

REGISTERED COMPANY NUMBER: 2202260 (England and Wales)
REGISTERED CHARITY NUMBER: 327735

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012
FOR
T.O.F.S

Lemans
29 Arboretum Street
Nottingham
NG1 4JA

WEDNESDAY



T.O.F.S.
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FOR THE YEAR ENDED 31 DECEMBER 2012

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T.O F S**REPORT OF THE TRUSTEES****FOR THE YEAR ENDED 31 DECEMBER 2012**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2012. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS**Registered Company number**

2202260 (England and Wales)

Registered Charity number

327735

Registered office

St George's Centre
91 Victoria Road
Netherfield
Nottingham
NG4 2NN

Trustees

Duncan Jackson	Chair
John Pearce	Vice-Chair + Treasurer
Graham Slater	Company Secretary
Wendy Bell	
Dennis Harvey	
Sandra Hawkins	
Gill Jackson	
Sue Lewis-Jones	
Caroline Love	
Sophie Smallwood	

Independent Examiner

K Mealand FCCA
Lemans
29 Arboretum Street
Nottingham
NG1 4JA

Bankers

Lloyds TSB
Northfield Branch
Ariel House
2138 Coventry Road
Sheldon
Birmingham
B26 3JW

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

T O F S is a charity which was also established as a Company Limited By Guarantee and not having a Share Capital on October 20th, 1987. Its Articles of Association describes its constitution, its Memorandum of Association summarises its objects as relieving in cases of needy children and young persons suffering from trachea-oesophageal fistula, oesophageal atresia and oesophageal and related disorders including the vater association

ORGANISATIONAL STRUCTURE

The overall direction and management of TOFS is overseen by the Trustees who form the Council of Management (C O M), and who are also Directors of the Company. This Council is accountable and legally responsible for the work of the organisation and for ensuring that all aspects of the management and work comply with current legislation. The Council is supported by administrative staff headed by the Office Manager, and by volunteers.

POLICIES AND DOCUMENTATION

Appropriate policies and procedures are in place to support the effective operation of TOFS. These include, but are not limited to Health & Safety, Protection of vulnerable children, Financial Management, Personnel, Guidance & Training, IT & Data Protection, and Communications.

RISK MANAGEMENT

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error.

Risks are reviewed and mitigated by

- An organisational commitment to standards of good management and operational practice
- Established policies which commit to compliance with all relevant legislation and good practice
- Regular review of all policies and procedures
- Establishing adequate financial reserves

RECRUITMENT AND APPOINTMENT OF TRUSTEES

TOFS welcomes eligible people who have an interest in helping the organisation achieve its objectives by becoming a Trustee. Whilst the majority of TOFS members are parents or grandparents of TOF children, TOFS welcomes potential trustees from all walks of life.

The Articles of Association state the eligibility of Trustees, which, in summary, state that those eligible must

- be over the age of 18
- already be or become members of the organisation
- not be undischarged bankrupts

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FOR THE YEAR ENDED 31 DECEMBER 2012

- not previously have been removed from trusteeship of a charity by a Court or the Charity Commissioners
- not be under a disqualification order under the Company Directors' Disqualification Act 1986
- not be disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- undertake to fulfil their responsibilities and duties as a trustee of TOFS in good faith and in accordance with the law and within the objectives of TOFS
- not have financial interests in conflict with those of TOFS (either in person or through family or business connections) except where formally notified in a conflict of interest statement

INDUCTION AND TRAINING OF NEW TRUSTEES

To ensure Trustees are fully competent, TOFS will

- Provide an up-to-date Trustee Induction Pack
- Support induction, in a manner tailored to the experience of the individual, by the use of a 'buddy' system whereby each new Trustee is guided by an experienced Trustee or recently retired Trustee
- Provide access to – and where appropriate cover the costs of – induction training
- Conduct de-briefing of retiring Trustees in order to review, and amend where necessary, the Induction of new Trustees
- Provide a job description for honorary officers

