

# **THE DOLPHIN SOCIETY**

## **TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
30 SEPTEMBER 2010**

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# THE DOLPHIN SOCIETY

Including Edith Gardner Charity, L B Welchman and Emma Howell Trusts

## ANNUAL REPORT

YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2010

### Reference and Administrative Information

**Registered Office** 17 St Augustine's Parade  
Bristol  
BS1 4UL

**Trustees** R N Baird (President to 13 November 2009)  
A K Bonham MBE DL  
The Hon. Vere Boscawen  
A C Morris CBE DL (to 13<sup>th</sup> November 2009)  
Helen Moss OBE  
J H Moule (President from 14<sup>th</sup> November 2009)  
S R Parsons DL  
T S Ross (from 14<sup>th</sup> November 2009)  
Mary Prior MBE, HM Lord Lieutenant of Bristol

### Members (in addition to Trustees)

J G M Baker	R Hill MBE
D A S Burn	C R T Laws
J A S Burn MC	M Lea
C G Clarke DL	A R D McArthur
C J Curling	R M McKinlay CBE
R M Davidson	A G O'Leary
M O Davies-Jones	T E Pyper
Fiona Densham	A M Reid
H A C Densham CBE	T Smallwood OBE DL
R C L Feneley	R W Smedley MBE
M R Flook	Sir James Tidmarsh KCVO MBE
Sandie Foxall-Smith	R Trevor Johnson
J A Heaford	

**Administrator** Mrs J T Moody  
17 St Augustine's Parade  
Bristol  
BS1 4UL

<b>Independent Examiner</b>	Christopher J Keates-Porter R S Porter & Co 77/81 Alma Road Clifton Bristol BS8 2DP
<b>Bankers</b>	National Westminster Bank Plc Bristol City Office
<b>Investment advisors</b>	Smith & Williamson Investment Management Portwall Place Portwall Lane Bristol BS1 6NN

# **THE DOLPHIN SOCIETY**

## **President's report on activities for the year ended 30<sup>th</sup> September 2010**

Despite the difficulties experienced by many charities in recent years as a result of the current economic climate, the continuing generosity of our supporters has enabled the Dolphin Society to continue its work in assisting older and disabled people to maintain their independence in their own homes for as long as possible.

### **Tunstall pendant alarms**

The Society's main activity continues to be the supply, installation and maintenance of Tunstall pendant alarms. These are provided free of charge to all those who are in need and suffering financial hardship. Recent cuts in public funding have resulted in an increased demand for the provision of these alarms, a trend that is likely to continue.

This year the Society has undertaken a comprehensive review of all its alarm holders and our administrator, volunteers and technician have worked hard in telephoning all our users in order to ensure that emergency key holder contact details are correct and generally to ensure that the Society is operating an efficient service. This was a very worthwhile exercise and it is likely that in future similar reviews will be undertaken on an annual basis.

### **Household repairs and adaptations**

The Society also provides support for independent living through the provision of funding for urgent household repairs. The Society continues to work in partnership with Bristol Care & Repair in the delivery of this service and two funds have been established to support the Society's work in this area. Our Hardship Relief Fund helps meet the cost of emergency repairs following boiler breakdown so that hot water and central heating are restored and our Adaptation Fund pays for the installation of handrails, ramps, walk in showers and other adaptations in order to help make life easier for those whose mobility is restricted by infirmity and illness.

### **Community Centres**

The Society has for many years recognised the important role that Community Centres can play in supporting independent living and this year we have continued to support a number of projects at Horfield Community Centre.

### **Food shopping from home**

As was reported last year, the Society has now transferred all its work in this area to Age Concern Bristol who continue to provide an on-line shopping service to those

who are unable to do their own shopping and we would once again thank Age Concern Bristol for taking on this service.

### **Other activities**

The Society has reviewed its governance in order to ensure compliance with Charity Commission best practice and an amended constitution was adopted by the charity at its annual general meeting. The new constitution clarifies the position regarding the trustees of the charity and regularises some of the procedures relating to the appointment of the Society's office holders.

Last year the Society deployed some of its reserves in order to meet a number of significant and urgent demands for support including the provision of a replacement van for use by Bristol Care & Repair in delivering services on behalf of our charity. The Society has, in line with its reserves policy, therefore allocated some of the funds raised in the year to rebuilding its reserves in order that it may continue to respond to similar demands for emergency funding in the future. The rebuilding of these reserves is to be spread over a number of years as the Society seeks to balance the need to create an adequate reserve with its continuing investment in its core activities.

