

**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  
31<sup>st</sup> MARCH 2019**

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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
Pauline Batstone	
Derek Howshall	
Gerry Stoker	
Nicola Matthews	
Stephanie Gardiner	Treasurer - (co-opted 19 <sup>th</sup> May 2019)

### ***Chief Executive***

Alex Picot

### ***Senior Managers***

Linda Riggs	Finance and Office Manager
Paula Bennetts	Operations Manager

### ***Patron***

Angus Campbell	Lord-Lieutenant of Dorset
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**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 Little Keep Barrack Road Dorchester Dorset DT1 1SQ
Telephone Number:	01305 250921
Website:	<a href="http://www.dorsetcommunityaction.org.uk">www.dorsetcommunityaction.org.uk</a>

***Professional Advisors***

Accountants/Registered Auditors	Ward Goodman 4 Cedar Park Cobham Road Ferndown Industrial Estate Wimborne Dorset BH21 7SF
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 31 March 2019**

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019**

The Trustees are pleased to present their report and audited financial statements for the year ended 31<sup>st</sup> March 2019. 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 1<sup>st</sup> January 2015.

In considering its future strategy, aims and objectives the Trustees have given due regard to the Charity Commission's guidance on Public Benefit.

**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.

**Dorset Community Action  
Report of the Trustees  
for the year ended 31 March 2019**

## **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.

## **Achievements and Performance**

### ***What we achieved in 2018/19***

During the year, with funding support from Dorset County Council and NHS Dorset, Dorset Community Action continued to provide a free of charge health check service for our customers, and a range of great value training and consultancy services, supporting 199 groups during the year, with 362 people benefitting from our training.

In an increasingly challenging funding environment, the steps we took in 2017/18 to reduce our running costs resulted in us being able to stabilise our finances. However, we continued to put in place operational efficiencies, in anticipation of further reductions in income post Local Government Reorganisation (LGR) in April 2019, as a result of the disaggregation of Christchurch from Dorset County Council.

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With a noticeable decline in regular customer bookings for rooms at our Community, Learning & Resource Centre (CLaRC), due largely to public sector funding cuts, we implemented a review of our business strategy for the centre, and were successful in securing new tenants for office space, and commercial kitchen, despite these challenges.

During the year we successfully delivered the first year of our Building Better Opportunities, Supporting Enterprise programme, supporting 78 people on the programme. DCA also took on the responsibility as the 'Locally Trusted Organisation (LTO)' for Big 4 Littlemoor (B4L), one of several national projects funded by the Big Lottery through the BIG Local Trust, funding communities in areas of need to deliver ten year community regeneration plans.

Finally, 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.

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

**Core Services** – Dorset Community Action actively supported 199 voluntary and community organisations during the year, through the VCSE support services contract funded by Dorset County Council and NHS Dorset, complemented by service level agreements with most of Dorset's district councils. Our achievements included:

- **199 Groups provided with active** support, advice and organisational strength checks.
- **The range of support** given to groups covered:
  - Project Management (e.g. evidence of need)
  - Recruiting Trustees (e.g. skills auditing)
  - Getting & Managing Money (e.g. bid writing advice)
  - Managing Communications (e.g. using social media)
  - Governance & Trustee Skills (e.g. legal structures, roles and responsibilities)
- **17 Training Sessions** delivered across Dorset on a variety of topics:

<b>Evidencing Need</b>	<b>Making use of Social Media</b>
<b>Bid Writing &amp; Fundraising</b>	Trustee Roles & Responsibilities
<b>Being Compliant – GDPR</b>	Easy Steps to Safeguarding
<b>“Pitch Perfect” Events</b>	Recruiting Trustees (in partnership with VCD)
<b>Choosing your Legal Structure</b>	Being an Effective Trustee

- **18 Network Events** held across Dorset.
- **Hosted Dorset's Annual Funding Fair** in partnership with East Dorset District Council.

**Dorset Community Action  
Report of the Trustees  
for the year ended 31 March 2019**

**Outcomes Achieved 2018-19**

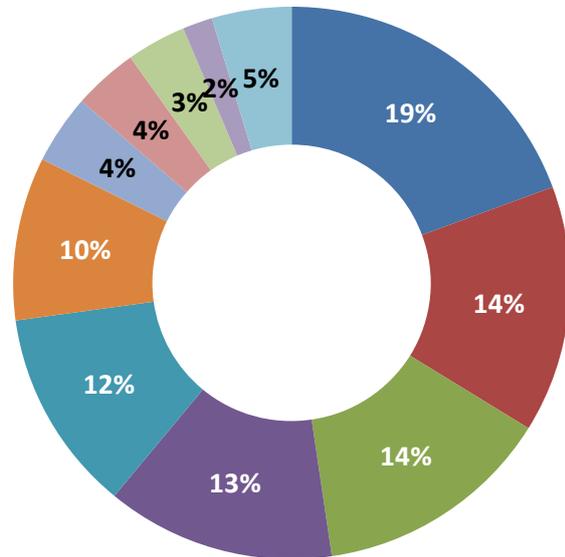
- ✓ **£1,526,862** raised by groups across Dorset as a direct result of the support they received from DCA Advisors.
- ✓ **362 Delegates Trained.** As a result groups stated they felt better informed and able to move their organisation forward.
- ✓ **84 Funding Fair attendees,** 13 Funders & 8 Workshops delivered. All attendees reported satisfaction with the event and found the day useful.
- ✓ **487 Attended Networking Events,** allowing groups to meet, share and receive information about Dorset's voluntary sector, and funding opportunities.
- ✓ **Energy Saving Advice given to 100 residents** vulnerable to fuel poverty, and 40 frontline workers. This has supported local residents to switch supplier, join the Priority Services Register, and save money on fuel bills.
- ✓ **37 hardship fuel poverty grants of £4,800,** awarded through the DCA managed British Gas Energy Trust Project.
- ✓ **DCA e-bulletin shared 50 grant funds,** 25 Community Consultations and news on Dorset's VCSE sector.
- ✓ **VCSE health & social care signposting trainees** reported knowing more about signposting opportunities and support available in their locality, from DCA training delivered to 36 GP practices across Dorset and 257 non-clinical frontline staff.

