Company Registration No. 3320011 (England and Wales)
Charity No. 1060910

Dorset Community Action

(COMPANY LIMITED BY GUARANTEE)

Annual Report and Accounts

for the year ended
31st MARCH 2016

Dorset Community Action

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CHARITY ADMINISTRATIVE INFORMATION

Directors and Trustees

The directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

Alan Clevett	Chair
Nick Warren	Vice Chair
Philip Burton	Treasurer
John Hilton	(retired 12th Dec 2015)
Pauline Batstone	
Ronald Coatsworth	
Derek Howshall	
Anna Lovell	(retired 12th Dec 2015)
John Nash	
Peter Shorland	
Gerry Stoker	

Chief Executive

Alex Picot

Senior Managers

Linda Riggs	Finance and Office Manager
Simon Thompson	Community Action Manager
Paula Bennetts	Community Action Manager

Patron

Angus Campbell	Lord-Lieutenant of Dorset

CHARITY ADMINISTRATIVE INFORMATION (CONTINUED)

Charity Registration Number:	1060910
Company Registration Number:	3320011
VAT Registration Number:	936 6666 78
Company Secretary:	Alex Picot
Principal Address and Registered Office:	The Coach House Acland Road Dorchester Dorset, DT1 1EF
Telephone Number:	01305 250921
Fax Number:	01305 216420
Website:	www.dorsetcommunityaction.org.uk

Professional Advisors

Accountants/Registered Auditors	Saffery Champness Midland House 2 Poole Road Bournemouth Dorset BH2 5QY
Bankers:	National Westminster Bank plc 49 South Street Dorchester Dorset DT1 1DW CCLA Investment Management Ltd COIF Charities Funds 80 Cheapside London EC2V 6DZ

Dorset Community Action

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31ST MARCH 2016

The Trustees are pleased to present their report and audited financial statements for the year ended 31st March 2016. This report is also the Directors' Report, required by Section 415 of the Companies Act 2006. The legal and administrative information set out on pages 1 and 2 forms part of this report.

Trustees acknowledge the considerable endeavours of the senior management team and all members of staff in achieving the good progress reflected in this report, in the face of a particularly challenging environment for the sector. The Board feels that the organisation has a sound base and skills to continue its progress.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), effective 1st January 2015.

Our purposes and activities

It is the mission of Dorset Community Action to encourage and support communities in Dorset into action that improves people's lives, particularly of those most disadvantaged. Our organisation is independent and committed to providing high quality information, advice, networking and support services to community and voluntary organisations of all shapes and sizes. It is our long term goal to play a significant part in creating strong and sustainable communities across Dorset.

Charitable Objects

The objects of Dorset Community Action, as stated in its Memorandum and Articles of Association, are as follows:

1. To promote any charitable purposes for the benefit of the public, principally but not exclusively in the local government area of Dorset and its environs (hereinafter called the "area of benefit") and, in particular, build the capacity of third sector organisations and communities and provide them with the necessary support, information and services to enable them to pursue or contribute to any charitable purpose.

2. To promote, organise and facilitate co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the above purposes within the area of benefit.

Principles

Work delivered by Dorset Community Action is based on these fundamental principles that are at the heart of the organisation's ethos:

Local need at the heart of Community Action – services are provided where a local need is clearly identified.

Inclusion of those most disadvantaged – services will always be delivered in a way that actively involves those people and groups who are most often excluded.

Empowerment of local people and groups – services will always be delivered in a way that empowers local people and groups to develop their own solutions.

Independence to challenge for good – services will always be independent of the public sector enabling advocacy on behalf of local people and groups.

Partnership as a positive way forward – services will always be developed in partnership with local people and groups, and alongside other providers where this best meets the needs identified.

Activities

- **Community and Voluntary Action** – supporting communities and voluntary organisations to deliver better projects and services through advice, training and development work.
- **Strategic Action** – working with partners and front line organisations to ensure people and communities in Dorset have access to the services they need by supporting whole system change.
- **Sustainable Communities** – supporting our communities to live more sustainably and be more able to cope with environmental and economic challenges together with change.

What we achieved in 2015/16

During the year, Dorset Community Action continued to deliver a full range of services despite the ongoing uncertainties in our operating environment and changes with our statutory sector partners, including at national level with the restructuring of national umbrella organisation Action with Communities in Rural England (ACRE). Despite this, we continued to provide a free of charge service for all customers, and a range of great value training and consultancy services, supporting 284 groups during the year, with 758 groups benefitting from our training.

At a time of ongoing challenges, we secured new income streams including British Gas Energy Trust funding to develop a fuel poverty partnership, and Better Care Fund funding for our VCSE Navigator pilot project to support integration of the Voluntary, Community, & Social Enterprise (VCSE) sector into a new health and social care system. At a time of much change in the public sector we would like to thank our funding partners for their ongoing support, without which we could not support Dorset's communities as effectively as we do. Further details of activity in each of these areas is provided in this report.

Dorset Community Action

1. Community and Voluntary Action – supporting communities and voluntary organisations through advice, training and development work

DCA: Supporting frontline organisations to deliver better services

Core Services – Dorset Community Action actively supported 284 voluntary and community organisations during the year, through the VCSE support services contract commissioned by Dorset County Council and NHS Dorset, complemented by service level agreements with most of Dorset's district councils. Our achievements include:

- 21 community networking events run;
- 758 groups attending training;
- 1259 groups receiving e bulletins;
- 38 consultations facilitated;
- **£1,472,085** raised by groups as a result of DCA support. Figures were attained by cross-referencing DCA's database, against funding data reported by the groups and funders e.g. Big Lottery.

Geographical spread of support by district (Note: Some groups work in more than one district)

District	No. of groups	% out of total no. of groups (284)
West Dorset	75	26.41
North Dorset	85	29.93
East Dorset	125	44.01
Christchurch	67	23.59
Purbeck	73	25.70
Weymouth & Portland	48	16.90
Multi-area	52	18.31
Total	**284**	

Sectors supported **(Note: Some groups work in more than one sector)**

Sector	Organisations	% out of total no. of groups (284)
Everyone from a particular area	179	63.03
Children and Families	106	37.32
Young People	115	40.49
Older People	108	38.03
People with physical disabilities of special needs	94	33.10
People with mental health issues	74	26.06
Disadvantaged people including people in poverty	73	25.70
Rural isolated communities	68	23.94
People from minority ethnic communities	42	14.79
Other	22	7.75
Total	284	

Digital communication

This year has seen us grow the number of organisations receiving our e-bulletin and funding bulletins. At the end of year, the number of contacts receiving e-alerts was 1259 (up from 1206 in 2014/15), and around 3469 organisations registered on our database.