### **Vale**

My grateful thanks to all those many people who contribute in different ways to the work of the Society and without whose help and support the Society would simply not be able to operate. In particular I would like to thank:

- all those individuals, trusts and businesses that have so generously donated to the work of the Society – they are the lifeblood of this charity;
- our administrator, Mrs June Moody, for all her hard work and support during my presidential year;
- our independent examiner, Philip Gray, who retires this year after many years of loyal service to the Society;
- our technician, Mike Benstead, for his skill and dedication in installing and maintaining pendant alarms for our beneficiaries;
- our visitor volunteers whose efforts help make our funds go so much further;
- my fellow trustees and members of our Management Committee for all their help and guidance; and
- the members of the Society for their wisdom, guidance and support.

J H Moule  
President 2010

## **Report of the Trustees for the year ended 30<sup>th</sup> September 2010**

The Trustees present their annual report and financial statements of the charity for the year ended 30<sup>th</sup> September 2010. The financial statements have been prepared in accordance with the accounting policies set out in the note to the accounts and comply with the charity's trust deed, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities published in 2005.

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

The Dolphin Society is a registered charity, established in 1749 and founded in honour of the memory of Edward Colston. An amended Constitution was adopted at the AGM in 2010.

### **Management**

The Trustees formulate the broad strategy and areas of activity for the Society, following consultation with the Members. New members are appointed by the continuing Members. The day to day administration is delegated to an Administrator.

### **Risk Management**

The Trustees have considered the major risks to which the charity is exposed and have taken appropriate measures to mitigate those risks.

### **Objectives and Activities for the public benefit**

The objects of the Society are to apply the income and capital of the charity for the following charitable purposes:

- (a) The relief of elderly or disabled persons who are or have been resident in Bristol and its adjoining local authority areas and who are in need, hardship or distress to maintain a high quality of life and independence by such means as are appropriate, including assisting and supporting them to live in their own homes;
- (b) The provision of support for the elderly and disabled in need, hardship or distress in such other charitable ways as shall be proposed by the President for the time being in any appeal made on behalf the Society.

The Society carries out these objects for the public good by:

- (a) providing or paying for goods, services or facilities, for example provision of Tunstall alarms to older and disabled people in financial need; and

- (b) making grants of money to other persons or bodies who provide goods, services or facilities to those in need, for example funding Bristol Care & Repair to provide adaptations to the homes of older and disabled people in financial need.

## **Financial Review**

Donations received during the year, together with Gift Aid repayments amounted to £82,623 (2009 - £73,061).

Investment income for the year totalled £1,007 (2009 - £2,632).

Charitable expenditure amounted to £31,519 (2009 - £130,740).

Costs of the Annual Appeal and of administration were restricted to £12,572 (2009 - £11,486).

The excess of income over expenditure for the year was £39,179 (2009 – deficit £66,533).

During the year the Society sold part of its investment holdings resulting in a gain of £1,089 against 30<sup>th</sup> September 2009 valuations and of £997 against cost. Unrealised losses in the portfolio at the year end have been deducted from Accumulated Income which closed the year at £39,415 (2009 - £17,278).

## **Reserves Policy**

The Society's reserves policy is to aim to retain a sum (designated as Capital in the Society's accounts) equal to approximately one year's expenditure. During the year, the sum of £20,000 was added to the Capital reserve towards this end.

## **Trustees' responsibilities for the financial statements**

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable

them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the provisions of the trust deed. The trustees are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Independent Examiner**

The Trustees have decided that under the terms of the Charities Act 1993 (The Act) the Society was not obliged to submit its accounts for audit and further that an independent examination of the accounts would satisfy the requirements of the Act. Mr Christopher Keates-Porter was appointed Independent Examiner.

Approved by the Trustees on 8<sup>th</sup> March 2011 and signed on their behalf by:

J H Moule  
President – 2010

**Independent Examiner's Report**  
**To the Trustees of The Dolphin Society**

I report on the financial statements for the year ended 30<sup>th</sup> September 2010, set out on pages 10 to 16.

**Respective responsibilities of Executive Committee and Examiner**

As described on page 4, the Trustees are responsible for the preparation of the accounts, you consider that the audit requirement of section 43(2) of the Charities Act 1993 (The Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)b of the Act, whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the accounts.

**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 41 of the Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Acthave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Christopher J Keates-Porter  
Chartered Accountant  
R S Porter & Co  
77/81 Alma Road  
Clifton  
Bristol  
BS8 2DP

Date:

**THE DOLPHIN SOCIETY**  
**Including Edith Gardner Charity, L B Welchman and Emma Howell Trusts**

**STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2010**

	<b>Note</b>	Total 2010 £	Total 2009 £
<b>Incoming resources from generated funds</b>			
Presidents' collections and donations		82,623	73,061
Investment Income		1,007	2,632
<b>Total incoming resources</b>		<b>83,630</b>	<b>75,693</b>
<b>Resources expended</b>			
Charitable activities	<b>1</b>	31,519	130,740
Administration costs	<b>2</b>	12,572	11,486
Governance costs	<b>3</b>	360	-
<b>Total resources expended</b>		<b>44,451</b>	<b>142,226</b>
<b>Net incoming / (outgoing ) resources for the year</b>		<b>39,179</b>	<b>(66,533)</b>
Realised gain/(loss) on disposal of investments		1,089	(12,209)
Unrealised Gain / (loss) on revaluation of investments		1,869	(4,601)
		2,958	(16,810)
<b>Net movement in funds for the year</b>		<b>42,137</b>	<b>(83,343)</b>
Fund balances brought forward		17,278	31,621
Transfer (to)/from capital		(20,000)	55,000
Transfer from restricted funds		-	14,000
<b>Fund balances carried forward</b>		<b>39,415</b>	<b>17,278</b>

# THE DOLPHIN SOCIETY

## BALANCE SHEET AS AT 30<sup>TH</sup> SEPTEMBER 2010

	Note	Total 2010 £	Total 2009
<b>Fixed assets</b>			
Investments	4	41,664	38,125
<hr/>			
<b>Current assets</b>			
Cash at bank and in hand	5	32,414	9,224
Debtors	6	6,892	2,000
<hr/>			
<b>Total Current assets</b>		39,306	11,224
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<b>Liabilities</b>			
Creditors: Amounts falling due in one year	7	(1,555)	(12,071)
<hr/>			
<b>Net current assets</b>		37,751	(847)
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<b>Total assets less current liabilities</b>		79,415	37,278
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<b>The funds of the Charity:</b>			
Capital		40,000	20,000
<hr/>			
<b>Accumulated income</b>			
Surplus at 1 October 2009		17,278	45,621
Add: Net movement in funds during		42,137	(83,343)
Transfer (to)/from Capital		(20,000)	55,000
<hr/>			
Surplus at 30 September 2010		39,415	17,278
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Unrestricted		29,415	7,278
<hr/>			
Restricted		10,000	10,000
<hr/>			
<b>Total accumulated income</b>		39,415	17,278
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<b>Total funds</b>		79,415	37,278
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These financial statements were approved by the Trustees on 8<sup>th</sup> March 2011

Jos Moule – President 2010

Keith Bonham – Hon Treasurer

# THE DOLPHIN SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30<sup>TH</sup> SEPTEMBER 2010

### Accounting Policies

#### Basis of accounting

The financial statements have been prepared under the historic cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice; Accounting and Reporting by Charities ( SORP 2005 ) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

#### Funds structure

The President's collection in 2009 included £10,000 for a specific purpose and has not yet been spent. This sum is treated as restricted. All other funds are unrestricted and may be used for charitable purposes.

#### Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Grants payable are payments made to third parties in the furtherance of the charitable objectives of the Trust.

#### Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### Realised gains and losses

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value. Unrealised gains and losses are

calculated as the difference between the market value at the year end and opening market value.

**Related party transactions and Trustees' remuneration**

Trustees received no emoluments or expenses ( 2009 £ nil ).

# THE DOLPHIN SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30<sup>TH</sup> September 2010

<b>1 Charitable Activities</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
Pendant alarms/telephone installation	24,582	36,447
Teleshopping project	828	52,414
Security Equipment	2,500	3,070
Special Grants	3,009	35,509
Visiting Expenses	600	300
	<hr/> <b>31,519</b>	<hr/> <b>130,740</b>

<b>2 Administration Costs</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
Phone, printing, postage and stationery	2,417	2,970
Appeal costs	3,585	5,436
Website	496	485
Other costs	1,074	0
Administration Fees	5,000	2,595
	<hr/> <b>12,572</b>	<hr/> <b>11,486</b>

<b>3 Governance Costs</b>	<b>£</b>	<b>£</b>
Independent Examiner's fee	360	-

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<b>4 Fixed Asset Investments</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
Quoted investments	38,125	98,841
Add Purchases at cost	13,119	-
Less sales during the year at valuation	(11,449)	(56,115)
Add unrealised gains/(losses)	1,869	(4,601)
<b>Valuation at 30 September 2010</b>	<b>41,664</b>	<b>38,125</b>

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<b>5 Cash at bank and in hand</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
National Westminster Bank	26,769	3,857
Balances with Smith & Williamson	5,644	5,367
	<b>32,413</b>	<b>9,224</b>

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<b>6 Debtors</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
Income tax recoverable under gift aid scheme	6,892	2,000

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<b>7 Creditors falling due within 12 months</b>	<b>£</b>	<b>£</b>
	<b>2010</b>	<b>2009</b>
Independent examiner's fees	360	-
Rent	120	-
Website	300	400
Printing,stationery,phones	775	2,206
Tunstall alarms	-	988
Teleshopping	-	8,052
Other	-	425
	<b>1,555</b>	<b>12,071</b>