<b>Geographic Location of Customers (Organisations) by District</b>	<b>Organisations</b>	<b>% out of total no. of groups (199)</b>
All of Dorset	31	16
Christchurch	26	13
East Dorset	39	20
No data	9	5
North Dorset	33	17
Other	26	13
Purbeck	7	4
West Dorset	24	12
Weymouth & Portland	4	2
<b>Total</b>	<b>199</b>	

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**Breakdown of types of groups supported**

- Sport, leisure, arts, culture
- Runs a Club / Social Group / Support Group
- Health & Wellbeing
- Education, training, employment
- Manages buildings, facilities, open space
- Advice, information, advocacy, counselling
- Rural services or transport
- Community Safety services
- Play, childcare



**Digital communication**

At the end of year, the number of contacts receiving e-bulletins and e-alerts was 1538, with 24 e-bulletin editions published and 12 e-alerts sent. DCA's e-bulletin had an average open rate of 39.4%, bettering an industry average of 19%. 3666 organisations with email addresses were registered on our database, and our website had 9,811 users with 37,769 page views.

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

DCA has been involved in several key strategic initiatives this year, including:

**Transition Group**

DCA worked with Citizens Advice in Dorset, and Volunteer Centre Dorset to set up the Transition Group, a trustee leadership group, to enable a more effective means for the statutory sector to engage with Dorset's voluntary, community and social enterprise (VCSE) sector, and volunteers. The group was formed in response to the challenges and opportunities resulting from local government reorganisation in the county, recognising the need to promote the VCSE sector at a time of local government change, provide a vehicle for dialogue and collaboration with the emerging new local government structures, parish and town councils, and promote the VCSE sector's assets, strengths and diversity.

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## **SPOC**

At a time of fundamental change to the health & social care system, small VCSE organisations are still not able to participate in supporting new ways of working. To address this, we worked with Bournemouth CVS & Poole CVS this year to develop a Single Point of Contact (SPoC) model, an enhanced partnership model, enabling commissioners to work with the SPoC to design services reflecting the needs of local people and communities. A SPoC then works with a partnership of local charities and voluntary organisations to be 'contract ready' and deliver new services that meet these needs. DCA continues to work with SPoC partners to establish a viable funding model not just reliant on contract income.

## **Town & parish councils**

Around 80 organisations attended our annual conference in 2018, the aim of which was to start a new conversation on the future of Dorset's Civil Society after Local Government Reorganisation. With several representatives from parish councils in attendance, the conference discussed developing a communication channel between the VCSE sector and the New Council to support integration, transparency & engagement. As part of this work, DCA has continued to engage with Parish & Town Councils to share support, and concerns regarding LGR, and better connect the wider civil society sector. Outcomes from the conference included an action for a VCSE sector engagement strategy to be developed by the new Council, in collaboration with the Dorset Communities Forum.

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

### **DCA: Protecting Rural Services**



As part of the Defra funded ACRE (Action with Communities in Rural England) network, DCA is one of 38 charitable local development agencies that make up the ACRE Network. DCA continued to collect evidence on issues our rural communities face to advocate on their behalf, and to influence national policy. This year we gave evidence from Dorset on issues including health and transport to digital skills, rural services and fuel poverty, and evidence in support of for the ACRE network who gave expert testimony to the House Of Lords inquiry into the Rural Economy, critical for the long term sustainability of our rural communities.

### **DCA: Supporting Social Enterprises**



DCA continued to support people to 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. During the year we successfully delivered the first year of our Building Better Opportunities, Supporting Enterprise programme, supporting 78 people on programme. Of these participants:

## **Dorset Community Action Report of the Trustees for the year ended 31 March 2019**

- 10 went into employment;
- 9 went into further education;
- 15 tested an enterprise;
- 6 started an enterprise.

The Building Better Opportunities 'Inspire Dorset' project secured £579,500 of funding from the Big Lottery Fund and the European Social Fund as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England.

### **Structure, Governance and Management**

#### ***Governing Document***

Dorset Community Action is a company limited by guarantee governed by its Memorandum and Articles of Association dated 18<sup>th</sup> 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 344 members (349 in 2018), 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 non-voting member nominated by Dorset County Council and one non-voting 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.

## **Dorset Community Action Report of the Trustees for the year ended 31 March 2019**

The Board of Trustees meet every quarter, though the Board can arrange additional meetings to ensure that their duties are fulfilled. A Finance and General Purposes Committee was established by the Board in September 2016 to maintain an overview of, and to provide advice to it, regarding the financial and administrative affairs for the charity. This Committee also meet on a quarterly basis. 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 11 for travel expenses paid to Trustees in 2018/19. In the current year no related party transactions were reported.

