

Company Number. 07362470 (England and Wales)

Registered Charity Number. 1140201

**BARNESLEY INDEPENDENT ALZHEIMER'S AND DEMENTIA
SUPPORT (BIADS)**

REPORT AND ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2011

BARNESLEY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

TRUSTEES' REPORT AND ACCOUNTS

PERIOD ENDED 30 SEPTEMBER 2011

CONTENTS

	Page
Legal and Administrative Information	3
Trustees' Report	4 - 8
Independent Examiner's Report	9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the Financial Statements	12 - 17

BARNSELY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

LEGAL AND ADMINISTRATIVE INFORMATION

PERIOD ENDED 30 SEPTEMBER 2011

Full name: Barnsley Independent Alzheimer's and Dementia Support (BIADS)

Registered Charity Number: 1140201

Registered Company Number: 07362470

Registered Office & Principal Address: 187 Sheffield Road
Barnsley
South Yorkshire
S70 4DE

Trustees & Directors: Betty Barlow
Jean Blackburn
Allan Cooper
Carolyn Cooper
William Cowin
David Coupland
Peter Francis
Susan Haughton
Joseph Hayward
Derrick Marshall
Lisa Phelan
Anne Stewart - *Resigned September 2011*
Trevor Stratton - *Appointed September 2011*

Chairperson: William Cowin

Treasurer: Trevor Stratton

Bankers: Barclays Bank Plc
23 Queens Street
Barnsley
S70 1RJ

Independent Examiner: Angela Hayes
Employee of Voluntary Action Barnsley
The Core
County Way
Barnsley
S70 2JW

The trustees present their report and financial statements of the charity for the period 01 September 2010 to 30 September 2011.

Structure, governance and management

Barnsley Independent Alzheimer's and Dementia Support (BIADS) is a charity and a company limited by guarantee, governed by its Memorandum and Articles of Association. The company has no share capital and the liability of each member in the event of winding-up, is limited to a sum not exceeding £1. The affairs of the charity are managed by the Board of Trustees who may exercise all powers of the charity and who have control of the charity's property and funds.

Appointment of trustees

The trustees are also directors of the company for the purpose of company law. The trustees are appointed at the Annual General Meeting.

Related parties

The trustees consider that there are no related parties to the charity.

Charitable aims and objectives

The objectives of the charity are:

- to relieve the needs of people and their families, friends and carers within the boundaries of Barnsley Metropolitan Borough Council, suffering from all types of dementia and its effects by the provision of emotional and practical support, advice, education and information and by raising public awareness of the said conditions.
- to provide, or assist in the provision of, facilities and social activities for recreation and leisure time occupation of people suffering from all types of dementia and their families, friends and carers in the interests of social welfare with the object of improving their conditions of life.

Activities undertaken for the public benefit

In shaping the objectives for the year, the trustees have paid due regard to the public benefit guidance published by the Charity Commission.

BIADS is a local, independent charity set up to offer support to the estimated 2,800 people of Barnsley affected by dementia, their informal carers, families and friends. Supported by seven staff members and seventy four volunteers (at the time of filing this report) we offer:

- A carer support service that establishes an initial relationship with the person with dementia and their carer, providing information, advice and signposting to our own services and the services of other organisations that will help the people of Barnsley live well with dementia. This relationship continues throughout the journey with this devastating illness.
- A volunteer led befriending service for carers that offers a dedicated 'friend' for social and emotional support. A service that is especially for carers.
- A volunteer led befriending service for people with dementia (PWD) that reaches out into the community to engage the PWD and gives them the opportunity to take back some control of their lives and fosters independent living.
- Weekly therapeutic circle dancing for the PWD and their carer. Especially adapted dance for the PWD that encourages light exercise, cognitive stimulation, peer support and time to enjoy the sheer joy of dance and music.
- Weekly social circle dancing open to all that have completed the therapeutic dance sessions where they can continue to enjoy the support circle dancing provides. Our former carers find this very important when faced with the huge gulf in their lives when their loved ones have passed away or gone into long term care.
- Jabadao exercise classes for the PWD run in partnership with the physiotherapy department at Kendray Hospital.
- BIADS' singers. A singing group held twice a month, run by a carer and music teacher. The group have performed in public several times and this is a great builder of self confidence for our members as well as a demonstration that there can still be a positive life after diagnosis, helping to dispel the stigma that often surrounds dementia.
- A monthly dementia café attended by an average of sixty five people. An informal gathering with lots of chatter and laughter.
- Two holidays a year that allow PWD and their carers to continue enjoying holidays together in a fun, friendly, non judgemental environment, with professional support if needed.
- At least two social events and two day trips a year.
- Involvement in the consultation, implementation and monitoring of Barnsley's dementia strategy involving service users.
- The Keeping in Touch (KIT) Club. Set up to support carers when their loved ones have entered long term care or passed away and they are often faced with a specific grieving process, guilt and isolation after what may have been many years of caring.

