

2202260

T.O.F.S.A CHARITABLE COMPANY LIMITED BY GUARANTEEREPORT AND ACCOUNTSFOR THE YEAR ENDED 30TH NOVEMBER 1994

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T.O.F.S

General Information

Registered Office and Administrative Office		St George's Centre 91, Victoria Road Netherfield Nottingham. NG4 2NN
Company Registration Number		220260
Charity Registration Number		327735
Patrons		The Rt Hon the Lord Varley Barbara Dickson Richard Briers OBE Emlyn Hughes OBE Leela Kapila FRCS Professor Lewis Spitz PhD FRCS Raymond G Buick
Council of Management	David Dobbs Richard Hind Christine Shepherd Catherine Clay Judith Bland Graham Bulpitt Sue Dobbs Christine Hind Denise Ritson Leslie Ritson Grenville Shepherd Pat Fergusson Ducat	Hon Chairman Hon Vice Chairman & Hon Treasurer. (Ret'd June 94) Hon Secretary Retired June 1994
Members of the Council of Management constitute Directors of the Company under the Companies Act 1985		
Bankers	Lloyds Bank Plc Bristol Road South Northfield Birmingham	
Auditors	J.W.Scrivens & Co Imperial House 350, Bournville Lane Birmingham. B30 1QZ	
Solicitor	Mr D. Griffiths. The Ropewalk Nottingham. NG1 5EL	

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

The Council of Management have pleasure in presenting their seventh Annual report and Accounts for the year ended 30th November 1994.

Principal Activities

The principal activity of T.O.F.S Limited is to provide support to the families of children born with Tracheo Oesophageal Fistula ("TOF") and associated conditions. Support is given in the following principal ways.

- * Promoting contact between TOF families
- * Sharing management problems and solutions
- * Collecting information to assist parents with the daily care of their TOF child
- * Raising funds for research and purchase of specialised equipment.

Review of Activities

The profit and loss accounts for the year ended 30th November 1994, which are set out on page 9 show a surplus of £4530 (1993: deficit £6294). Obviously the deficit could not go on unchecked and during this past year we have reduced expenditure for outside projects.

Note. It is not the business of a charity to accumulate funds and although not spent in the year to 30th November 1994, £3798 of the surplus was raised by our Dublin T.O.F.S as a special project to purchase equipment for two hospitals which specialise in TOF surgery. Details will appear in the accounts for the year ended November 1995.

Our office in Netherfield is still maintained without any subsidies from central or local government. This relies solely upon the activities of our members.

Cash and equipment grants have been made to families seeking material aid but this represents a small part of the totality of our work. Over the past year T.O.F.S. has concentrated on the prime function of a "Self Help" group, that is promoting contacts between families, sharing problems and providing support for each other through our network of Local Co ordinators. To improve the effectiveness of the network a one day seminar on listening and counselling skills was organised in Nottingham. The day was seen as a great success not only because of the professional input from Mr Richard Broadley, a lecturer in listening and counselling skills, but also because of the opportunity the day gave to meet and talk with TOF parents from many parts of the country. We intend to make this a yearly event.

A key part of the work of T.O.F.S is listening and counselling. Sharing experiences, offering advice or just listening are all of great value to new and old TOF families. From our Nottingham office alone we handled 1800 written requests for information, advice and help and passed on 350 telephone help requests to our co-ordinators. Procedures are now being put into place to monitor and record the activities of all our local co-ordinators so that by this time next year we shall have a full record of the unseen work of TOFS.

The TOFS newsletter is still our main vehicle of contact and information. In spite of rising costs both of production and postage we still aim to go to print every two months. If you have any comments, queries, items of interest, hints tips and news please don't hesitate to send them to the editor, Sue Dobbs. Without your input there can be no newsletter.

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T.O.F.S
Report of the Council of Management
(Continued)

We do get a large amount of feedback after each mailing of the Newsletter; the "Problem Shared" feature being one item that is especially appreciated.

