

REGISTERED NUMBER:
2202260
England and Wales

CHARITY NUMBER:
327735

COMPANIES HOUSE

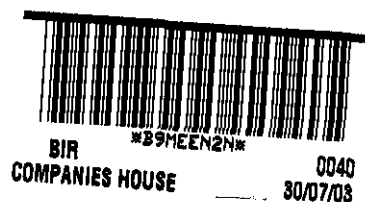
T.O.F.S.

A CHARITABLE COMPANY LIMITED BY GUARANTEE

ABBREVIATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH NOVEMBER 2002

J W SCRIVENS & CO.
Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ
ENGLAND



J W Scrivens & Co.

T.O.F.S.

The Organisation is a Charitable Company Limited by Guarantee, incorporated on 3rd December 1987 and registered as a Charity on 3rd March 1988, and is governed by its Memorandum and Articles of Association.

| | | |
|------------------------|--------------------|--------------------|
| Council of Management: | Gren Shepherd | Honorary Chairman |
| | Christine Shepherd | Honorary Secretary |
| | Roger Ducat | Honorary Treasurer |
| | Lynne Boyce | |
| | Mike Brown | |
| | Graham Bulpitt | |
| | Catherine Clay | |
| | Penny Derham | |
| | Pat Fergusson | |
| | Vicki Martin | |
| | Enyd Michel | |

The Members of the Council of Management are also Directors of the Charity for the purposes of the Companies Act.

Registered Office and Administrative Office: St George's Centre
91 Victoria Road
Netherfield
Nottingham NG4 2NN

Telephone: 0115 961 3092
Fax: 0115 961 3097
E-Mail: office@tofs.org.uk
Website: www.tofs.org.uk

Company Registration Number: 2202260

Charity Registration Number: 327735

| | |
|----------|------------------------------------|
| Patrons: | <u>Medical Patrons</u> |
| | Mr Raymond Buick MB Bch FRCS |
| | Mr J A S Dickson FRCS FRCSE FRCPCP |
| | Mr Bruce Jaffray MMedBiol ChM FRCS |
| | (Glas) FRCS (Paed) |
| | Miss Leela Kapila OBE FRCS |
| | Professor Lewis Spitz PhD FRCS |

Non-Medical Patrons
Mr Richard Briers OBE
Mr Dennis Foxon BA
Mr David Griffiths MA (Oxon)
Mr David Scott

Accountants: J W Scrivens & Co.
Imperial House
350 Bournville Lane, Bournville
Birmingham B30 1QZ

Bankers: Lloyds Bank Plc
Bristol Road South
Northfield
Birmingham B31

Solicitor: Mr D Griffiths
Eking Manning
44 The Ropewalk
Nottingham NG1 5EL

T.O.F.S.

ACCOUNTANTS' REPORT

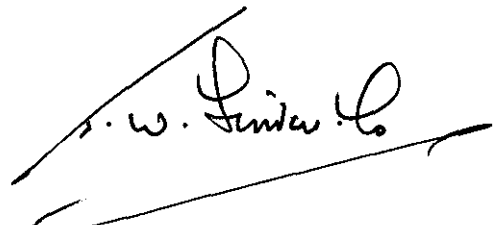
Report of the Accountants to the Council of Management
of
T.O.F.S.

The following reproduces the text of the report prepared for the Council of Management in respect of the Company's Annual Financial Statements, from which the Abbreviated Financial Statements (set out on pages 3 to 5) have been prepared.

"As described on the Balance Sheet you are responsible for the preparation of the Financial Statements for the year ended 30th November 2002 set out on pages 7 to 12 and you consider that the Company is exempt from an Audit.

In accordance with your instructions, we have compiled these Unaudited Financial Statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us."

Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ


J W SCRIVENS & CO
Chartered Accountants

30-7-2003

T.O.F.S.