To support all of the activities listed above we have a robust management structure with Trustees meeting monthly and several sub committees set up to work on specific areas such as fund raising, finance and services. We are constantly fundraising and applying for funding to enable our activities to continue and grow.

Achievements and performance during the period

This report covers the period from the inception of BIADS to the completion of our first financial year and has truly been a most amazing time. Services were started with two staff members and three office volunteers in June 2010 backed by our trustees. BIADS now employs seven staff members and has a band of seventy four volunteers offering services to those people in Barnsley affected by dementia.

In April 2011 BIADS was successful in tendering for our first contract from the Joint Commissioning Unit of BMBC to provide a befriending service for people with dementia, especially those living alone in their communities. The service has been implemented to a very high standard and after excellent training our first specialist volunteers are now providing this service.

In May 2011 we opened our charity shop in Royston and this is now bringing in a regular income to support our work.

In June 2011 BIADS was awarded a Service Excellence Award by Barnsley MBC for Best Voluntary Service Provision, an achievement we are very proud of. We are probably most proud of the fact that all of this has been achieved thanks to the unfailing support of our members and the generous people of Barnsley.

Plans for the future

Now that BIADS is well established in the community offering support services, information and advice and raising awareness of dementia and its effects, it is vital that we ensure we have the ability to sustain what we have now and develop for the future. As our year starts we will review each service we provide, look at how they are provided and how we can improve our delivery. BIADS is proud of its ability to react to changing need and we will develop new services as identified by our members as resources allow.

BIADS will continue to build relationships with other organisations in the community to establish good working partnerships in health and social care. We will continue to work on the Barnsley Dementia Strategy ensuring the voice of our members is heard through work with the focus group. This was set up to inform commissioners of local needs and also to monitor that all seventeen recommendations in the National Strategy are dealt with locally during the five year implementation plan.

BIADS will continue to seek funding streams that will support our important work whilst staff and volunteers fundraise tirelessly so that money raised in Barnsley stays in Barnsley and is used to continue BIADS' work.

The charity's policy on reserves

Reserves are needed to meet the working capital requirements of the charity. It is the policy of the charity that reserves are maintained equivalent to three months running costs and staff salaries.

Risk management

The trustees have ultimate responsibility for identifying and managing risk. The Trustees have this as an agenda item for their monthly meetings and as issues arise they are dealt with by them or passed to the appropriate sub committee.

Funds in deficit

There are currently no funds in deficit.

Exemptions

The trustees have taken advantage of the exemptions available to small companies, including the audit exemption.

Statement of trustee's responsibilities

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity at the end of the year and of the surplus or deficiency for the year then ended.

In preparing those financial statements, the trustees are required to: select suitable accounting policies and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The trustees must also 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 responsible for keeping proper accounting records which disclose, with reasonable accuracy at any time, the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities.

Financial position

The financial statements are set out in pages 10 to 17. The Statement of Financial Activities shows net incoming resources for the year of a revenue nature of £32,420.

The total reserves at the year end stand at £32,420.

The trustees consider the financial performance of the charity during the year and its financial position at the end of the year to be satisfactory.

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.

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Signed _____ Date:

William Cowin, Chair/ Director

INDEPENDENT EXAMINER'S REPORT

PERIOD ENDED 30 SEPTEMBER 2011

I report on the accounts of the charity, which are set out on pages 10 to 17.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the 1993 Act;
- follow the procedures laid down in the general directions given by the Charity Commissioners under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed _____ Date _____