Our Training Service

2015/16 has seen ongoing development of our information and training services, with a progressive training programme of flexible courses covering topics from funding, trustee roles, starting up, business planning, managing risk, developing ideas, and managing finance.

DCA training benefitted Hinton Martell Village Hall Committee, who manage a Grade II listed community building to provide services for the benefit of the local community. The building needed substantial repairs and refurbishments, and committee members attended DCA bite-sized training on "*Evidence of Need for Funding*" to help develop their understanding of what funders are looking for in terms of evidence of need and community engagement. This helped them to recognise that they needed further support with:

- Community consultation & developing their evidence of need;
- Project planning & developing a business case;
- Governance – ensuring robust policies, trustee development and incorporation are in place;
- Fundraising – identifying potential funders.

As a result of receiving support from DCA and East Dorset District Council, the group has achieved:

- ✓ Architectural Heritage Fund project viability funding, plus a potential route to further financial support as a result of this funding stream;
- ✓ Village SOS funding to access DCA consultancy level support, attend training and pay for legal fees associated with transferring their assets to the new Charitable Incorporated Organisation (CIO) and closing the original charity;
- ✓ Evidence of need for their project, through a successful community consultation event;

- ✓ Project Plan - to take their project forward, with greater clarity about where support is available to help them achieve their vision.

The impact for the group resulting from DCA's support has been:

1. Greater community engagement and support for the project;
2. The group set up a meeting and have gained the support of Lord Shaftesbury;
3. Clearer understanding of the process required to achieve their project aims and objectives;
4. The organisation and trustees being better protected once they are incorporated.

Our Consultancy Service

This year has seen us continue to deliver tailored consultancy work (our 'Doing it....' service) for groups, that will include a variety of tasks from checking of funding bids, business planning, to setting up legal structures.

Recipients of DCA's consultancy services included Charlton Marshall Village Hall group who manage a community amenity to provide social, recreational, physical, cultural and educational activities to support the resilience, health and wellbeing of the local community. The group wanted to start applying to national funders and asked for DCA's support to put together a case for support and to submit grant funding applications.

With DCA consultancy support, the group was able to secure £10,000 from Awards for All. This funding was used to run a community consultation event, a community survey, and further DCA consultancy advice & guidance, to apply for Reaching Communities funding to build a new hall, based upon evidenced community need. Outcomes achieved as a result of DCA's consultancy support included:

- Successful community consultation event (250 attendees), and household questionnaire (700 delivered), achieving a 46% response rate;
- 46 new volunteers identified as a result of consultation activity;
- 2 new activities started to address identified gaps, and needs from the consultation activity;
- Successful Stage 1 Reaching Communities application;
- Development of evidence of need profile, project plan & outcome measures;
- Application completed for BIG Lottery Stage 2 Reaching Communities funding.

What would have happened without DCA support?

- Without Awards for All funding, the group would not have been able to start community consultation work, and achieve project development objectives.
- The group would not be registering as a Charitable Incorporated Organisation (CIO), with their trustees exposed to greater risks associated with managing an asset without being incorporated.
- They would not have developed relationships with local stakeholders e.g. GP community nurse, who is very interested in delivering drop in health clinics at Charlton Marshall.
- The impact on the community, would be further rural isolation as cuts in service provision e.g. youth centres and changes to rural bus routes, further exclude those without access to private transport. Members of the community would not be able to access services locally because their needs would have remained unknown.

Funding Events - Dragon's Den comes to East Dorset

We ran another successful funding fair at the Dorford Centre, Dorchester in May, with 110 delegates, and 50 exhibitors and workshop leaders, taking part in the day.

October, saw sixty representatives of local charities and organisations in Christchurch and East Dorset take part in Dorset's first ever 'Dragon's Den' event at the Community Learning and Resource Centre in Wimborne. Organised by DCA, The Big Lottery Fund, and Christchurch and East Dorset Councils, the event aimed at giving local organisations the opportunity to make their pitch for funding in a fun and informal way.

Each community group had the chance to make a 5 minute project pitch to a panel of seven 'Dragons' representing Talbot Village Trust, Dorset Community Foundation, Bournemouth Airport Community Fund, Big Lottery Fund, Heritage Lottery, BBC Children in Need and Charity Bank.

The Seven Dragons

The presentations were followed in the afternoon by a series of small group workshops. The groups were signposted to the most relevant workshop based upon their presentation. Those seen to be

closest to the requirements needed for BIG lottery funding were given 1:1 advice and support from Jenny Fish, our local Lottery representative.

Jae Harris from CAYP said: "This was a great opportunity to find ways to access funds to provide much-needed services for young people across Christchurch in a fantastic, innovative way. It made a change from the usual fundraising activity of filling in paper forms."

2. Strategic Action – DCA working with partners to ensure people and communities in Dorset have access to the services they need.

With fundamental changes in the public sector, it is more important than ever that Dorset Community Action uses its unique position as a county wide organisation with local reach, to act as a bridge between statutory and VCSE sector organisations to develop partnerships that support the development of public services, including health and social care, and local economies. Examples of our county wide strategic work this year include:

Dorset Clinical Commissioning Group

Alongside Dorset's Clinical Commissioning Group, DCA has been working in partnership with Bournemouth CVS and Poole CVS, to identify how best the VCSE sector can support changes in health and social care. Activity has included promoting the Clinical Services Review through our networks, and supporting the Better Together Early Help Board in developing its strategy for preventative services in our communities.

Case Study: VCSE Navigators

Supported by DCC, and the Better Care Fund, we started work to develop working models for how VCSE organisations can best be integrated into Multi Disciplinary Teams (MDTs), to undertake case finding, case management, care coordination, personalised care planning, treatment and review in a MDT context. DCA attended MDT meetings in 26 GP practices across Dorset, to assist the prevention of unplanned hospital admissions and delay demand for high cost care, typically supporting patients who are frail or have long term conditions to reduce their reliance on urgent care services.

Early indications show that continued professional/practitioner level VCSE Navigation is essential, to support clinician's patients with social care issues ranging from isolation, carer provision, to dementia. The pilot is demonstrating that MDT staff want a VCSE Navigation service that is:

- ✓ non-service delivery to remove barriers around confidentiality and consent;
- ✓ able to check quality of VCSE service provision and support the VCSE sector to improve the quality of its activities to meet the needs raised by MDT's;
- ✓ impartial to instil trust in referrers/commissioners, so that recommended advice and support does not just further the groups own aims.