The charity is a founder member of ACRE (Acton with Communities in Rural England), which is the national network of RCC's, and a member of National Council for Voluntary Organisations (NCVO). 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 new registered office at the Little Keep 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 31<sup>st</sup> March 2019 was 7 full-time and 13 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.

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Report of the Trustees  
for the year ended 31 March 2019**

**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:

	<b>2019</b>	<b>2018</b>
Total reserves	248,726	249,284
Less: Restricted funds	(35,888)	(33,807)
Free reserves	212,838	215,477

This represents 5 months recurring general funds expenditure (2018: 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. Purposes for restricted and designated funds can be found in note 18 in the accounts.

**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 district council and county 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.
- 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.

## **Dorset Community Action Report of the Trustees for the year ended 31 March 2019**

The Charity also operates a defined benefit pension multi-employer scheme with Dorset County Council. Many different employers participate in the scheme and accordingly, it is recognised that a number of employer specific events could impact on the funding strategy including:

- Structural changes in an individual employer's membership:
- An individual employer deciding to close the Scheme to new employees:
- An employer ceasing to exist without having fully funded their pension liabilities: and
- New employers being created out of existing employers.

However, the administering authority maintains dialogue with participating employers and monitors the position of employers participating in the Fund, particularly those which may be susceptible to events that could affect the long term financial health of an employer, with particular emphasis on their continued ability to support their obligations to Fund, and takes advice from the Fund actuary when required. The administering authority keeps individual employers briefed on funding and related issues and Dorset Community Action acts accordingly on any updates received.

### **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 funder's 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 £688,353 (2018 - £497,274) of which £516,773 related to restricted project income (2018 - £350,400). Total expenditure for the year was £688,912 (2018 - £589,235) of which £514,693 related to restricted project expenditure (2018 - £395,241).

The net movement in unrestricted funds for the year was a deficit of £2,640 (2018 – deficit £47,117) resulting from a £19,612 surplus on general reserves and transfers from the general fund to cover a deficit in the year of £22,252 on the designated fund, Community Learning and Resource Centre. The carried forward balance on unrestricted funds of £212,838 (2018 - £215,477) forms the general reserves of the charity.

The net movement in restricted funds was a surplus of £2,080 (2018 – deficit of £44,844).

The investments produced a return of 0.5% on the cash placed on deposit. This is seen as an acceptable return in the current economic climate.

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### **Plans for Future Periods**

During 2019/20, we expect to see ongoing changes in the public sector continuing to affect Dorset Community Action, following the loss of district councils, and the formation of the Dorset Council unitary authority. An ongoing focus will be to develop new income streams as public-sector funding reduces, including as founder member of the new ACRE network Limited Liability Partnership (LLP). Other areas of focus for the coming year will be:

**DCA: Supporting frontline organisations to deliver better services** through our business support service to develop their skills and expertise, from fund raising, governance, business planning, to measuring outcomes and impact. A particular focus will be ongoing development of a viable Single Point of Contact (SPoC) delivery model for VCSE sector delivery of health & social care services.

**DCA: supporting strategic action by** our membership of the national ACRE network development group, for example, supporting DEFRA on advocating for an England wide national rural strategy. More locally, DCA will have an important role providing a voice for Dorset's VCSE sector, as the new Dorset Council develops its policies and approach to engagement with Dorset's wider civil society.

**DCA: Supporting community led economic development & more sustainable communities** through continuing delivery of our Building Better Opportunities programme, and development of our Community led Economic Development (CED) model with three communities in Dorset, based on the model developed in Bridport, working through partners including development trusts, town & parish councils.

### **Statement of Trustees' Responsibilities**

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.

**Dorset Community Action  
Report of the Trustees  
for the year ended 31 March 2019**

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.

**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)  
3rd December 2019

**Dorset Community Action  
Report of the Independent Auditors to the Trustees  
for the year ended 31 March 2019**

## **Opinion**

We have audited the financial statements of Dorset Community Action (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

**Dorset Community Action  
Report of the Independent Auditors to the Trustees  
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Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

### **Other Information**

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### **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 Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate 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.

### **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Our responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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Report of the Independent Auditors to the Trustees  
for the year ended 31 March 2019**

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Report of the Independent Auditors.

**Use of our report**

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 145 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's 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 charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Ward Goodman  
Statutory Auditor  
4 Cedar Park  
Cobham Road  
Ferndown Industrial Estate  
Wimborne  
Dorset  
BH21 7SF

Date: .....

**Dorset Community Action  
Statement of Financial Activities  
for the year ended 31 March 2019**

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds as restated £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	1,000	-	1,000	3,546
<b>Charitable activities</b>	6				
Charitable Activities		150,936	516,773	667,709	468,096
Other trading activities	4	18,191	-	18,191	24,331
Investment income	5	<u>1,453</u>	<u>-</u>	<u>1,453</u>	<u>1,301</u>
<b>Total</b>		171,580	516,773	688,353	497,274
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	7				
Charitable Activities		<u>174,219</u>	<u>514,693</u>	<u>688,912</u>	<u>589,235</u>
<b>NET INCOME/(EXPENDITURE)</b>		(2,639)	2,080	(559)	(91,961)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		215,477	33,808	249,285	341,245
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>212,838</u>	<u>35,888</u>	<u>248,726</u>	<u>249,284</u>

