

**Report of the Trustees  
and Unaudited Financial Statements  
for the Period Ended 31 March 2024  
for Dorset ME Support Group**

## **Dorset ME Support Group**

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## **Dorset ME Support Group**

### **Report of the Trustees for the Period Ended 31 March 2024**

#### **INTRODUCTION**

The Trustees present their Report with the financial statements of the Charity for the Period ended 31 March 2024. In accordance with section 133 of the Charities Act 2011 receipts and payments accounts have been prepared.

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The charitable aim of Dorset ME Support Group is to support those suffering from the illness variously known as Myalgic Encephalomyelitis (M.E.), Chronic Fatigue Syndrome (CFS) or Post-Viral Fatigue Syndrome (PVFS).

Educate the general public through the promotion and dissemination of knowledge about M.E./CFS/PVFS. Support research into the cause and cure of M.E./CFS/PVFS and publish such research.

##### **Activities Employed to Achieve the Charity's Objectives**

###### Charity Review

Throughout 2022 the Trustees conducted a review of the charity with the expert guidance of Community Action Network (CAN) – a charitable organisation that specialises in supporting and informing local charities. This exercise included examination of the structure, organisation, Constitution, policies and procedures of the charity and covered all aspects including costs, procedures and legal status of the charity.

Following the 2022 review (and guidance from CAN), the Trustees agreed to take the necessary steps to change the status of DMESG from its existing position as an 'unincorporated institution' to the more appropriate legal entity of a 'Charitable Incorporated Organisation' (CIO). Becoming a CIO helps protect the liability of the DMESG trustees and makes it easier for the charity to enter contracts of employment and for services in order to support the day to day working of DMESG for the benefit of our members. A special meeting was held in 2023 for all members to vote and approve this change with opportunities for members to vote electronically or by proxy and the proposal was approved.

There has been much work behind the scenes this year to move the charity to a CIO and this was completed on 15<sup>th</sup> December 2023. The only change members might notice will be the charity number as we effectively became a new charity as far as the Charities Commission is concerned but the charity will continue and operate just as before.

###### Staffing and Group Administration

The charity employs 2 members of staff – a part-time Group Administrator and Membership Secretary and a full-time Self-Care Coordinator.

###### The Website

The website is updated periodically and provides useful information about the Group, links to other organisations and sources of useful information. Information regarding relevant TV or radio programmes is also added to the website whenever possible but, as a Group, we recognised that the website (and social media in general) was an area for improvement (see future plans).

###### Links with the NHS

Our group continues to maintain a link with Dorset Healthcare NHS clinic at Wareham. The dedicated, adult CFS/ME service at the NHS Wareham Hospital provides a much-needed service.

Our Self Care Co-ordinator maintains a link with the Occupational Therapists to enable contact with new sufferers and members of the Group.

###### Services to Members

- A twice-yearly Newsletter continues to be sent out to members keeping them informed and up to date with the work of the Group. Each newsletter contains a variety of articles which are useful to our Members.
- The quarterly Diary dates of activities and Link Group meetups continue to be sent to Members.
- The private DMESG Group on Facebook continues to grow slowly. This is a very supportive group and offers an opportunity for those more isolated to 'chat' with others in a similar situation. Both the Chairman and the Self Care Coordinator continue to post news of events and social activities and links to research and other news in the world of CFS/ME.
- Link Groups continue to meet across Dorset.

## **Dorset ME Support Group**

### **Report of the Trustees for the Period Ended 31 March 2024 (continued)**

#### **Services to Members (continued)**

- Social Activities: there were numerous trips, activities and “meetups” enjoyed by Members including walks, picnics, boat trips, Mindfulness sessions, swimming and craft sessions. The Group allotment continues to be a success thanks to Wendy Rideout (our Self-Care Coordinator) and our other keen gardeners. In December, 6 separate Christmas lunches were organised and attended by 46 Members.

The Charity provides Benefits information and signposting via our website and through our staff and we have a quantity of useful reference material regarding benefits that can be lent to Members.