We view the further development of this work as vital to making best use of the VCSE sector, if we are going to meet the targets of reducing unplanned hospital admissions, and delaying patients going into intensive social care.

DCA: Bringing Local Organisations & Partnerships Together

British Gas Energy Trust

We secured funding from the British Gas Energy Trust to develop a fuel poverty partnership, through a project aiming to reduce the number of people and families living in Dorset who are suffering Fuel Poverty, with DECC Fuel Poverty Statistics 2013 showing that 10.2% or 34,862 of all Dorset households are fuel poor. The project builds on work started through the Best Energy Saving Network, and is delivering a Dorset wide programme of interventions, tackling all three elements of fuel poverty: (1) low income, (2) high fuel cost, and (3) high fuel use. Activities include:

- Training and support for front line workers to better engage hard to reach groups;
- Targeted information, advice and guidance (IAG) e.g. fuel poverty, benefits and energy switching advice, for hard to reach groups;
- Advocacy support;
- Emergency and hardship loans.

Healthy Homes
The British Gas energy trust

Dorset Community Action is coordinating a partnership of Age UK Dorchester, Citizens Advice Bureaux (CAID), Magna Housing, Dorset AONB (wood fuel pilot), Wyvern Savings & Loans (emergency fuel loans), and Dorset Mental Health Forum to deliver this much needed work for Dorset's rural communities.

Dorset Communities Forum

At a time of considerable challenge for the VCSE sector, we view the development of a cohesive voice for the sector as critical to its future health. Due in part to the considerable impact of government policy changes on the VCSE sector in autumn 2015, over 80 people attended our "Dorset's voluntary sector on a knife edge" conference, run by DCA and Dorset Communities Forum, to examine these challenges and how Dorset's VCSE sector could work better with statutory sector partners to overcome them. The forum has a developing role as the voice of Dorset's VCSE sector, and during this time it has been our privilege to chair the Forum and support the development of a stronger voice for the VCSE sector.

DCA: Protecting Rural Services

Dorset Community Action continues to support local communities to protect rural services from threatened closures. During the year, we provided ongoing support for rural shops and post offices, resulting in services provided in Abbotsbury, Bradford Abbas (Post Office outreach), Buckland Newton, Bishops Caundle, Chettle, Fontmell Magna, Mosterton and Sixpenny Handley being retained. We also assisted 12 groups through Village SOS work, including village halls, pre-schools, play parks, community library, community shops & post offices, and a carers project.

Reductions in public transport for many villages has increased the need to offer more 'hub' services from a central location. An example of DCA supporting communities to retain and develop valuable local services include the development and revival of Pentridge Village Hall. Formerly the village school, the hall had fallen into a state of disrepair and a new hall committee wanted to bring the hall back into use as a focal point for this isolated East Dorset community of less than 200 people, with no other local services.

Village Hall committee members attended a DCA surgery for funding advice, with DCA providing information fact sheets including "top tips for fundraising" and "writing winning bids". The village hall committee was able to use DCA's service to search on a national database of grants and trust funds, and attended DCA's East Dorset Funding Fair.

With further help from DCA, the committee submitted a number of bids to both national and local grant funders. £11,000 was raised from three sources: Section 137 money from Sixpenny Handley &

Pentridge Parish Council, East Dorset District Councillor's "Community Fund", and Big Lottery Awards for All. The money raised paid for vital internal works to the hall, and as a result of these renovations the use of the hall increased with the following activities:

- Bookings for private parties;
- A dog show;
- Carol service;
- Coffee mornings;
- Bring and buy sales;
- Hosted talks about local archaeology;
- Hired by a local music group for band practice.

The Hall is now "fit for purpose" to provide a place to meet and socialise whilst enjoying activities and events. Local people learn new skills, and there is a greater sense of ownership towards the village hall, with interest and enthusiasm to do more now that the sense of local community has been rekindled, including building a positive relationship with Sixpenny Handley & Pentridge Parish Council.

3. Sustainable Communities – supporting our communities to live more sustainably and be more able to cope with environmental and economic challenges and change

DCA: Bringing Local Sustainability Partnerships Together

Our **Communities Living Sustainably** partnership enjoyed another terrific year, delivering a range of innovative community projects. We held our end of project celebration event on 17th March to an invited gathering of 150 partners and volunteers. The evening covered 'looking back' with key points from the evaluation, and screening of a short film 'For Ever and a Day' showing highlights of the CLS project. Dorset is one of 12 Communities Living Sustainably (CLS) programmes supported by the Big Lottery Fund across England, and the project is supporting communities in the Dorchester and Bridport areas, to deliver a variety of community based sustainability and environmental projects from local food, eco schools, greener choices, to community energy projects.

This year's project highlights included:

- **Eco Schools:** 10 schools applying for Green Flag awards status, with 1 school passing their assessment.
- **Square Meal Debate** held on 28th October: Over 100 people participated in workshops and debate about the 'Square Meal' at Kingston Maurward College. Delegates were considering the need and opportunities for integrated food, farming, and health policy. The panel of national speakers from the Soil Association, RSPB, and Dorset based representatives of the National Farmers Union, Landworkers Alliance and Bournemouth and Poole Sustainable Food Cities, sparked lively audience questions. The event is being used to help to build a network of public, private, community sector food stakeholders, and a more informed audience through an in-depth public awareness campaign, promoting local producers.
- **Dorset Community Energy:** securing almost £490,000 of local community investment to finance solar panels on 10 schools and 4 community building was beyond expectations and the CLS target of solar panels on 6 schools or community buildings was exceeded.

The CLS team is currently working towards securing the longer term legacy of the project through the hosting of the wide range of printed, and web based CLS resources produced by CLS partners, and developing new sustainability programmes supporting local communities.

DCA: Supporting Social Enterprises

Building Better Opportunities

At a time of funding and service cuts to our local communities, DCA views it as increasingly important that we support the relocalisation of our rural town economies, and to support the development of enterprising communities. Community enterprise has the power to change lives, and help address the employability barriers many people face including unequal opportunities and lack of suitable jobs in our local communities, by developing community enterprise as an option to mainstream employment.

To this end, during the year DCA submitted a Stage 1 bid to the BIG Lottery's Building Better Opportunities programme, Supporting Enterprise theme to support unemployed and economically inactive people to develop enterprise skills, through a community based test & learn model. DCA is leading a partnership of Poole CVS, Bournemouth CVS, YTKO, Stir to Action, and Edventure, enabling us to successfully build new relationships between organisations and social entrepreneurs, to enable us to develop more sustainable local economies.