**Dorset Community Action  
Balance Sheet  
for the year ended 31 March 2019**  
Company Registration Number: 3320011

	Notes	Unrestricted funds £	Restricted funds £	2019 Total funds £	2018 Total funds as restated £
<b>CURRENT ASSETS</b>					
Debtors	16	23,541	-	23,541	27,998
Cash at bank		<u>267,994</u>	<u>35,888</u>	<u>303,882</u>	<u>259,082</u>
		291,535	35,888	327,423	287,080
<b>CREDITORS</b>					
Amounts falling due within one year	17	(78,697)	-	(78,697)	(37,796)
		<u>212,838</u>	<u>35,888</u>	<u>248,726</u>	<u>249,284</u>
<b>NET CURRENT ASSETS</b>					
		212,838	35,888	248,726	249,284
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>212,838</u>	<u>35,888</u>	<u>248,726</u>	<u>249,284</u>
<b>NET ASSETS</b>					
		<u>212,838</u>	<u>35,888</u>	<u>248,726</u>	<u>249,284</u>
<b>FUNDS</b>					
Unrestricted funds	19			212,838	215,477
Restricted funds				<u>35,888</u>	<u>33,807</u>
<b>TOTAL FUNDS</b>					
				<u>248,726</u>	<u>249,284</u>

**Dorset Community Action  
Balance Sheet – continued  
for the year ended 31 March 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on ..... and were signed on its behalf by:

.....  
A Clevett (Chair)  
3rd December 2019

**Dorset Community Action  
Cash Flow Statement  
for the year ended 31 March 2019**

	Notes	2019 £	2018 as restated £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>43,347</u>	<u>(64,812)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>43,347</u>	<u>(64,812)</u>
<b>Cash flows from investing activities:</b>			
Interest received		<u>1,453</u>	<u>1,301</u>
<b>Net cash provided by (used in) investing activities</b>		<u>1,453</u>	<u>1,301</u>
<b>Change in cash and cash equivalents in the reporting period</b>			
		44,800	(63,511)
<b>Cash and cash equivalents at the beginning of the reporting period</b>			
		<u>259,082</u>	<u>322,593</u>
<b>Cash and cash equivalents at the end of the reporting period</b>			
		<u>303,882</u>	<u>259,082</u>

**Dorset Community Action  
Notes to the Cash Flow Statement  
for the year ended 31 March 2019**

**1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	2019	2018 as restated
	£	£
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>	(559)	(91,961)
<b>Adjustments for:</b>		
Interest received	(1,453)	(1,301)
Decrease in debtors	4,457	25,929
Increase in creditors	<u>40,902</u>	<u>2,521</u>
<b>Net cash provided by (used in) operating activities</b>	<u>43,347</u>	<u>(64,812)</u>

**Dorset Community Action  
Notes to the Financial Statements  
for the year ended 31 March 2019**

**1. LEGAL FORM**

The charity is a private company limited by guarantee and with no share capital and incorporated in England and Wales. The guarantors are the members whose liability in the event of a winding up is limited to £1 each. There were 344 members at the balance sheet date (2018: 349 members). The registered office can be found on page 2 of these financial statements.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Preparation of the account on a going concern basis**

The charity reported incoming resources of £688,353 and net expenditure of £688,912 leading to a net expenditure for the year of £557. The trustees are of the view that the steps taken to reduce running costs and improve operational efficiencies, in addition to a review of the business strategy for the centre, have secured the immediate future of the charity for the next 12 months and as such the financial statements are prepared on a going concern basis.

**Incoming resources**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

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 objectives, but included in the restricted funds where the grant is specific to a particular project. Income is deferred only where the donor has specified that the project expenditure should be expenditure 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.

**Debtors**

Funding Receivable and other debtors are recognised at the settlement amount. Prepayments are valued at the amount prepaid.

**Dorset Community Action**  
**Notes to the Financial Statements – continued**  
**for the year ended 31 March 2019**

**2. ACCOUNTING POLICIES - continued**

**Cash**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

There is a change in operational recording of creditors and reconciling items on the bank account reconciliations in the year. There is no effect on total funds in respect of this change in either the current year or prior year.

**Resources expended**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Grants payable are charged in the year when the offer is conveyed to the recipient, except in 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.

**Creditors**

Creditors and provisions are recognised where the charity has the 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.

**Operating Leases**

The charity classifies the lease of printing and copier equipment as operating leases: the title to the equipment remains with the lessor. Rental charges are charged on a straight line basis over the term of the lease.

**Governance costs**

Governance costs are allocated to restricted fund projects in accordance with amounts agreed with funding providers. These costs are shown as reallocation of internal expenses.

**Allocation and apportionment of costs**

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

All assets with a cost in excess of £2,000 are capitalised with the exception as noted below.

Project specific equipment purchases are mostly funded directly by the fund provider at the start of the project and are not capitalised as the items may be returned to the fund provider or given to the project.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**2. ACCOUNTING POLICIES - continued**

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%

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

**Restricted funds**

Restricted funds are funds that can only be used for particular restricted purposes within the objectives 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 fund provider, 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.

**Pension costs and other post-retirement benefits**

The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the year.

The Charity also operates a defined benefits pension scheme. The scheme is a multi-employer scheme where it is not possible, in normal course of event, to identify on a consistent and reasonable basis, the share of underlying assets and liabilities belonging to individual participating employers. Therefore, as required by FRS102, the charity accounts for this scheme as if it were a defined contribution scheme. The amount charged to the Statement of Financial Activities represents contributions payable to the scheme in respect of the accounting period.

**Financial instruments**

The charity only has financial assets and 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 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.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**2. ACCOUNTING POLICIES - continued**

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 provision are normally recognised at their settlement amount after allowing for any trade discounts due.