Angela Hayes
Employee of Voluntary Action Barnsley

BARNESLEY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

**STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating an Income & Expenditure Account)**

PERIOD ENDED 30 SEPTEMBER 2011

	Note	Unrestricted Funds £	Restricted Funds £	2011 Total Funds £
Incoming resources				
Gifts & donations	2a	31,923	-	31,923
Income for fundraising activities		15,447	-	15,447
Grants received	2b	500	15,178	15,678
Contracts & charges	2c	20,153	-	20,153
Charity shop sales		6,093	-	6,093
Holidays/outings		23,787	-	23,787
Membership fees		695	-	695
Other income	2d	12,954	-	12,954
Total incoming resources		111,552	15,178	126,730
Resources expended				
Salaries cost		35,617	4,227	39,844
Recruitment		291	-	291
Rent & rates		5,149	201	5,350
Insurance		172	-	172
Telephones		670	-	670
IT & website costs		581	-	581
Holidays & outings		25,004	-	25,004
Service delivery - other		1,703	839	2,542
Venue hire		335	72	407
Staff expenses		195	-	195
Volunteer expenses		254	-	254
Shop expenses		181	-	181
Equipment		2,450	1,700	4,150
Office supplies, printing & stationery		2,036	78	2,114
Postage		217	864	1,081
Newsletter publication		120	510	630
Advertising & publicity		209	633	842
Accountancy fees		425	-	425
Consultancy fees		6,545	-	6,545
Fundraising costs		1,505	-	1,505
Housekeeping & hospitality		613	-	613
Other expenditure		914	-	914
Total resources expended		85,186	9,124	94,310
Net income/(expenditure)		26,366	6,054	32,420
Total funds brought forward		-	-	-
Transfers between funds	11	708	(708)	-
Total funds carried forward		27,074	5,346	32,420

All the activities of the charitable company are classed as continuing.

BARNSELY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

BALANCE SHEET

PERIOD ENDED 30 SEPTEMBER 2011

	Note	£	2011 £
Fixed assets			
Tangible assets		-	
Total fixed assets		<hr/>	-
Current assets			
Debtors & prepayments	3	20,344	
Cash at bank and in hand		<hr/>	
Total current assets		34,093	
Liabilities			
Creditors & Accruals amounts falling due within one year	4	<hr/>	
		(1,673)	
Net current assets			32,420
Net assets			<hr/> 32,420 <hr/>
Funds of the charity			
Unrestricted funds	10		27,074
Restricted funds			<hr/>
Total funds			<hr/> 32,420 <hr/>

Exemption from audit

For the period ending 30 September 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;*
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.*

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The trustees declare that they have approved the accounts above.
Signed on behalf of the charity's trustees:

Signed _____

Date:

William Cowin, Chair/ Director

1. Accounting policies

Basis of the preparation of the accounts

The financial statements have been prepared under the historical cost convention and in accordance with Accounting and Reporting by Charities - Statement of Recommended Practice (SORP, revised 2005), the Financial Reporting Standard for Smaller Entities (effective April 2008) and the provisions applicable to companies subject to the small companies regime under the Companies Act 2006.

Incoming resources

All material incoming resources have been included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure has been analysed using natural classification. All expenditure is included on an accruals basis and is recognised as a liability is incurred. The charity is not registered for VAT and accordingly resources expended are shown gross of irrecoverable VAT.

Gifts in kind

Gifts in Kind are included in the Statement of Financial Activities at a valuation which is an estimate of the financial cost to the donor, where the cost is quantifiable and measurable.

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets, with a cost exceeding £1000, over their expected useful lives.

The rates applicable are:

Computer Equipment	- 33 ¹ / ₃ % on a straight line basis
Office Equipment, Fixtures & Fittings	- 20% on a reducing balance basis

In the year of acquisition, fixed assets are depreciated for the full year.

Funds structure

The charity maintains a general unrestricted fund which represents funds which are expendable at the discretion of the trustees in furtherance of the objects of the charity.

Restricted funds have been provided to the charity for particular purposes and may only be spent for the purposes for which they were given. Any balance remaining outstanding on a restricted fund at the end of the year is carried forward as a balance on the fund, unless permission has been given by the donor to remove the restriction on the balance outstanding.

Funds relating to capital expenditure are transferred to a designated fund against which depreciation is charged.