BALANCE SHEET AS AT 30TH NOVEMBER 2002

| | <u>Note</u> | <u>2002</u> | <u>2001</u> |
|--|-------------|-------------|-------------|
| | | £ | £ |
| <u>FIXED ASSETS</u> | | | |
| Tangible Assets | 5 | 172 | 873 |
| Investment | 6 | 5,070 | 4,824 |
| | | ----- | ----- |
| | | 5,242 | 5,697 |
| <u>CURRENT ASSETS</u> | | | |
| Stock | | 2,139 | 5,245 |
| Debtors | 7 | 2,328 | 552 |
| Cash at Bank and in Hand | | 50,986 | 28,510 |
| | | ----- | ----- |
| | | 55,453 | 34,307 |
| <u>CREDITORS:</u> amounts falling due within one Year | 8 | 4,123 | 4,873 |
| | | ----- | ----- |
| <u>NET CURRENT ASSETS</u> | | 51,330 | 29,434 |
| | | ----- | ----- |
| <u>TOTAL ASSETS LESS CURRENT LIABILITIES</u> | | 56,572 | 35,131 |
| | | ===== | ===== |
| <u>CAPITAL AND RESERVES</u> | | | |
| MEMBERS FUNDS | 9 | 56,572 | 35,131 |
| | | ===== | ===== |

The Company is entitled to exemption from Audit under Section 249A(1) of the Companies Act 1985 for the year ended 30th November 2002

The Members have not required the Company to obtain an Audit of its Financial Statements for the year ended 30th November 2002 in accordance with Section 249B(2) of the Companies Act 1985.


The Council of Management acknowledge their responsibilities for:

- (c) ensuring that the Company keeps accounting records which comply with Section 211 of the Companies Act 1985 and
- (d) preparing Financial Statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to Financial Statements, so far as applicable to the Company.

These Abbreviated Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small Companies

The Abbreviated Financial Statements on pages 3 to 5 were approved by the Council of

Management on 13/7/03..... and signed on its behalf by:


..... HONORARY CHAIRMAN


..... HONORARY TREASURER

T.O.F.S.

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH NOVEMBER 2002

1. ACCOUNTING POLICIES

- (a) The Financial Statements have been prepared under the historical cost convention, as modified by the inclusion of fixed assets investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), the Companies Act 1985 and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- (b) Voluntary income in the form of donations and gifts is included in the Financial Statements when received. The value of services provided by volunteers has not been included.
- (c) Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered.
- (d) Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

| | |
|-------------------|--------------|
| Medical Equipment | 33⅓% on Cost |
| Office Equipment | 33⅓% on Cost |
- (e) Investments held as Fixed Assets are revalued at mid market value at the Balance Sheet date and the gains or loss taken to the Statement of Financial Activities.
- (f) Stock consists of purchased goods for resale and is valued at the lower of cost and net realisable value.
- (g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Charity without further specified purposed and are available as general funds.
- (h) Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (j) The Charity is a Company Limited by Guarantee. In the event of the Charity being wound up, the liability in respect of the Guarantee is Limited to £1 per Member. At 30th November 2002 there were 967 members (2001 : 1278).

T.O.F.S.

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS
(Continued)

FOR THE YEAR ENDED 30TH NOVEMBER 2002

2. TANGIBLE FIXED ASSETS

| | <u>Total</u> £ |
|------------------------|-------------------|
| <u>Cost</u> | |
| At 30th November 2001 | 22,915 |
| Additions | 70 |
| Disposals | (9,603) |
| | ----- |
| At 30th November 2002 | 13,382 |
| | ===== |
| <u>Depreciation</u> | |
| At 30th November 2001 | 22,042 |
| Charge for the Year | 386 |
| Eliminated on Disposal | (9,218) |
| | ----- |
| At 30th November 2002 | 13,210 |
| | ===== |
| <u>Net Book Values</u> | |
| At 30th November 2002 | 172 |
| | ===== |
| At 30th November 2001 | 873 |
| | ===== |

3. INVESTMENT

| | <u>2002</u> £ | <u>2001</u> £ |
|--|------------------|------------------|
| COIF Charities Fixed Interest Fund 1322 Accumulation Shares | | |
| Value at 30 th November 2001 | 4,824 | 4,395 |
| Increase in Share Value | 246 | 429 |
| | ----- | ----- |
| Value at 30 th November 2002 | 5,070 | 4,824 |
| | ===== | ===== |

4. MOVEMENT IN FUNDS

| | <u>Accumulated</u> <u>Fund</u> |
|---|-----------------------------------|
| <u>Unrestricted Funds</u> | |
| At 1 st December 2001 | 35,131 |
| Excess of Incoming Resources over Outgoing Resources | 21,441 |
| | ----- |
| At 30 th November 2002 | 56,572 |
| | ===== |

T.O.F.S is a Company Limited by Guarantee and does not have a Share Capital.