**3. DONATIONS AND LEGACIES**

	2019	2018 as restated
	£	£
Donations	-	3,546
Legacies	<u>1,000</u>	<u>-</u>
	<u>1,000</u>	<u>3,546</u>

**4. OTHER TRADING ACTIVITIES**

	2019	2018 as restated
	£	£
Consultancy and training	15,139	20,116
Other trading income	<u>3,052</u>	<u>4,215</u>
	<u>18,191</u>	<u>24,331</u>

**5. INVESTMENT INCOME**

	2019	2018 as restated
	£	£
Interest receivable - trading	<u>1,453</u>	<u>1,301</u>

**6. INCOME FROM CHARITABLE ACTIVITIES**

	2019	2018 as restated
	£	£
Grants	<u>667,709</u>	<u>468,096</u>

Grants received, included in the above, are as follows:

	2019	2018 as restated
	£	£
Incoming grants	<u>667,709</u>	<u>468,096</u>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**7. CHARITABLE ACTIVITIES COSTS**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2019 £</b>	<b>Total Funds 2018 £</b>
Employee Costs:				
Salaries	293,863	143,272	437,135	389,664
Payroll charges	2,797	-	2,797	2,797
Recruitment	275	1,350	1,625	3,292
Training and conference costs	1,277	-	1,277	541
<b>Premises related expenses:</b>				
Rent and rates	18,025	924	18,949	23,534
Repairs and maintenance	354	-	354	1,988
Utilities	9,729	183	9,912	12,914
<b>Transport related expenses:</b>				
Travel and subsistence	5,335	5,926	11,261	8,469
<b>Supplies and services:</b>				
Postage, stationery, printing and photocopying	7,017	2,428	9,445	7,754
Grants		16,756	16,756	35,893
Subscriptions, publications and marketing	6,208	242	6,450	5,557
Telephone	5,134	3,394	8,528	10,525
Training delivery/ function costs	2,112	1,833	3,945	4,248
Office expenses	4,287	5,631	9,918	6,795
Office equipment and maintenance	12,628	8,209	20,838	18,839
Insurance	8,747	586	9,333	7,027
Professional and consultancy fees	3,766	50	3,816	(4,326)
Project expenditure	13,103	66,809	79,912	9,378
<b>Support Costs:</b>				
Support costs	(82,683)	82,683	-	-
VAT paid to HMRC	8,114	1,430	9,544	5,896
<b>Governance costs:</b>				
Governance costs	27,117	-	27,117	38,450
<b>Total</b>	<b>347,204</b>	<b>341,706</b>	<b>688,912</b>	<b>589,235</b>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**8. GRANTS PAYABLE**

	2019	2018 as restated
	£	£
Charitable Activities	<u>16,756</u>	<u>35,893</u>
The total grants paid to institutions during the year was as follows:		
	2019	2018 as restated
	£	£
Building Better Opportunities in Dorset	506	27,622
Big4Littlemoor	11,100	-
British Gas Energy Trust (Healthy Homes)	<u>4,650</u>	<u>8,271</u>
	16,256	35,893
Total Grants Paid to individuals in the year:		
Big4Littlemoor	500	-
Grants to institutes and individuals	<u>16,756</u>	<u>35,893</u>
Grants in excess of £1,000:		
	2019	2018 as restated
	£	£
Building Better Opportunities - Grants to Partners	8,988	19,028
British Gas Energy Trust - Grants to Partners	-	26,314
Grants given by Big4Littlemoor:		
Diamond Faces	1,460	-
St Francis of Assisi PCC	5,000	-
Synergy	1,000	-
Weymouth Community Volunteers	1,500	-
Moor Voices	1,040	-
Other Grants Under £1000	<u>6,250</u>	<u>-</u>
	25,238	45,342
Grants Payable Brought Forward	(8,594)	(18,043)
Grants Payable Carried Forward	112	8,594
	<u>16,756</u>	<u>35,893</u>

**Dorset Community Action**  
**Notes to the Financial Statements – continued**  
**for the year ended 31 March 2019**

**9. SUPPORT COSTS**

	Governance costs £ <u>27,117</u>
Charitable Activities	

**10. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	2019	2018 as restated
	£	£
Auditors' remuneration	<u>4,800</u>	<u>4,000</u>

**11. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

During the year two trustees received amounts totalling £382 for reimbursed travel and conference expenses (2018: £487). Amounts totalling £62 were still due at the year end. The charity has paid premiums of £529 (2018: £501) to provide indemnity insurance for the trustees.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**12. STAFF COSTS**

	2019	2018 as restated
	£	£
Wages and salaries	381,170	345,265
Social security costs	29,021	27,451
Other pension costs	<u>44,856</u>	<u>42,323</u>
	<u>455,047</u>	<u>415,039</u>

The average monthly number of employees during the year was as follows:

	2019	2018
Operational	12	11
Management and administering the charity	<u>2</u>	<u>2</u>
	<u>14</u>	<u>13</u>

No employees received emoluments in excess of £60,000.

The key management personnel comprises of the Chief Executive and 2 Senior Managers. The total salary paid to key management personnel was £135,601 (2018: £163,270). Redundancy payments during the year were £nil (2018: £27,693).