LOTTERY FUNDED

European Union
European Social Fund

We view DCA's continued support for community and social enterprises to meet economic challenges, such as Bishop's Caundle Community Shop, as an important part of our work in developing sustainable community services. At the request of the chairman of the committee, DCA

was asked to intervene at a time when Bishop's Caundle Community Shop, like so many other villages shops was facing a number of financial challenges. DCA linked with the Plunkett Foundation and the Rural Shops Alliance to support the Committee to develop ideas about better staff deployment, reducing overheads and boosting short term cash flow.

DCA supported the committee with a range of other initiatives including:

- Communicating a strong message to the local community to promote fund-raising events, campaigns, recruitment drives and information through newsletters and social media;
- Demonstrating that the project was not a rival to existing commercial enterprises but an opportunity for co-operation and collaboration, gaining parish council support;
- Improve the skills of the management group leading the project, through recruiting for specific roles e.g. accountant, volunteer co-ordinator etc;
- Review of the democratic structure of the Bishop's Caundle Community Benefit Society to ensure that it is fully utilised and remains dynamic;
- Development of a 12 month fund-raising events plan to raise profile and the shop's support-base while generating essential new funds.

These actions helped to reverse the falling profit trend, enabling the shop committee to plan for the future. The committee, supported by DCA, has felt more confident in its decision-making and has improved contacts with other social enterprises. Funding and support either in cash or in kind was also secured from the Dorset Village Shops Grant, Sherborne Castle Estates, and West Dorset District Council. Looking ahead, the community shop has remained solvent and is thriving. Staff have been retained, valuable volunteers with new skills recruited, and the Post Office service continues.

Structure, Governance and Management

Governing Document

Dorset Community Action is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18th February 1997. It is registered as a charity with the Charity Commission. Anyone over the age of 18 can become a member of the charity and there are currently 242 member organisations (249 in 2015), each of whom agrees to contribute £1 in the event of the charity winding up.

Organisation

Dorset Community Action is both a Rural Community Council (RCC) and a Council for Voluntary Service (CVS). It has a Board of Trustees of up to fifteen members, the majority of whom are elected from the Dorset Community Action membership. Trustees may co-opt up to five persons who are willing to be Trustees, including one member nominated by Dorset County Council and one member from a Dorset District Council.

Dorset Community Action aims to recruit a diverse range of Trustees in order to retain a balanced Board representative of the community. New procedures introduced in 2012 ensure that all candidates for Trusteeship offer relevant skills and knowledge to the Board. In the case of elected Trustees, all nominees are requested to attend an informal meeting with the Chair of the Trustees, observe a Board meeting and can meet with senior staff before making a decision on whether to join. All Trustees are required to sign a declaration of eligibility and a conflict of interests form. Dorset Community Action maintains a register, which lists, for each Board member, any business or personal interests, which could conflict with Dorset Community Action's interests. Entries are reviewed annually and the register is available for inspection. On appointment, Trustees are provided with documents including a copy of the Governing Document of the Charity and copies of the last audited accounts and Board minutes.

Trustees of Dorset Community Action:

- Decide the overall policy and direction of Dorset Community Action work;
- Ensure that the organisation is run in compliance with its Governing Document, Charity Law and Company Law;
- Ensure that funds received by Dorset Community Action are properly managed and accounted for;
- Act as the formal employer of the staff, and approve all HR policies;
- Support and guide Senior Managers as appropriate;
- Understand, promote and safeguard the good name and ethos of Dorset Community Action;
- Monitor the performance of the organisation in meeting its objectives;
- Represent Dorset Community Action at external meetings.

The Board meet every two months, though the Board can arrange additional meetings to ensure that their duties are fulfilled. A Chief Executive is appointed by the Trustees to manage the day-to-day operations of the charity, and implement the strategies agreed by the Board. The Chair and Chief Executive meet and communicate regularly.

All Trustees give their time freely and none of the Trustees receive remuneration or other benefit from their work with the charity. See note 9 for travel expenses paid to Trustees in 2016. In the current year no related party transactions were reported.

The charity is a founder member of ACRE (Action with Communities in Rural England), which is the national network of RCCs, and a full member of the National Association for Voluntary and Community Action (NAVCA). Through these networks, Dorset Community Action influences the development of national policy and practice. The seven RCCs in the South West Region are jointly

the founders and members of SWAN (South West Acre Network) and through that charity, they co-operate in regional activities. During 2009, Dorset Community Action achieved the NAVCA Quality Standard. During 2011 Dorset Community Action achieved the ACRE quality standard at level 3.

Across Bournemouth, Dorset and Poole, Dorset Community Action participates in many partnerships within the voluntary and statutory sectors, wherever that benefits communities or voluntary organisations.

Staff and Premises

Working from its registered office in Dorchester, Dorset Community Action also runs and manages the Community Learning and Resource Centre in Wimborne town centre. The total number of paid employees as at 31st March 2016 was 7 full-time and 15 part-time.

The pay for all staff is reviewed annually and normally increased in accordance with the rate of average earnings. Pay scales for all staff are set on a similar level to other RCC's across the country and benchmarked against the NJC pay scales.

Investment Policy

There are no restrictions on the charity's power to invest. The investment strategy is set by the Trustees to take account of the demands for funds. The current policy is to invest surplus cash funds for short periods with major banking institutions as cash deposits.

Reserves Policy

The reserves of the charity are those that are freely available to be spent in pursuing the charity's objects. The free reserves of the charity at the year-end were:

	2016	2015
Total reserves	313,953	332,086
Less: Restricted funds	(77,603)	(113,542)
Free reserves	236,350	218,484

This represents 6 months recurring general funds expenditure (2015: 5 months).

The Trustees consider that the charity needs to maintain free reserves at a minimum of 2.5 and a maximum of 9 months core expenditure as a cushion against fluctuations of income. The Trustees are of the view that Dorset Community Action is a going concern.

Risk Management

The Trustees have a risk management strategy in place which comprises:

- an annual review of the principal risks and uncertainties that the charity may face;
- the establishment of policies, systems, and procedures to mitigate those risks identified in the annual review;
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified that financial sustainability is the major risk for the charity. Key elements in the management of financial risk are regular monitoring of current funding contracts, early identification of any problems with delivery of outcomes, and regular communication with funders.

Attention has also been focussed on future funding and ensuring that DCA chooses the right direction and strategy to match a changing operating environment by the creation of a strategic plan which includes involvement from staff, trustees and stakeholders.