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable Activities**

- Member survey
- Newsletters and diary of events and activities
- Services of Group Administrator and Self-Care Coordinator
- Telephone and email support plus home visits for those in need
- Signposting to benefits advice and useful services
- Private Facebook Group
- Fundraising and promotional stalls at 2 local fayres

##### **Organisational Activities**

- Charity became a CIO 15/12/2023
- Engaged professional bookkeeping and payroll service (Singlepoint Bookkeeping Services Ltd) 31/07/2023

#### **FUTURE ACTIVITIES AND PLANS**

Following on from the charity review completed early 2023, the Charity will be addressing the following:

- Designing, building and implementing a more up-to-date and user-friendly website (completed summer 2024)
- Improving and extending social media presence
- Piloting online “Zoom” meetups (completed early 2024)
- Cost monitoring and reduction

#### **PUBLIC BENEFIT**

The Trustees confirm that they have complied with the duty in Section 17(5) of the 2011 Charities Act to have due regard to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing the Charity’s aim and objectives.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The CIO was registered with the Charity Commission on 21 December 2022 as a CIO - ASSOCIATION.

The Trustees who were previously Trustees of The Dorset ME Support Group (Charity Number - 1087393) were all appointed on the date of incorporation.

Donations were received in the CIO from the unincorporated charity in between December 2023 and April 2024 which represented the closing assets of the unincorporated charity. The unincorporated charity closed on 19 April 2024 and was recorded on the register of mergers with the Charity Commission on that date.

##### **Recruitment and appointment of new Trustees**

The recruitment of Trustees is the responsibility of Board Members. Before being formerly proposed to the Board, potential Trustees are interviewed and briefed by the Chairman and provided information regarding the roles and responsibilities of a Charity Trustee by the Group Administrator.

##### **Meetings**

The Trustees are scheduled to meet in person 4 times in the year with action items and queries and questions dealt with as they occur electronically or by telephone.

## **Dorset ME Support Group**

### **Report of the Trustees for the Period Ended 31 March 2024 (continued)**

#### **Staff**

Our Group Administrator and Membership Secretary, Carol Dadds, continues to keep the Group running efficiently dealing with all membership matters, queries, mailouts and newsletters. She is the first point of contact for most of our Members and any non-Members. She is a vital and highly valued link between staff, Trustees and Members and she always provides a calm, helpful and professional service.

Our Self-Care Coordinator, Wendy Rideout, funded by the NHS, continues to deliver a much-appreciated service to our Members and delivers support to those most in need. Wendy delivers support via telephone and email as well as in person.

#### **Risk Management**

The Trustees actively review the major risks which the Charity faces on a regular basis and believe that maintaining reserves at current levels, combined with an annual review of the controls over key financial systems, will provide enough resources in the event of adverse conditions. The Trustees have also examined other operational and business risks faced by the Charity and confirm that they have established systems to mitigate any risks.

## **FINANCIAL REVIEW**

#### **Financial position**

The financial position of the Charity at the balance sheet date was secure. The assets of the Charity comprise a Lloyds Bank Treasurers Account and cash floats.

#### **Reserves policy**

Trustees' policy is to maintain throughout the year unrestricted funds of approx. £30,000 in the bank account. This equates to approximately 12 months expenditure to cover all costs should grant funding not be received.

**Dorset ME Support Group**

**Report of the Trustees  
for the Period Ended 31 March 2024**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1201433

**Principal address**

25 MARINERS WAY  
CHICKERELL  
WEYMOUTH  
DT3 4LS

**Trustees**

PJ Bennett, Chairman	APPOINTED 21 December 2022
LM Melhuish	APPOINTED 21 December 2022
AL Caygill	APPOINTED 21 December 2022
RA Gale	APPOINTED 21 December 2022
PA Jones	APPOINTED 21 December 2022
AR Bennett	APPOINTED 21 December 2022
HM Smith	APPOINTED 21 December 2022

**Independent Examiner**

JA Richardson FCA FCCA DCHA  
32 Award Road  
Wimborne  
BH21 7NT

Approved by order of the board of trustees on .....**25<sup>th</sup> January 2025**..... and signed on its behalf by:



.....  
AL Caygill (Chair of Trustees)

## **Independent Examiner's Report to the Trustees of**

### **Dorset ME Support Group**

I report to the charity trustees on my examination of the accounts of Dorset ME Support Group (the Charity) for the period ended 31 March 2024.

#### **Responsibilities and basis of report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



JA Richardson FCA FCCA DChA  
32 Award Road  
Wimborne  
BH21 7NT

Date: ...26<sup>th</sup> January 2025.....