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**13. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds	Restricted funds	Total funds as restated £
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	3,544	2	3,546
<b>Charitable activities</b>			
Charitable Activities	117,701	350,395	468,096
Other trading activities	24,331	-	24,331
Investment income	<u>1,301</u>	<u>-</u>	<u>1,301</u>
<b>Total</b>	146,877	350,397	497,274
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Charitable Activities	<u>193,994</u>	<u>395,241</u>	<u>589,235</u>
<b>Total</b>	193,994	395,241	589,235
<b>NET INCOME/(EXPENDITURE)</b>	(47,117)	(44,844)	(91,961)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	262,594	78,651	341,245
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>215,477</u>	<u>33,807</u>	<u>249,284</u>

**14. PRIOR YEAR ADJUSTMENT**

The prior year financial statements have been restated to account for an operational change in recording of creditors and reconciling bank items. Creditors totalling £7,990 were removed as reconciling bank items and reclassified as VAT and Payroll creditors. There is no effect on the total funds in this year or the prior year. For the year ended 31st March 2019 the figures show the new policy.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**15. TANGIBLE FIXED ASSETS**

	Fixtures and fittings £
<b>COST</b>	
At 1 April 2018 and 31 March 2019	<u>29,370</u>
 <b>DEPRECIATION</b>	
At 1 April 2018 and 31 March 2019	<u>29,370</u>
 <b>NET BOOK VALUE</b>	
At 31 March 2019	<u>          -</u>
At 31 March 2018	<u>          -</u>

**16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 as restated £
Other debtors	3,595	-
Funding receivable	7,962	17,610
Prepayments and accrued income	<u>11,984</u>	<u>10,388</u>
	<u>23,541</u>	<u>27,998</u>

**17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2019 £	2018 as restated £
Social security and other taxes	8,679	506
VAT	3,068	7,484
Other creditors	42,885	24,780
Accruals and deferred income	<u>24,065</u>	<u>5,026</u>
	<u>78,697</u>	<u>37,796</u>

Income has been deferred where income has been received for projects due to start after the reporting date.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**18. LEASING AGREEMENTS**

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2019	2018 as restated
	£	£
Within one year	17,210	16,300
Between one and five years	<u>56,954</u>	<u>74,175</u>
	<u>74,164</u>	<u>90,475</u>

**19. MOVEMENT IN FUNDS**

	At 1.4.18	Net movement in funds	Transfers between funds	At 31.3.19
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	225,728	19,613	(35,503)	209,838
Community Learning and Resource Centre	(10,251)	(22,252)	32,503	-
Dilapidation Fund	-	-	<u>3,000</u>	<u>3,000</u>
	215,477	(2,639)	-	212,838
<b>Restricted funds</b>				
Action with Communities in Rural England	-	18	-	18
Building Better Opportunities - Supporting Enterprise in Dorset	16,354	7,772	-	24,126
Dorset Best Village Competition	1,240	(1,240)	-	-
British Gas Energy Trust	15,907	(15,907)	-	-
Village Shops	307	(307)	-	-
Big Local Funding - Big4Littlemoor	-	<u>11,744</u>	-	<u>11,744</u>
	33,808	2,080	-	35,888
	-	-	-	-
<b>TOTAL FUNDS</b>	<u>249,285</u>	<u>(559)</u>	<u>-</u>	<u>248,726</u>

The Building Better Opportunities Supporting Enterprise in Dorset grant is fully funded by The National Lottery Community Fund and European Fund.

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	93,568	(73,955)	19,613
Community Learning and Resource Centre	<u>78,012</u>	<u>(100,264)</u>	<u>(22,252)</u>
	171,580	(174,219)	(2,639)
<b>Restricted funds</b>			
Action with Communities in Rural England	44,865	(44,847)	18
Building Better Opportunities - Supporting Enterprise in Dorset	192,420	(184,648)	7,772
Dorset Best Village Competition	2,048	(3,288)	(1,240)
Big Energy Saving Network	5,000	(5,000)	-
British Gas Energy Trust	-	(15,907)	(15,907)
Dorset County Council	87,751	(87,751)	-
NHS Dorset Clinical Commissioning Group	34,340	(34,340)	-
Sherborne Local Area Partnership	7,129	(7,129)	-
Big Local Funding - Big4Littlemoor	143,220	(131,476)	11,744
Village Shops	<u>-</u>	<u>(307)</u>	<u>(307)</u>
	516,773	(514,693)	2,080
	<u>688,353</u>	<u>(688,912)</u>	<u>(559)</u>
<b>TOTAL FUNDS</b>			