Specific areas of future financial risk resulting from the changes in local authorities, the move to unitary status, and ongoing budget cuts include:

- Loss of a substantial local authority contract in 2017 due to changes in procurement processes. This is being managed by ensuring that evidence of performance is collected in advance for any bidding process.
- A local authority tenant at our Community Learning and Resource Centre in Wimborne giving notice on the offices they are currently leasing, which we are mitigating through early identification of alternative tenants and letting options.
- Complete loss of district council income by 2019, if not earlier following the formation of a new unitary authority. We intend to mitigate this through developing relationships with new client groups.

Grant Making

All the funds administered in grants by the charity are governed by procedures and limits laid down and agreed in advance between the charity and those partners funding the grant schemes.

Representatives of partners always play an active role in the decision-making. The charity will not pay any grants in advance of receipts of funds of partners without the funders permission.

Details of grants paid in the year are shown in Note 8 to the financial statement.

Financial Review

The results for the year and the financial position of the charity are shown in the attached financial statements.

In summary, the Charity's total income for the year was £1,059,305 (2015 - £929,146) of which £547,620 related to restricted project income (2015 - £443,410). Total expenditure for the year was £1,077,378 (2015 - £919,896) of which £582,038 related to restricted project expenditure (2015 - £402,373).

The net movement in unrestricted funds for the year was a surplus of £17,866 (2015 – surplus £5,727) resulting from a £18,065 surplus on general reserves and a deficit of (£199) on the designated fund, Community Learning and Resource Centre. The carried forward balance on unrestricted funds of £236,350 (2015 - £218,484) forms the general reserves of the charity.

The net movement in restricted funds was a deficit of (£35,939) (2015 – surplus of £3,523).

The investments produced a return of 1.4% on the cash placed on deposit. This is seen as an acceptable return in the current economic climate.

Plans for Future Periods

During 2016/17, we expect to see fundamental changes in the public sector continuing to affect Dorset Community Action, including the first moves towards unitary authority status in Dorset. An ongoing theme will be to develop new income streams as public sector funding reduces, and to support the development of new service delivery models to our communities. Expected areas of focus for the coming year will be:

Action with Communities in Rural England (ACRE)

Nationally, supporting the ongoing development of a reshaped Defra agreement and a Network Development Plan (NDP) setting out the objectives and actions that the ACRE network intends to pursue over the lifetime of the plan, including sustainability and transformational change.

Supporting Local Area Partnerships

With 2015/16 seeing WDDC's Community Planning Service Review bringing in funding cuts across the sector, DCA is developing how it can best support LAP's on reduced funding, and work towards self-sustaining LAPs, at a time when local grass roots, participative democracy is as important as ever.

Dorset's VCSE Infrastructure

Working with DCC on its one year pilot funding for VCSE infrastructure organisations to develop the quality and sustainability of Dorset's VCSE, facilitate the co-design of services with communities, and better connect the services offered by the VCSE through information and signposting to wellbeing services such as LiveWell Dorset and My Life My Care.

Changes in health and social care services and in how the VCSE sector is integrated into new services, for example through the Better Together and LiveWell Dorset programmes.

Sustainability and local economic development through developing new programmes of work based on our successful Communities Living Sustainably programme to promote more enterprising local communities, through local economic blueprints and programmes such as Building Better Opportunities.

The ongoing development of our marketing strategy and in how we position our services in new markets will be an important part of preparing for these changes, including improved engagement with private sector partners.

Trustees' responsibilities in relation to the financial statements

The charity Trustees (who are also the directors of Dorset Community Action for the purposes of company law) are responsible for preparing the Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 ("FRS 102").

Company law requires the charity Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements we are required to:-

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make reasonable and prudent judgements and estimates;
- State whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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

The Trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Dorset Community Action

Statement of disclosure to auditor

In so far as the Trustees are aware at the time of approving our Trustees' Annual Report:

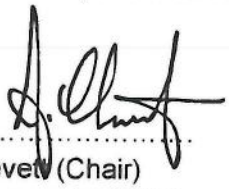
(a) there is no relevant information, being information needed by the auditor in connection with preparing their report, of which the charity's auditors are unaware, and

(b) the Trustees, have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Trustees on and signed on their behalf by



A Clevett (Chair)
2nd December 2016

Dorset Community Action

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS

We have audited the financial statements of Dorset Community Action for the year ended 31 March 2016 set out on pages 23 to 41. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102.

This report is made solely to the company's members and the trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company, and the company's members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Trustees' Responsibilities in relation to the financial statements, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditors under Charities Act 2011 and the Companies Act 2006 and report in accordance with those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and parent charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on the financial statements

In our opinion the financial statements:

- give a true and fair view of the state of affairs of the charity as at 31st March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011; and

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- the charity has not kept sufficient accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Nicholas Fernyhough (Senior Statutory Auditor)
For and behalf of
Saffery Champness
Chartered Accountants
Statutory Auditors

5 December 2016

Midland House
2 Poole Road
Bournemouth
BH2 5QY

Company Registration No. 3320011

Dorset Community Action

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31st MARCH 2016

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Incoming resources					
Incoming resources from generated funds:					
Activities for generating funds:					
Consultancy and training		23,755	-	23,755	15,930
Investment income	4	4,680	-	4,680	3,090
Incoming resources from charitable activities, sustaining and enhancing community life in Bournemouth, Dorset & Poole	3	483,250	547,620	1,030,870	910,126
Total incoming resources		511,685	547,620	1,059,305	929,146
Resources expended					
Charitable activities	5	495,340	582,038	1,077,378	919,896
Total resources expended		495,340	582,038	1,077,378	919,896
Net (expenditure) / income for the year before transfers		16,345	(34,418)	(18,073)	9,250
Transfers	7	1,521	(1,521)	-	-
Net movement in funds for the year	16	17,866	(35,939)	(18,073)	9,250
Fund balances brought forward		218,484	113,542	332,026	322,776
Fund balances carried forward	17 & 18	236,350	77,603	313,953	332,026

All of the above results are derived from continuing operations and include all gains and losses recognised in the period.

Unrestricted funds net movement in funds for the year is a surplus of £17,866 and increases the balance in general reserves to £236,350.

Restricted funds net movement in funds for the year is (£35,939), however several of the restricted funds used funds in the c/fwd balance of £113,542 as income for this year, leaving a carried forward figure of £77,603 for use by the respective restricted funds in 2016/2017 (see note 16).

The notes on pages 27 to 41 form an integral part of these financial statements.

