	£	2009 £	£	2008 £
Fixed Assets					
Tangible Assets	3		530		1,030
Current Assets					
Debtors	4	1,383		494	
Cash at bank & in hand		<u>24,946</u>		<u>23,364</u>	
		26,329		23,858	
Creditors: amounts falling due within one year	5	<u>(548)</u>		<u>(513)</u>	
Net current assets			<u>25,781</u>		<u>23,345</u>
Net assets			<u>26,311</u>		<u>24,375</u>
Capital and reserves					
Restricted funds	6		5,214		8,438
Designated funds	7		0		2,450
General funds	8		<u>21,097</u>		<u>13,487</u>
Total funds			<u>26,311</u>		<u>24,375</u>

For the year ended 31 March 2009 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 2009

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	2009	<i>2008</i>
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	500	257
	<u>500</u>	<u>257</u>

3 Tangible fixed assets

	Plant & Machinery etc.	
	2009	<i>2008</i>
	£	£
Cost		
At 31 March 2008	1,907	1,663
Additions	0	244
At 31 March 2009	<u>1,907</u>	<u>1,907</u>
Depreciation		
At 31 March 2008	877	620
Charge for the period	500	257
At 31 March 2009	<u>1,377</u>	<u>877</u>
Net book value		
At 31 March 2009	<u>530</u>	<u>1,030</u>

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2009

	2009	<i>2008</i>
	£	£
4 Debtors		
Prepayments	206	207
Other Debtors	1,177	287
	<u>1,383</u>	<u>494</u>
	2009	<i>2008</i>
	£	£
5 Creditors: amounts falling due within one year		
Other creditors	548	513
	<u>548</u>	<u>513</u>
	2009	
	£	<i>494</i>
6 Restricted funds		
At 31 March 2008	8,438	10,398
Movement during the year	(3,224)	(1,960)
At 31 March 2009	<u>5,214</u>	<u>8,438</u>
	2009	<i>2008</i>
	£	£
7 Designated funds		
At 31 March 2008	2,450	3,931
Movements during the year	(2,450)	(1,481)
At 31 March 2009	<u>0</u>	<u>2,450</u>
	2009	<i>2008</i>
	£	£
8 General funds		
At 31 March 2008	13,487	6,682
Surplus for the period	7,610	6,805
Transfer movement in restricted funds		
Transfer from designated funds		
At 31 March 2009	<u>21,097</u>	<u>13,487</u>
	2009	<i>2008</i>
	£	£
9 Trustees Expenses		
Travelling expenses and sundry expenses have been paid to four trustees.	995	1,346
Mr J Hyde was paid £143 for services as relief worker. This payment is authorised by the Articles of Association and by the Chariy Commission.		

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2009

10 Funds

	Balance at 31 March 2008	Transfers	Income	Expend.	Balance at 31 March 2009
General Fund	13,487	1,422	13,440	7,252	21,097
Legacy fund	2,450		2,004	4,454	0
Young Minds	1,166	(1,166)			0
Abbey Life Resource Ctr	100	(100)			0
Exec Officer	3,629		450	4,079	0
RAISIN	3,237			629	2,608
Turbary Park Cash Float	150			44	106
Young Persons	156	(156)			0
Women in Mind			5,092	5,092	0
Pokesdown			4,839	4,839	0
Befriending			10,101	10,101	0
Turbary Park			5,787	5,787	0
Panacea			7,245	7,245	0
Young Adults			2,908	2,908	0
Awards for All - Qi Gong			2,500	0	2,500
	8,438	(1,422)	38,922	40,724	5,214

Dorset Mind
Notes to the Accounts
For the year ended 31 March 2009

Grants Receivable

Major Grants (over £1000) included in voluntary income	2009 £
From local authorities	
Bournemouth Borough Council	23,638
Borough of Poole	5,333
From other institutions & bodies	
Dorset Healthcare NHS Foundation Trust	2,093
Elizabeth & Prince Zaiger Trust	4,000
Cooper-Dean Charitable Foundation	5,000
Mind (NAMH)	2,908
Awards for All	2,500
Other organisations and individuals, including fundraising	7,518
	<u>52,990</u>

12 Charitable Activities Costs

	2009 £
Salaries	37,870
Travel	3,467
Property Costs	2,455
Raisin web site project	629
Support costs: Administration	6,063
	<u>50,484</u>

These notes form part of these financial statements