Objectives and aims

The principal objective of TOFS is to improve the lives of individuals (hereinafter referred to as "TOF individuals" or "TOFs") suffering from tracheo-oesophageal fistula, oesophageal atresia and oesophageal and related disorders including the VACTERL Association (hereinafter referred to as "oesophageal disorders"), as well as the families of such TOF individuals

Tracheo-oesophageal fistula and oesophageal atresia (OA) are rare congenital conditions of the oesophagus (food pipe) and/or trachea (airway) that affect newborn babies. Babies with TOF/OA need to have intensive neo-natal care prior to corrective surgery, normally within days of birth. Some children have to undergo additional surgical interventions later on in their lives.

Activities and Achievements

Pastoral support and information exchange

During the year we had 79 new members. We continued to supply information both to these new members and to existing TOF parents and carers with leaflets, brochures, 'The TOF Child' book and our quarterly newsletter, 'CHEW'.

The TOFS website continues to be visited on a frequent basis, predominantly from the UK but also from all over the world. Many members were instrumental in offering sound advice and guidance to new parents and the TOFS 'Facebook' group plays an increasingly supportive (and 'real-time') role in the exchange of parents' experiences with their TOF babies and children. Facebook also provides a very useful forum for our growing number of adult members, whereby they can share information and experiences on issues which continue to affect them.

We held a successful adult TOF conference in September 2012. This was attended by 30 adult TOFs including a number from sister organisations in Europe. We are grateful to our patron Mr Edward Kiely who moderated the day's proceedings. We featured presentations from medical consultants, Trustees and members, including Dr Russell – a respiratory specialist, and Mr Maynard, a gastro-enterology surgeon.

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FOR THE YEAR ENDED 31 DECEMBER 2012

We published a new GP leaflet focussed on Adult TOFs. This was launched at our Adult TOF conference and has been very well received. We are confident that this will help our community of adult TOFs in the dialogue with their GPs by summarising both the health-related and other issues faced by many adult TOFs.

In 2012 we had parties at

- Edinburgh
- London
- Huddersfield
- Durham

During 2011 and 2012 combined, some 198 different families attended at least one of our parties. Over the same time period, some 86 families attended one or other (or both) of our conferences.

Finally, Volunteers continue to play a key role in the support TOFS offers new parents and carers. We would not be the organisation we are without the valuable support from our parental telephone support team, our web, hospital and birthday fairies, forum moderators and users, and our volunteer members who assist with educational and benefits advice. We have particularly benefitted from the improved co-ordination of our volunteers and our support activities through the establishment of our TLCs under the leadership of Trustee, Sue Lewis-Jones.

Liaison with the medical profession

We continued in our commitment to disseminating information to practitioners from health, education and social care. We were assisted by members in distributing posters to hospitals to display in their neo-natal ward to increase awareness of TOFS when new parents and carers most need help.

TOFS is increasing its profile within the medical community. During 2012 we were asked to join a Specialised Commissioning group working on issues relating to neonatal surgery and Dr Caroline Love (one of our Trustees) published an article about her experience as an Adult TOF in the British Medical Journal.

In October, we attended and exhibited at the 2nd International Symposium on Esophageal Atresia which was held in Montreal. Our attendance at this conference was co-ordinated by EAT (The Federation of Esophageal Atresia and Tracheo-esophageal fistula support groups). Please see below for further discussion on this topic.

Use of Information Technology (IT)

The use of IT continues to be a powerful tool in support of our operations. Whilst our web-site (and the associated members' forum) remain well visited, we note the ever growing use of Facebook as a means by which members and non-members communicate on TOF matters. In November we implemented an overhaul of our office IT including new PCs for our two staff members and upgraded our Office software.