Dorset Community Action

BALANCE SHEET AS AT 31st MARCH 2016

	Notes	2016 £	2015 £
Fixed assets			
Tangible fixed assets	13	-	-
Current assets			
Debtors	14	65,601	30,619
Short term deposits		332,233	230,318
Cash at bank and in hand		67,450	147,527
		465,284	408,464
Creditors: Amounts falling due within one year	15	(151,331)	(76,438)
Net current assets		313,953	332,026
Net assets		313,953	332,026
Funds			
Unrestricted funds:			
General reserves		236,549	227,708
Designated funds		(199)	(9,224)
	17	236,350	218,484
Restricted funds	18	77,603	113,542
Total funds		313,953	332,026

These accounts are prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies and constitute the annual accounts required by the Companies Act 2006 and are for circulation to members of the company.

Approved on behalf of the trustees on 2nd December 2016 by:

.....
A Clevett (Chair)

Company Registration No. 3320011

The notes on pages 27 to 41 form an integral part of these financial statements

Dorset Community Action

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31st MARCH 2016

	Notes	2016 £	£	2015 £	£
Net cash provided by (used in) operating activities	22		17,158		(19,494)
Cash flows from investing activities:					
Dividends, interest and rents from investments		4,680		3,090	
Net cash provided by investing activities			4,680		3,090
Change in cash and cash equivalents in the reporting period			21,838		(16,404)
Cash and cash equivalents at the beginning of the reporting period			377,845		394,249
Cash and cash equivalents at the end of the reporting period	23		399,683		377,845

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016

1 Legal status of the charity

The charity is a company limited by guarantee and has no share capital. The guarantors are the members whose liability in the event of a winding up is limited to £1 each. There were 254 members at the balance sheet date (2015: 249 members).

2 Accounting policies

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) – (Charities SORP (FRS 102)), and the Companies Act 2006. The principal accounting policies which have been adopted on a consistent basis within that convention are set out below.

Dorset Community Action constitutes a public benefit entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

Preparation of the accounts on a going concern basis

At the time of approving the financial statements, the trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Transition to FRS 102

The date of transition to FRS102 is 1 April 2014, and these are the first financial statements that the charity has prepared in accordance with this FRS.

Adoption of the new FRS has required the following changes to the accounting policies:

- Incoming resources are recognised when receipt is probable rather than virtually certain.

There were no transition adjustments required.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

Incoming resources
Income is recognised in the period in which the charity is entitled to receipt and the amount can be measured with reasonable certainty.

Donated assets are included in the Statement of Financial Activities on a receivable basis based on the estimated value of the assets to the charity.

Funding received is included as income from activities in furtherance of the charity's objects, but included in restricted funds where the grant is specific to a particular project. Income is deferred only where the donor has specified that project expenditure should be expended in a future accounting period.

Interest receivable
Interest of funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Resources expended
Resources expended are accounted for in the period in which they are incurred. The irrecoverable element of VAT is included with the item of expense to which it relates.

Where an item of expenditure falls directly within one cost category it is attributed to that category only. Where expenditure involves more than one category it is apportioned on a reasonable and justifiable basis. Governance costs are allocated to restricted fund projects in accordance with amounts agreed with funders. These charges are shown as reallocation of internal expenses.

Grants payable are charged in the year when the offer is conveyed to the recipient except in those cases where the offer is conditional and the condition remains in the control of the charity. Grants offered subject to such conditions which have not been met at the year-end are noted as a commitment, but not accrued as expenditure.

Tangible fixed assets and depreciation
All assets with a cost in excess of £2,000 have been capitalised with the exception as noted below.

Project specific equipment purchases are mostly funded directly by the funder at the start of the project and are not capitalised as the items may be returned to the funder or given to the project. Most items cost less than £2,000. Such costs are charged in full in the Statement of Financial Activities when purchased.

Fixed assets are depreciated to residual value over their estimated useful economic life in equal annual instalments at the following rates:

Fixtures, fittings and equipment	-	25%
IT Equipment	-	50%

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

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

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

Restricted funds

Restricted funds are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. The cost of raising and administering such funds are charged against the specific fund. With the agreement of the funder, restricted funds can roll forward brought forward balances for use as income in the next financial year. The aim and use of each restricted fund is set out in the notes to the financial statements.

Designated funds

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects. The aim and use of each designated fund is set out in the notes to the financial statements.

Unrestricted funds

These are funds which can be used in accordance with the charitable objects at the discretion of the trustees and which have not been designated for other purposes.

Operating leases

Rentals applicable to operating leases (where substantially all the benefits and risks of ownership remain with the lessor) are charged to the Statement of Financial Activities when incurred.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

Pensions

(a) Defined benefit

Some longer serving employees of Dorset Community Action are associate members of the Dorset County Council defined benefit superannuation scheme. The employer's contribution is charged to the Statement of Financial Activities as incurred, as it is not possible to identify the individual share of the pension scheme's underlying assets and liabilities attributable to Dorset Community Action.

The Dorset County Pension Scheme is a multi-employer defined benefit scheme administered for the benefit of Local Authorities and other bodies and is managed in accordance with the Local Government Pension Scheme Regulations 1997. Past and present employees are covered by the provisions of the Dorset County Pension Scheme.

Since April 2014 it has been a CARE scheme (Career Average Revalued Earnings) so employee benefits are based on earnings received each scheme year. Pre April 2014 it was a final salary scheme and employees with pre April 2014 service will still have that portion of their pension calculated on their final salary.

The employer's contribution made to the scheme in 2015/16 was £15,235 (2015:£14,774) with an employer's contribution rate of 14.4% of pensionable pay and an employee's contribution of 5.8% and 6% of pensionable pay. An actuarial valuation of the scheme as at 31st March 2013 showed a funding deficit in the whole of the pension fund. DCA was pooled with other small admitted bodies and a deficit recovery rate of 5.6% of payroll put in place which equates to £3,900 per year which is included in the employer's contribution figure. Another actuarial valuation of the scheme is due in April 2017.

(b) Defined contribution

The charity operates two defined contribution pension schemes for its employees' one being with Dorset County Council, which is now closed to new employees, and the other with Friends Provident. The assets of the schemes are held separately from those of the charity. The annual contributions payable are charged to the Statement of Financial Activities. Dorset Community Action pays a contribution of 6% into the Friends Provident scheme and acts as an agent in collecting and paying over employee pension contributions. The contributions made for the accounting period are treated as an expense and were £10,230 (2015:£6,237).