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

**Comparatives for movement in funds**

	At 1.4.17	Net movement in funds	At 31.3.18
	£	£	£
<b>Unrestricted Funds</b>			
General fund	260,909	(35,181)	225,728
Community Learning and Resource Centre	<u>1,685</u>	<u>(11,936)</u>	<u>(10,251)</u>
	262,594	(47,117)	215,477
<b>Restricted Funds</b>			
Action with Communities in Rural England	9	(9)	-
Building Better Opportunities - Supporting Enterprise in Dorset	-	16,353	16,354
Building Better Opportunities - Supporting Enterprise Dorset Development	9,293	(9,293)	-
Dorset Best Village Competition	2,239	(999)	1,240
British Gas Energy Trust	53,409	(37,502)	15,907
Communities Living Sustainably	10,841	(10,841)	-
Dorset County Council	1,368	(1,368)	-
NHS Dorset Clinical Commissioning Group	435	(435)	-
Village Shops	<u>1,057</u>	<u>(750)</u>	<u>307</u>
	78,651	(44,844)	33,808
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>341,245</u>	<u>(91,961)</u>	<u>249,284</u>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	54,267	(89,448)	(35,181)
Community Learning and Resource Centre	<u>92,610</u>	<u>(104,546)</u>	<u>(11,936)</u>
	146,877	(193,994)	(47,117)
<b>Restricted funds</b>			
Action with Communities in Rural England	48,480	(48,489)	(9)
Building Better Opportunities - Supporting Enterprise in Dorset	147,298	(130,945)	16,353
Building Better Opportunities - Supporting Enterprise Dorset Development	(1)	(9,292)	(9,293)
Dorset Best Village Competition	2,951	(3,950)	(999)
Big Energy Saving Network	10,000	(10,000)	-
British Gas Energy Trust	3,350	(40,852)	(37,502)
Communities Living Sustainably	3,130	(13,971)	(10,841)
Dorset County Council	90,050	(91,418)	(1,368)
NHS Dorset Clinical Commissioning Group	34,341	(34,776)	(435)
Energy Best Deal	4,200	(4,200)	-
Sherborne Local Area Partnership	6,598	(6,598)	-
Village Shops	<u>-</u>	<u>(750)</u>	<u>(750)</u>
	350,397	(395,241)	(44,844)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>497,274</u>	<u>(589,235)</u>	<u>(91,961)</u>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17	Net movement in funds	Transfers between funds	At 31.3.19
	£	£	£	£
<b>Unrestricted funds</b>				
General fund	260,909	(15,568)	(35,503)	209,838
Community Learning and Resource Centre	1,685	(34,188)	32,503	-
Dilapidation Fund	-	-	3,000	3,000
<b>Restricted funds</b>				
Action with Communities in Rural England	9	9	-	18
Building Better Opportunities - Supporting Enterprise in Dorset	-	24,125	-	24,125
Building Better Opportunities - Supporting Enterprise Dorset Development	9,293	(9,293)	-	-
Dorset Best Village Competition	2,239	(2,239)	-	-
British Gas Energy Trust	53,409	(53,409)	-	-
Communities Living Sustainably	10,841	(10,841)	-	-
Dorset County Council	1,368	(1,368)	-	-
NHS Dorset Clinical Commissioning Group	435	(435)	-	-
Village Shops	1,057	(1,057)	-	-
Big Local Funding - Big4Littlemoor	-	11,744	-	11,744
	<u>78,651</u>	<u>(42,764)</u>	<u>-</u>	<u>35,887</u>
<b>TOTAL FUNDS</b>	<u>341,245</u>	<u>(92,520)</u>	<u>-</u>	<u>248,725</u>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	147,835	(163,403)	(15,568)
Community Learning and Resource Centre	170,622	(204,810)	(34,188)
	<u>318,457</u>	<u>(368,213)</u>	<u>(49,756)</u>
<b>Restricted funds</b>			
Action with Communities in Rural England	93,345	(93,336)	9
Building Better Opportunities - Supporting Enterprise in Dorset	339,718	(315,593)	24,125
Building Better Opportunities - Supporting Enterprise Dorset Development	(1)	(9,292)	(9,293)
Dorset Best Village Competition	4,999	(7,238)	(2,239)
Big Energy Saving Network	15,000	(15,000)	-
British Gas Energy Trust	3,350	(56,759)	(53,409)
Communities Living Sustainably	3,130	(13,971)	(10,841)
Dorset County Council	177,801	(179,169)	(1,368)
NHS Dorset Clinical Commissioning Group	68,681	(69,116)	(435)
Energy Best Deal	4,200	(4,200)	-
Sherborne Local Area Partnership	13,727	(13,727)	-
Big Local Funding - Big4Littlemoor	143,220	(131,476)	11,744
Village Shops	-	(1,057)	(1,057)
	<u>867,170</u>	<u>(909,934)</u>	<u>(42,764)</u>
<b>TOTAL FUNDS</b>	<u>1,185,627</u>	<u>(1,278,147)</u>	<u>(92,520)</u>

**Dorset Community Action  
Notes to the Financial Statements – continued  
for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

**PURPOSES OF DESIGNATED FUNDS**

**Community Learning and Resource Centre**

Relates to a centre for adult and community learning in Wimborne and related income and expenditure. A transfer of £22,252 was made from unrestricted funds to cover the deficit in income on the fund for the year.

**Dilapidation Fund**

Funds set aside to cover restoration of the leased office space to its original condition at the end of the lease term. The lease is due to end in 2028 with breaks granted every 5 years. A transfer of £3,000 was made from unrestricted reserves to set up this fund in the year.

**PURPOSES OF RESTRICTED FUNDS**

**Action with communities in Rural England**

Grant received from ACRE resulting from DEFRA's Grant Aid Investment Programme, 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.

**Building Better Opportunities - Supporting Enterprise in Dorset**

DCA was successful in securing the Stage 2 bid of the Building Better Opportunities - Supporting Enterprise in Dorset funded by the National Lottery Community Fund and European Social Fund. The grant was given to enable target participants to overcome barriers to employment through accessible, community based support as a stepping stone into enterprise, leading to increased confidence and long-term life changes. This grant is fully funded by The National Lottery Community Fund and European Fund..

**Building Better Opportunities - Supporting Enterprise Dorset Development Fund**

DCA was successful in reaching Stage 2 of the BIG Lottery's Building Better Opportunities (BBO) programme (enterprise strand), and secured twelve months development funding to prepare its stage 2 bid. The funding was used to bring together a partnership to gather evidence on supporting economically inactive and long term unemployed to support the Stage 2 bid.