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FOR THE YEAR ENDED 31 DECEMBER 2012

Co-operation with other organisations

During 2012 we continued to play a leading role in EAT (the Federation of Esophageal Atresia – Tracheo-oesophageal fistula support groups)

The key event of the year for EAT was its attendance at the 2nd International Symposium on Esophageal Atresia which was held in Montreal in October. This event, attended by over 200 medical professionals from across the world, included a presentation given by TOF Trustee (and EAT Chairman) Graham Slater together with Joanne Fruithof, Vice-Chair of EAT. The most significant outcome of this conference from the Support Groups' perspective was the commitment by the medical profession to hold a third international OA symposium in Rotterdam in October 2014. EAT has been invited to be part of the organising committee for this conference and this provides TOFS an opportunity to positively influence the focus and agenda of this event.

Funding, Financial Management and Governance

During 2012 there were two significant changes in our governance

Firstly we fully established the CHEW Editorial Board (chaired by Trustee John Pearce, and supported by our Office Manager Diane Stephens who is also Editor of CHEW). This has resulted in improved publication management, better quality of content and considerably reduced publication and distribution costs.

Secondly Sue Lewis-Jones was appointed as our Trustee responsible for the activities of our TLCs (TOFS Local Co-ordinators) and we have derived the benefits of more attention and support to this area of our activities.

We also updated our three-year strategic plan (as part of a twice-yearly review process) to ensure that we meet the objectives of

- Presenting – to both our members and relevant external bodies – our objectives, strategic direction and financial plans
- Establishing our priorities in a structured fashion
- Outlining our planned activities over the three year period

During 2012 the TOFS Finance sub-committee continued its work, setting a budget and reviewing progress against it. Sandra Hawkins stepped down as Treasurer in April 2012 and John Pearce took over the role at the May AGM.

In 2010, TOFS had great success in fund-raising, largely due to the success of its members' efforts during the awareness week. The Trustees felt it unfair to expect such a large fundraising effort again in 2011, and budgeted for a substantial deficit in that year.

In 2012 the Trustees budgeted for a modest deficit of some £6,250. In the event, income was materially below expectations for the first few months of the year. In the summer of 2012, the Trustees adopted the finance subcommittee's recommendations that TOFS cut expenditure wherever possible without materially reducing services to members, whilst at the same time championing a fundraising effort. These actions were successful and the deficit eventually recorded in 2012 was close to the original target. The Trustees now expect to continue to operate the charity at a slightly lower level of annual expense than had previously been the case.

During 2011 we employed an additional part-time member of staff on a temporary basis. As had been intended, this was reviewed in mid 2012 and the COM felt it was not possible to retain her services. TOFS has now reverted to having two part-time office staff, who stagger their hours so that the office is generally open for enquiries from Monday to Thursday.

It should be noted that – as in recent years – TOFS receives no funding from public-sector sources. The vast bulk of the organisation's income is in the form of either donations from members or fund-raising activities by members and their friends and relations.

A highlight of the fundraising effort in 2012 was our "Fantastic Flyaway Raffle". TOFS was kindly given some airline tickets by Virgin Atlantic, the employers of Trustee Wendy Bell. The tickets were the principal prize in a raffle which raised some £3,000 for the Charity.

T.O.F.S
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2012

Public benefit

The Trustees have had due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's aims and objectives and in planning future activities

Financial Review and Reserves policy

Like other charities, TOFS requires reserves in order to operate in the short term and to satisfy legal obligations in the event of the end of funding, a major reduction of funding or a delay in further funding becoming available. In the event of closing the charity, the reserves would enable proper notice to be given to the beneficiaries and staff and for all legally due payments to be made to staff, volunteers and the organisations with which we do business. In line with Charity Commission recommendations, the Trustees have set the minimum level of reserves at an amount sufficient to cover all normal operating expenses for a six month period. At the end of 2012, TOFS has slightly more in reserves than this policy demands.

Investment policy and objectives

TOFS operates current bank accounts with Lloyds TSB Bank Ltd and CAF Bank Ltd (a part of the Charities Aid Foundation). For accepting payments and donations it also has accounts with PayPal, Just Giving and CharityGiving.