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

3 Funding receivable (funders giving in excess of £30k)

	2016 £	2015 £
ACRE (Action with Communities in Rural England)	56,360	56,500
Big Lottery Fund	290,441	351,918
District Councils (general)	53,967	49,350
Dorset County Council	296,369	196,247
Clinical Commissioning Group	85,747	68,400
British Gas Energy Trust	99,536	-
Optum Health Solutions (UK) Ltd	57,036	-
Other funding received	143,184	126,304
	1,082,640	848,719
Deferred income brought forward	21,398	82,805
Deferred income carried forward	(73,168)	(21,398)
	1,030,870	910,126

4 Investment income

	2016 £	2015 £
UK bank and building society interest	4,680	3,090

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

5 Charitable Activities

Sustaining and enhancing community life in Bournemouth, Dorset and Poole

Funds	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Employee costs:				
Salaries	220,587	194,101	414,688	322,889
Payroll charges	1,640	1,102	2,742	2,262
Recruitment	529	-	529	3,167
Training and conference costs	531	297	828	5,382
Premises related expenses:				
Rent and rates	22,252	5,646	27,898	27,024
Repairs and maintenance	8,130	494	8,624	3,930
Utilities	14,147	1,387	15,534	14,690
Transport related expenses:				
Travel and subsistence	8,438	3,336	11,774	9,965
Supplies and services:				
Postage, stationery, printing and Photocopying	6,853	4,684	11,537	8,889
Grants	-	263,704	263,704	216,098
Subscriptions and publications	3,690	2,598	6,288	14,532
Telephone	4,543	3,415	7,958	7,594
Training delivery/Community Lunch	3,222	-	3,222	5,919
Office expenses	1,141	2,587	3,728	3,599
Office equipment and maintenance	5,026	5,230	10,256	5,293
Insurance	5,501	3,620	9,121	9,648
Professional and consultancy fees	862	-	862	(107)
Project expenditure	104,052	68,122	172,174	159,492
VAT	43,907	21,715	65,622	62,073
Governance costs (see note 6)	40,289	-	40,289	37,557
	495,340	582,038	1,077,378	919,896

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

6 Governance Costs

	2016	2015
£ £		
Employee costs	26,749	23,816
Premises related expenses	1,136	1,098
Supplies and services	1,626	1,669
Meetings and committee expenses	2,285	2,285
Trustees' indemnity insurance	493	689
Accountancy fees	5,000	5,000
Audit fees	3,000	3,000
	40,289	37,557

7 Transfers

During the year £1,521 (2015: £nil) of restricted fund balances was transferred to unrestricted funds on completion of projects. This was in agreement with the funders, where necessary.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

8 Grants payable in furtherance of the charity's objects

	2016 £	2015 £
Grants to Institutions:		
Building Better Opportunities in Dorset	4,512	3,953
Beacon project	-	2,447
Communities living sustainably	241,105	209,448
Village Shop Grants	350	250
British Gas Energy Trust (Healthy Homes)	17,737	
	263,704	216,098
Grants in excess of £1,000:		
Building Better Opportunities – Grants to Partners	4,512	3,953
Beacon project	-	2,447
CLS Programme – Grants to Partners	226,497	164,468
British Gas Energy Trust – Grants to Partners	26,157	-
Other grants under £1,000	350	250
	257,516	171,118
Grants payable brought forward	(45,861)	(881)
Grants payable carried forward	52,049	45,861
	263,704	216,098

As the accountable body for the Communities Living Sustainably programme and Building Opportunities, DCA administered the grant funding received from Big Lottery.
As the accountable body for the Healthy Homes project, DCA administered the grant funding received from the British Gas Energy Trust.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

9 Trustees' remuneration and expenses

No trustee has received any remuneration or benefit (2015: none). Five of the trustees received a total of £600 during the year in respect of reimbursed conference and travel expenses (2015: £867 to six trustees). The charity has paid premiums of £493 (2015: £689) to provide £1 million of indemnity insurance for the trustees.

10 Employee numbers and staff costs

The average number of employees in the year, calculated on a full time equivalent basis, was as follows:-

	2016	2015
Operational	12	11
Management and administering the charity	2	2
	14	13

The aggregate payroll costs of employing these staff were as follows:-

	2016 £	2015 £
Wages and salaries	389,749	304,123
National Insurance	28,855	21,571
Pension scheme – defined benefit	15,235	14,774
Pension scheme – defined contribution	10,230	6,237
	444,069	346,705

No employee earned more than £60,000 per annum.
The key management personnel comprises of the Chief Executive and 3 Senior Managers.
Total employee salary paid to key management personnel was £136,723 (2015: £125,082).

11 Tax status

The charitable incorporated organisation is registered as a charity under the Charities Act 2011 and as such is entitled to the exemptions under Income and Corporation Taxes Act 1988.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

12 Net income

Net income is stated after charging

	2016	2015
	£	£
Staff pension contributions	25,465	21,011
Depreciation	-	-
Operating lease payments	24,473	22,473
Auditors' remuneration	3,000	3,000

13 Tangible fixed assets

	Fixtures, Fittings and equipment £
Cost	
As at 31st March 2015 and 31st March 2016	29,370
Depreciation	
As at 31st March 2015 and 31st March 2016	29,370
Net book value	
As at 31st March 2015 and 31st March 2016	-

All tangible fixed assets are used in direct furtherance of the charity's objectives.

14 Debtors

	2016	2015
	£	£
Funding receivable	32,492	9,751
Prepayments and accrued income	33,109	20,868
	65,601	30,619

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

15 Creditors: Amounts falling due within one year

	2016 £	2015 £
Other creditors	69,663	46,540
Accruals	8,500	8,500
Deferred income	73,168	21,398
	151,331	76,438

16 Net movement in funds for the year

Restricted funds

The net movement in funds for the year on restricted funds was a deficit of (35,939). The reason for this was in the 2014/15 financial year a £113,542 balance was carried over for the restricted funds, with the agreement of the funders this balance was then rolled forward for use as income in the 2015/16 financial year (see note 18).

The carried forward balance on restricted funds of £77,603 relates to specific projects and is not available for the general use of the charity. The aim and use of each restricted fund is set out in note 18 to the financial statements.

Unrestricted funds

The net movement in funds for the year on unrestricted funds comprises of a surplus of £18,065 on general reserves and a deficit of (£199) on the Community Learning and Resource Centre. The carried forward balance on unrestricted funds of £236,350 forms the general reserves for general use of the charity.