**Dorset Best Village Competition**

DCA administers sponsorship and provides help and support to volunteers to run a 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.

**Big Gas Energy Trust (an independent charity separate from British Gas)**

Grant received to provide a partnership project for Healthy Homes to deliver a Dorset wide programme of interventions tackling all three elements of fuel poverty: low income, high fuel cost and high fuel use. Activities included: Training and support for frontline workers, targeted information and advice on fuel poverty, advocacy support and emergency and hardship grants and loans.

**Dorset Community Action**  
**Notes to the Financial Statements – continued**  
**for the year ended 31 March 2019**

**19. MOVEMENT IN FUNDS - continued**

**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.

**Dorset County Council**

Strategic grant from DCC to build capacity of the VCSE sector through focused support, advice and training.

**NHS Dorset Clinical Commissioning Group**

Grant from CCG to provide advice, training and consultancy support for the benefit of community groups, charities and social enterprises in Dorset.

**Energy Best Deal**

Funding received from the national Association of Citizens Advice Bureaux to deliver Energy Best Deal group sessions aimed at vulnerable groups of frontline workers and volunteers that support vulnerable consumers. To advise the consumers on switching to lower tariffs/suppliers, Warmer Home Discount rebates, energy efficiency and fuel debt.

**Sherborne Local Area Partnership**

Dorset Community Action received funding from West Dorset District Council to provide the Sherborne Local Area Partnership with support in its operation, development and activities.

**Village Shops Grants**

To provide a small grants fund to support shops and communities affected by the recent Post Office closure programme.

**Big Local Funding - Big4Littlemoor**

DCA is providing the role of a Locally Trusted Organisation to the Big4Littlemoor Partnership to support them with strategic leadership and implementation of their Big Local Plan. A grant was awarded to the partnership by the Lottery Fund which is administered by the Local Trust.

**20. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019 (2018 - £nil).

**21. PENSIONS**

**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 Council 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 Council Pension Scheme.

**Dorset Community Action**  
**Notes to the Financial Statements – continued**  
**for the year ended 31 March 2019**

**21. PENSIONS - continued**

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 have that portion of their pension calculated on their final salary.

The employer's contribution made to the scheme in 2018/19 was £11,669 (2018: £28,739) with an employer's contribution rate of 23.6% of pensionable pay and an employee's contribution ranging from 5.8% to 6.5% pensionable pay. The 2017/18 figure included a payment of capitalisation costs for pension due to a redundancy.

An actuarial valuation of the scheme as at 31st March 2016 showed a fund deficit in the whole of the pension fund. Dorset Community Action was pooled with other small admitted bodies and a deficit recovery rate of 23.6% of payroll put in place for 3 years. Another actuarial valuation of the scheme is due in April 2020.

**Defined Contribution**

The charitable company 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 scheme are held separately from those of the charity.

Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate. 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. DCA's staging date for auto-enrolment was 1st May 2017 and those qualifying staff not already in the Friends Provident Scheme were enrolled into the scheme with DCA paying 6% employers and staff paying 1% employees contribution.

The contributions made for the accounting period are treated as an expense and were £18,550 (2018: £13,584).

**Dorset Community Action  
Detailed Statement of Financial Activities  
for the year ended 31 March 2019**

	2019	2018
	£	as restated £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	-	3,546
Legacies	<u>1,000</u>	<u>-</u>
	1,000	3,546
<b>Other trading activities</b>		
Consultancy and training	15,139	20,116
Other trading income	<u>3,052</u>	<u>4,215</u>
	18,191	24,331
<b>Investment income</b>		
Interest receivable - trading	1,453	1,301
<b>Charitable activities</b>		
Grants	<u>667,709</u>	<u>468,096</u>
Total incoming resources	688,353	497,274
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Wages	363,258	319,890
Social security	29,021	27,451
Pensions	44,856	42,323
Rent and rates	18,949	23,534
Insurance	9,333	7,027
Utilities	9,912	12,914
Telephone	8,528	10,525
Postage and stationery	9,445	7,754
Subscriptions and publications	6,450	5,557
Payroll costs	2,797	2,798
Recruitment	1,625	3,292
Training and conference costs	1,277	2,041
Repairs and Maintenance	354	1,988
Travel and subsistence	11,261	8,471
Training delivery/ function costs	3,945	4,248
Office expenses	9,918	5,291
Office equipment and maintenance	20,838	18,839
Professional and consultancy fees	3,816	(1,351)
Project expenditure	79,912	9,378
VAT	9,544	5,896
Carried forward	645,039	517,866

This page does not form part of the statutory financial statements

**Dorset Community Action  
Detailed Statement of Financial Activities  
for the year ended 31 March 2019**

	2019	2018
	£	as restated £
<b>Charitable activities</b>		
Brought forward	645,039	517,866
Internal transfers	-	-
Grants to institutions	16,256	35,893
Grants to individuals	<u>500</u>	<u>-</u>
	661,795	553,759
<b>Support Costs</b>		
<b>Governance costs</b>		
Wages	17,912	25,375
Auditors' remuneration	4,800	4,000
Premises related expenses	413	1,015
Insurance	529	501
Accountancy fees	1,500	1,035
Supplies and services	1,103	1,582
Meeting and committee expenses	478	1,968
Trustee travel expenses	<u>382</u>	<u>-</u>
	<u>27,117</u>	<u>35,476</u>
Total resources expended	688,912	589,235
	<u>688,912</u>	<u>589,235</u>
Net expenditure	<u>(559)</u>	<u>(91,961)</u>