All of TOFS' reserves are held in accounts with COIF Charities Investment Fund and Virgin Money. The latter account was opened after the end of 2012. The TOFS policy is not to "invest" reserves per se, but to keep it in the form of cash, in accounts with reputable financial institutions.

On behalf of the Council



D Jackson (Chair)
27 April 2013

INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF
T.O.F.S

I report on the financial statements for the year ended 31 December 2012 set out on pages 8 to 15

Respective responsibilities of trustees and examiner

The Charity's trustees, who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act), and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

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 statements below.

Independent examiner's statement

In connection with my examination, no matter has come to our 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, 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 Charities

have 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

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NG1 4JA

27 April 2013

T.O.F.S.
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2012

		Unrestricted funds £	Restricted funds £	Year Ended 31 12 12 Total funds £	Year Ended 31 12 11 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	52,895	1,000	53,895	56,109
Activities for generating funds	3	5,631	-	5,631	4,240
Investment income	4	260	-	260	335
Total incoming resources		58,786	1,000	59,786	60,684
RESOURCES EXPENDED					
Costs of generating funds	5	1,449	-	1,449	1,496
Charitable activities	6	62,865	-	62,865	78,542
Governance costs	7	1,426	-	1,426	1,309
Total resources expended		65,740	-	65,740	81,347
NET (OUTGOING)/INCOMING RESOURCES					
before transfers		(6,954)	1,000	(5,954)	(20,663)
Gross transfers between funds					
		-	-	-	-
Net movement in funds					
		(6,954)	1,000	(5,954)	(20,663)
TOTAL FUNDS BROUGHT FORWARD		48,516	-	48,516	69,179
TOTAL FUNDS CARRIED FORWARD					
		41,562	1,000	42,562	48,516

T.O.F.S. – COMPANY NUMBER 2202260
BALANCE SHEET
AT 31 DECEMBER 2012

	Notes	Unrestricted funds £	Restricted funds £	31 12 12 Total funds £	31 12 11 Total funds £
FIXED ASSETS					
Tangible asset	12	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	-
CURRENT ASSETS					
Stock		627	-	627	910
Debtors amounts falling due within one year	13	4,116	-	4,116	628
Cash at bank		40,842	1,000	41,842	51,534
		<hr/>	<hr/>	<hr/>	<hr/>
		45,585	1,000	46,585	53,072
CREDITORS					
Amounts falling due within one year	14	4,023	-	4,023	4,556
		<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS		41,562	1,000	42,562	48,516
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		41,562	1,000	42,562	48,516
		<hr/>	<hr/>	<hr/>	<hr/>
NET ASSETS		41,562	1,000	42,562	48,516
		<hr/>	<hr/>	<hr/>	<hr/>
FUNDS	15				
Unrestricted funds				41,562	48,516
Restricted funds				1,000	-
				<hr/>	<hr/>
TOTAL FUNDS				42,562	48,516
				<hr/>	<hr/>

The notes form part of these financial statements

T.O.F.S.
BALANCE SHEET - CONTINUED
AT 31 DECEMBER 2012

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2012

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2012 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 386 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 period and of its surplus or deficit for each financial period in accordance with the requirements of Section 396 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 prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Council of Management on 27 April 2013 and were signed on its behalf by

D Jackson (Chair) – Trustee



J Pearce (Vice-Chair & Treasurer) – Trustee



G Slater (Company Secretary) - Trustee



T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the requirements of the Statement of Recommended Practice, Accounting and Reporting by charities, SORP 2005, the Companies Act 2006 and applicable accounting standards

Incoming Resources

Voluntary income is received by way of donation and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included

Resources expended

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

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Office equipment 33% on cost

From 1st January 2012, the Trustees have decided to write off the cost of office equipment in full in the year of purchase

Taxation

The charity is exempt from corporation tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. VOLUNTARY INCOME