# Dorset ME Support Group

## Receipts and Payments Account for the Period Ended 31 March 2024

	31 March 2024 Unrestricted Funds £	31 March 2024 Restricted Funds £	31 March 2024 Total Funds £
<b>Receipts</b>			
Subscriptions	480	-	480
Donations	36,647	34,000	70,647
Fundraising	187	-	187
Other Income	-	-	-
<b>Total Receipts</b>	<u>37,314</u>	<u>34,000</u>	<u>71,314</u>
<b>Payments</b>			
Salaries	2,130	5,713	7,843
Admin Costs	-	681	681
Travelling	-	484	484
Outings etc.	-	485	485
Other Expenditure	608	2	610
<b>Total Payments</b>	<u>2,738</u>	<u>7,365</u>	<u>10,103</u>
<b>Net of Receipts and Payments</b>	<b>34,576</b>	<b>26,635</b>	<b>61,211</b>
<b>Transfers between Funds</b>	-		
<b>Total Movement in Cash Funds</b>	<u>34,576</u>	<u>26,635</u>	<u>61,211</u>

## Statement of Assets and Liabilities for the Period Ended 31 March 2024

	31 March 2024 Unrestricted Funds	31 March 2024 Restricted Funds	31 March 2024 Total Funds
<b>Cash Funds</b>			
Cash	-	-	-
Bank	35,438	26,635	62,073
Current Liabilities	<u>(862)</u>	<u>-</u>	<u>(862)</u>
<b>Total Funds</b>	<u>34,576</u>	<u>26,635</u>	<u>61,211</u>

The financial statements were approved by the Board of Trustees and authorised for issue on ...25<sup>th</sup> January 2025, and were signed on its behalf by:



.....  
AL Caygill (Chair of Trustees)

The notes form part of these financial statements



## **Dorset ME Support Group**

### **Notes to the Financial Statements for the Period Ended 31 March 2024**

#### **1. ACCOUNTING POLICIES**

##### **Basis of preparing the financial statements**

The financial statements of the charity have been prepared as receipts and payments accounts under section 133 of the Charities Act 2011.

##### **Donations**

Donations are included within the financial statements as soon as the income is received

##### **Grants receivable**

Grants are accounted for on a cash basis.

##### **Direct charitable expenditure**

Direct charitable expenditure includes all expenditure directly related to aims of the Charity. Expenditure is accounted for when paid.

##### **Management and administration of the Charity**

Management and administration costs represent expenditure incurred in the management and administration of the Charity's assets, organisational administration and compliance with constitutional and statutory requirements.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

The charity maintains the following types of fund:

##### **Unrestricted funds**

General unrestricted funds represent funds which are expendable at the discretion of the Trustees in the furtherance of the objects of the Charity.

##### **Restricted funds**

Restricted for specific purpose by the donor or grant funder. The only restricted fund held is in respect of the grant funding for the NHS Self Care Co-ordinator.

##### **Cash at Bank and in hand**

Cash at bank includes the Lloyds Bank Account.

#### **2. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 March 2024.

##### **Trustees' expenses**

Trustees received reimbursement for out-of-pocket expenses during the Period ended 31 March 2024 totalling £135.

## Dorset ME Support Group

### Notes to the Financial Statements for the Period Ended 31 March 2024

#### 3. STAFF COSTS

	2023
	£
Wages and salaries	7,842
	<u>7,842</u>

The wages for the two staff members includes payments for the final three months of the period as previously wages were paid through The Dorset ME Support Group (Charity Number – 1087393).

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

	2023
Head Count	<u>2</u>

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

#### 4. MOVEMENT IN FUNDS

	At 1.1.23 £	Net movement in funds £	Transfers between funds £	At 31.03.24 £
Unrestricted fund	-	34,576	-	34,576
Restricted fund	-	26,635	-	26,635
TOTAL FUNDS	<u>-</u>	<u>61,211</u>	<u>-</u>	<u>61,211</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted fund	37,314	2,738	34,576
Restricted fund	34,000	7,365	26,634
TOTAL FUNDS	<u>71,314</u>	<u>10,103</u>	<u>61,211</u>

#### Restricted fund

The NHS grant funds the salary of the Self Care Co-ordinator delivering support to members in person and via telephone and email.

#### 5. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 March 2024.