BARNSELY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

NOTES TO THE FINANCIAL STATEMENTS continued

PERIOD ENDED 30 SEPTEMBER 2011

2. Analysis of incoming resources

	Unrestricted funds £	Restricted funds £	2011 Total funds £
2a Gifts & Donations			
Regular Donations	1,308	-	1,308
Mayors Charity Fund	10,192	-	10,192
General Donations	20,423	-	20,423
	<u>31,923</u>	<u>-</u>	<u>31,923</u>
 2b Grants Received			
Department of Health - Peer Support Grant	-	2,300	2,300
SY Community Foundation	-	9,839	9,839
BMBC - Carers Grant	-	2,245	2,245
Shawlands Trust	500	-	500
Coalfields Regeneration Trust	-	794	794
	<u>500</u>	<u>15,178</u>	<u>15,678</u>
 2c Contracts & Charges			
BMBC - Befriending Service Contract	20,000	-	20,000
Other charges & fees	153	-	153
	<u>20,153</u>	<u>-</u>	<u>20,153</u>
 2d Other Income			
Transfer of funds from Unincorporated Association	12,601	-	12,601
Miscellaneous income	353	-	353
	<u>12,954</u>	<u>-</u>	<u>12,954</u>

BARNESLEY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

NOTES TO THE FINANCIAL STATEMENTS continued

PERIOD ENDED 30 SEPTEMBER 2011

3. Debtors

	2011 £
Accrued income	20,000
Prepayments	344
	<u>20,344</u>

4. Creditors: amounts falling due within one year

	2011 £
PAYE & social security	1,248
Other accruals	425
	<u>1,673</u>

5. Staff costs and numbers

	2011 £
Salaries	37,442
Social security costs	2,402
	<u>39,844</u>

No of staff employed at the end of the financial year:	5
Full time equivalent:	4

BARNESLEY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

NOTES TO THE FINANCIAL STATEMENTS continued

PERIOD ENDED 30 SEPTEMBER 2011

6. Analysis of net assets by fund

	Unrestricted funds £	Designated funds	Restricted funds £	Total funds £
Fixed assets	-	-	-	-
Net current assets	27,074	-	5,346	32,420
	<u>27,074</u>	<u>-</u>	<u>5,346</u>	<u>32,420</u>

7. Trustees' remuneration, benefits and expenses

Other than out of pocket expenses there were no payments, remuneration or benefits made to trustees in this period.

8. Related party transactions

There were no related party transactions.

9. Independent examination and accountancy services

During the period, the cost of the examination and accountancy services was £425.

BARNSELY INDEPENDENT ALZHEIMER'S AND DEMENTIA SUPPORT (BIADS)

NOTES TO THE FINANCIAL STATEMENTS continued

PERIOD ENDED 30 SEPTEMBER 2011

10. Movements in funds

	Opening balance £	Incoming resources £	(Resources expended) £	Transfers £	Closing balance £
Unrestricted funds					
General Purpose Fund	-	61,339	(57,288)	12,341	16,392
Charity Shop	-	6,186	(337)	(5,849)	-
Holidays & Outings Fund	-	24,027	(17,146)	-	6,881
Befriending Service	-	20,000	(10,415)	(5,784)	3,801
	<u>-</u>	<u>111,552</u>	<u>(85,186)</u>	<u>708</u>	<u>27,074</u>
Restricted funds					
BMBC - Carers Grant	-	2,245	(1,019)	-	1,226
Coalfields Regeneration Trust	-	794	(794)	-	-
Peer Support Fund	-	2,300	(1,592)	(708)	-
SY Community Foundation	-	9,839	(5,719)	-	4,120
	<u>-</u>	<u>15,178</u>	<u>(9,124)</u>	<u>(708)</u>	<u>5,346</u>
TOTAL FUNDS	<u>-</u>	<u>126,730</u>	<u>(94,310)</u>	<u>-</u>	<u>32,420</u>

11. Fund Transfers

	General Fund £	Peer Support Fund £	Charity Shop £	Befriending Service £
Management charges	8,038	(708)	(2,200)	(5,130)
Desk space charges	654	-	-	(654)
Transfer of charity shop profits	3,649	-	(3,649)	-
	<u>12,341</u>	<u>(708)</u>	<u>(5,849)</u>	<u>(5,784)</u>

12. Restricted Funds

The charity administered the following restricted funds during the year:

- **BMBC Carers Grant** – this grant covers the production and distribution of three issues of our newsletter.
- **Coalfields Regeneration Trust, Bridging the Gap** – this grant covered room hire costs for our activities such as circle dancing, BIADS' singers etc.
- **Peer Support Fund** – this enabled us to promote the use of personal budgets.
- **South Yorkshire Community Foundation Grant** – this grant enabled us to have full time admin/reception cover.