	Year Ended 31 12 12 £	Year Ended 31 12 11 £
Donations		
Charitable Trusts	4,260	3,961
Individuals	4,854	4,921
In Memoriam	1,818	1,293
Members and Friends	22,223	23,692
Other	20,740	22,236
	<hr/>	<hr/>
	53,895	56,109
	<hr/>	<hr/>

- Other donations and gifts include donations made by members in respect of their membership
- Members and Friends donations are made as a result of events run by them to raise funds for TOFS

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

3. ACTIVITIES FOR GENERATING FUNDS

	2012	2011
Sale of TOFS goods	130	425
Conference income	1,215	1,995
TOFS fundraiser - raffle	2,979	260
Fundraising 200 club	1,206	1,499
Fundraising Missionfish	101	61
	<hr/>	<hr/>
	5,631	4,240
	<hr/>	<hr/>

4. INVESTMENT INCOME

	2012	2011
Interest receivable	260	335
	<hr/>	<hr/>
	260	335
	<hr/>	<hr/>

5. COSTS OF GENERATING FUNDS

	2012	2011
Opening stock	910	468
Purchases	450	1,122
Closing stock	(627)	(910)
	<hr/>	<hr/>
	733	680
200 club prizes	500	600
Justgiving subscription	216	216
	<hr/>	<hr/>
	<u>1,449</u>	<u>1,496</u>

6. CHARITABLE ACTIVITIES

Pastoral support and information exchange		
Leaflets and newsletters	8,147	13,108
Conference expense	2,374	6,438
Gifts and entertaining children	785	1,073
Telephone	960	1,383
Printing, postage, stationery and publicity	3,917	8,273
Support costs (note 8)	41,824	44,406
	<hr/>	<hr/>
	58,007	74,681
Liaison with the medical profession		
Support costs	2,274	2,413
	<hr/>	<hr/>
Co-operation with other organisations		
Travel	1,222	-
Support costs	1,362	1,448
	<hr/>	<hr/>
	2,584	1,448
	<hr/>	<hr/>
	62,865	78,542
	<hr/>	<hr/>

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

	2012	2011
7. GOVERNANCE COSTS		
Accountancy and professional fees	<u>1,426</u>	<u>1,309</u>

8. SUPPORT COSTS

	Pastoral support & information exchange	Liaison with the medical profession	Co-operation with other organisations	TOTAL
Wages	28,190	1,532	919	30,641
Finance	396	22	13	431
Information Technology	5,544	302	180	6,026
Office accommodation	5,745	312	187	6,244
Travel	1,949	106	63	2,118
	<u>41,824</u>	<u>2,274</u>	<u>1,362</u>	<u>45,460</u>

Support costs have been allocated to the activities based on time spent

9. NET INCOMING RESOURCES

Net resources are stated after charging

Depreciation – owned assets	-	626
Independent examiner's fees	<u>1,200</u>	<u>1,170</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2012 nor for the year ended 31 December 2011

Trustees' Expenses

All the trustees received reimbursed expenses in the period of £4,296 (2011 - £3,292) The majority of these were donated back to TOFS by the Trustees

11. STAFF COSTS

The average number of full time equivalent employees during the period was 1 (2011 – 1½)

No employee received emoluments of more than £60,000

Employees' emoluments can be analysed as follows

Wages & NI - £30,641 (2011 - £36,059)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

12. TANGIBLE FIXED ASSETS

	<u>Office Equipment</u> £
COST	
At 1 January 2012	13,125
Additions	-
	<hr/>
At 31 December 2012	13,125
	<hr/>
DEPRECIATION	
At 1 January 2012	13,125
Charge for year	-
	<hr/>
At 31 December 2012	13,125
	<hr/>
NET BOOK VALUE	
At 31 December 2012	-
	<hr/>
At 31 December 2011	-
	<hr/>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31 12 12</u> £	<u>31 12 11</u> £
Accounts receivable	40	345
Prepayments and other debtors	1,786	115
Gift Aid	2,290	168
	<hr/>	<hr/>
	4,116	628
	<hr/>	<hr/>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accountancy	1,260	1,170
Chew design and print costs	1,503	2,404
Social Security & other taxes	416	502
Accruals	844	480
	<hr/>	<hr/>
	4,023	4,556
	<hr/>	<hr/>