17 Unrestricted funds

	Balance B/fwd £	Incoming resources £	Outgoing resources £	Transfers £	Balance C/fwd £
Designated funds:					
-Community Learning and Resource Centre	(9,224)	91,323	(82,298)	-	(199)
General funds	227,708	420,362	(413,042)	1,521	236,549
	218,484	511,685	(495,340)	1,521	236,350

The designated fund "Community Learning and Resource Centre" relates to a centre for adult and community learning in Wimborne.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

18 Restricted funds

	Balance B/fwd £	Incoming resources £	Resources expended £	Transfers £	Balance C/fwd £
Action with Communities in Rural England	-	56,360	(56,303)	-	57
Building Better Opportunities Dorset (BLF)	9,528	-	(9,528)	-	-
Dorset Best Village Competition	1,372	2,950	(2,332)	-	1,990
Big Energy Saving Network	-	10,000	(8,479)	(1,521)	-
British Gas Energy Trust	-	49,768	(24,344)	-	25,424
Communities Living Sustainably (BLF)	101,234	308,103	(360,262)	-	49,075
Dorset Community Foundation Grant	-	10,000	(10,000)	-	-
Dorset County Council Grant	-	900	(900)	-	-
Dorchester Post	-	28,884	(28,884)	-	-
Energy Best Deal	-	3,600	(3,600)	-	-
LiveWell Dorset	-	57,036	(57,036)	-	-
Purbeck Pledge	-	20,019	(20,019)	-	-
Village shops	1,408	-	(351)	-	1,057
	113,542	547,620	(582,038)	(1,521)	77,603

*(BLF) denotes restricted funds which are partially or fully funded by the Big Lottery Fund.

Within the restricted fund CLS Project is income from the Big Lottery of £308,103. Within the expenditure figure of £360,262 are prepayments of £1,883 and creditors of £67,105.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

18 Restricted funds (continued)

The charitable purposes of the restricted funds are as follows:-

A = Active funds
C = Completed funds

ACRE – Action with Communities in Rural England
To deliver local strategic support to rural communities enabling them to take action, to share learning on sustainable funding models and to provide access to local intelligence. (A)

BBOD – Building Better Opportunities in Dorset
Grant received from the Big Lottery to promote and provide workshops on building better opportunities in Dorset (C)

Dorset Best Village Competition
Competition to encourage community effort in keeping villages tidy and stimulate pride in appearance, and encourage villages to improve individual and community involvement in various ways. (A)

Big Energy Saving Network
To provide assisted action to vulnerable consumers, to help them save money on their energy costs through outreach sessions, and to deliver an energy saving training programme to front line workers who have regular contact with vulnerable consumers. (A)

British Gas Energy Trust (an independent charity separate from British Gas)
Partnership project for Healthy Homes to provide advice and financial guidance for those in fuel poverty in Dorset. (A)

Communities Living Sustainably (CLS) Project
Grant received from the Big Lottery to enable people living in Bridport, Dorchester and surrounding areas to live more sustainably and be more able to cope with environmental challenges and change. (A)

Dorset Community Foundation
Grant given for loft and cavity wall insulation to be installed at the Community Learning and Resource Centre. (C)

Dorset County Council (Department for Transport's Local Sustainable Transport Fund)
Sustainable Access to Employment Grant given for teleconferencing equipment at the Community Learning and Resource Centre and DCA's main office in Dorchester (C)

Dorchester Post
To improve the quality of community life and the local environment of Dorchester and the surrounding area. (C)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

18 Restricted funds (continued)

Energy Best Deal
For the provision of the Energy Best Deal Campaign advising consumers on energy related matters and activities which support the provision of energy advice. (A)

LiveWell Dorset
Dorset Community Action is working with LiveWell Dorset in order to enable and equip groups from the community and voluntary sector to refer people into the LiveWell service. Together with supporting VCSE service users to think about the area of health behaviour change, DCA is also helping to up skill our sector to cope with these new demands and promoting the use of the Natural Choices service (A)

Purbeck Pledge
To develop and deliver an alcohol awareness campaign in Purbeck by encouraging sign up the 'Purbeck Pledge' to abstain or reduce alcohol consumption over a specified month in 2015. (C)

Village Shops Grants
To provide a small grants fund to support shops and communities affected by the recent Post Office closure programme. (A)

19 Analysis of net assets between funds

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total Funds £
Fixed assets	-	-	-	-
Net current assets/ (liabilities)	236,549	(199)	77,603	313,953
Net assets	236,549	(199)	77,603	313,953

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

20 Commitments under operating leases

At 31st March 2016, the charity had aggregate total commitments under non-negotiable-operating leases as set out below:-

	Land and Buildings 2016 £	Plant and Machinery 2016 £	Land and Buildings 2015 £	Plant and Machinery 2015 £
Non-cancellable operating leases which expire				
Within one year	-	-	-	2,873
In two to five years	12,150	-	20,100	-
In over five years	191,000	-	206,000	-

21 Capital commitments

There were no material capital commitments in respect of specific charitable projects or the purchase of tangible fixed assets as at 31st March 2016.

22 Reconciliation of net income to net cash flow from operating activities

	2016 £	2015 £
Net (expenditure)/ income for the reporting period (as per the statement of financial activities)	(18,073)	9,250
Dividends, interest and rents from investments	(4,680)	(3,090)
(Increase)/decrease in debtors	(34,982)	748
Increase/ (decrease) in creditors	74,893	(26,402)
Net cash inflow/ (outflow) from operating activity	17,158	(19,494)

23 Analysis of cash and cash equivalents

	2016 £	2015 £
Cash at bank and in hand	67,450	147,527
Short term deposits	332,233	230,318
	399,683	377,845

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st MARCH 2016 (continued)

24 Comparative information

	Unrestricted Funds	Restricted Funds	Total Funds 2015
	£	£	£
Incoming resources			
Incoming resources from generated funds:			
Activities for generating funds:			
Consultancy and training	15,930	-	15,930
Investment income	3,090	-	3,090
Incoming resources from charitable activities, sustaining and enhancing community life in Bournemouth, Dorset & Poole	466,716	443,410	910,126
Total incoming resources	485,736	443,410	929,146
Resources expended			
Charitable activities	517,523	402,373	919,896
Total resources expended	517,523	402,373	919,896
Net (expenditure) / income for the year before transfers	(31,787)	41,037	9,250
Reallocation of internal expenses	37,514	(37,514)	-
Transfers	-	-	-
Net movement in funds for the year	5,727	3,523	9,250
Fund balances brought forward	212,757	110,019	322,776
Fund balances carried forward	218,484	113,542	332,026