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012

15. MOVEMENT IN FUNDS

	<u>At 1 12 12</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>At 31 12 12</u>
	£	<u>in funds</u>	<u>between funds</u>	£
		£	£	
Unrestricted funds				
Accumulated Fund	48,516	(6,954)	-	41,562
	<hr/>	<hr/>	<hr/>	<hr/>
	48,516	(6,954)	-	41,562
Restricted funds	-	1,000	-	1,000
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	48,516	(5,954)	-	42,562
	<hr/>	<hr/>	<hr/>	<hr/>

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

	<u>Incoming</u>	<u>Resources</u>	<u>Gains and</u>	<u>Movement</u>
	<u>resources</u>	<u>expended</u>	<u>losses</u>	<u>in funds</u>
Unrestricted funds				
Accumulated Fund	58,786	(65,740)	-	(6,954)
	<hr/>	<hr/>	<hr/>	<hr/>
	58,786	(65,740)	-	(6,954)
Restricted funds	1,000	-	-	1,000
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	59,786	(65,740)	-	(5,954)
	<hr/>	<hr/>	<hr/>	<hr/>

The restricted fund arose as a result of a donation from the Winifred Eileen Kemp Trust and is to fund Members' Children's parties for 2013

16 ULTIMATE CONTROLLING PARTY

The charity is under the control of its trustees

T.O.F S
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2012

	Year Ended 31 12 2012	Year Ended 31 12 2011
	£	£
Donations		
Charitable Trusts	4,260	3,961
Individuals	4,854	4,927
In Memoria	1,818	1,293
Members and Friends (see note 2)	22,223	23,692
Other	20,740	22,236
	<hr/>	<hr/>
	53,895	56,109
Other income		
Subscriptions	-	-
Conference 2012	1,215	-
Conference 2011	-	1,995
Activities for generating funds - 200 Club	1,206	1,499
- Missionfish	101	61
- Other	-	260
Sale of TOFS Goods	130	425
Interest	260	335
TOFS Fundraiser - raffle	2,979	-
	<hr/>	<hr/>
	5,891	4,575
Total Incoming Resources	<hr/>	<hr/>
	59,786	60,684
	<hr/>	<hr/>
Cost of TOFS Goods Sold		
Opening stock	910	468
Purchases	450	1,122
Closing stock	(627)	(910)
	<hr/>	<hr/>
	733	680
200 club prizes	500	600
Justgiving subscription	216	216
	<hr/>	<hr/>
	1,449	1,496
Fundraising & Publicity		
Leaflets & newsletters	8,147	13,108
Printing, postage, stationery & publicity	3,917	8,273
	<hr/>	<hr/>
	12,064	21,381
Administration costs		
Wages	30,641	36,059
Accountancy	1,426	1,170
Professional charges	-	139
Telephone	960	1,383
	<hr/>	<hr/>
	33,027	38,751

T.O.F.S.
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2012

	Year Ended 31 12 2012		Year ended 31 12 2011	
	£	£	£	£
Other Operating costs				
Conference expense	2,374		6,438	
Gifts and entertaining children	785		1,073	
Travel & meeting	3,340		2,733	
Rent & Insurance	5,776		6,226	
Sundry expenses	468		187	
Depreciation	-		626	
Computer costs	6,026		1,915	
Bank charges	431		-	
Credit card merchant service fees	-		521	
	<hr/>	19,200	<hr/>	19,719
		<hr/>		<hr/>
Total Resources Expended		65,740		81,347
		<hr/>		<hr/>
NET OUTGOING RESOURCES		(5,954)		(20,663)
Funds brought forward		48,516		69,179
		<hr/>		<hr/>
Funds carried forward		42,562		48,516
		<hr/>		<hr/>