The annual magazine CHEW is still edited and assembled by Judith Bland who, like Sue Dobbs, relies upon our members to submit articles, stories and photographs.

To ensure that no one loses sight of the existence and purpose of T.O.F.S, especially those in the professional sector we sent out a TOFS information pack and a copy of CHEW 15 to every Hospital and Neo Natal unit where TOF children are cared for. Again, without your financial support an exercise as expensive as this could not be carried out. TOF parents do feel alone but gain support and encouragement from contact with other TOF families.

In past years we have held the T.O.F.S AGM in different parts of the country in the hope that many more families would be able to attend . This policy has not been very successful whilst at the same time it has been very expensive. In June 1994 we held the meeting at our office in Netherfield with the suggestion that after the formal business we all retire to a local, riverside hostelry, which provided for children, for lunch. The weather was kind and families were still basking by the waters edge long after closing time. We intend to repeat this as the AGM format this year and hope that many more will come and join us.

FINANCE

The full accounts for the year ended November 1994 are presented from page 7 onwards. However, the Council of Management feels that a simpler presentation with some explanation would be of value. The tables which follow are all derived from the audited accounts .

WHERE DOES the MONEY COME FROM?

SOURCE	AMOUNT	NOTES
Membership	2212	472 members
Personal Donations	6151	and fundraising
Commercial Donations	1208	
Donations from Trusts	300	
Memoria	2400	
Grand Draw	2314	2040 in 1993
Irish "TOFS Walk"	3798	See page 2
Bank Interest	502	
Sale of TOF Items	(171)	trading loss
Other	419	
TOTAL	19133	

T.O.F.S
Report of the Council of Management
(Continued)

As in previous years the sterling efforts of the members of T.O.F.S has produced the greater part of our income. The item "Personal Donations" is the result of many individual fundraising efforts as well as straightforward, generous gifts. Again our thanks go out to all those who worked to make the grand draw a success either by selling or organising. Likewise, the efforts of the 15 families in the Irish Republic who raised £3798 through leg power deserves our warmest thanks.

Although a bereavement is a sad time, the donations to T.O.F.S in memoriam to a loved one help to bring happiness to others.

WHERE DOES the MONEY GO?

ITEM	AMOUNT
General Administrative	4211
Indirect Charitable	3431
Charitable Grants	2051
Rent, Insurance, repairs etc	2567
Travel & Meetings	629
Sundry Expenses	957
Training Counsellors	757
TOTAL	14603

The above amounts are made up as follows:-

General Administrative

This includes the wages of our office staff, (£3308), audit and accountancy fees and photocopying.

Indirect Charitable

The major items in this category are the production, printing and postage of the newsletter and Chew. There is also the childrens party, literature on specialised topics and the support costs for our local co ordinators. Although shown as a separate item, the cost of the training day for counsellors is indirectly a charitable expense.

Charitable Grants

These are grants in cash and medical equipment to families in need, our childrens party and the remainder of the 1993 conference subsidy.

Travel and Meetings

Although council members may not receive any remuneration they are, quite reasonably, allowed to claim out of pocket expenses incurred in travel to and from meetings.

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T.O.F.S
Report of the Council of Management
(Continued)

Personnel

During the past year at the AGM Chris and Richard Hind retired from the Council of Management after a very long period of service. They will be sorely missed! We do wish them both well in their future activities in the charitable field.

Without the assistance of Chris Clarke and Yvonne Fletcher, our clerical staff, the work of the office and ultimately TOFS would become very hard to maintain at its present level.

Not only do they work for us as employees but they also raise funds as a voluntary activity and support our local events with their families.

By the beginning of our financial year 1994-95 we shall have three new, co opted council members. Help is needed in a variety of ways. If you think that you can employ your talents for TOFS please do not hesitate to contact the office or any council member.

Our active family membership (those who have returned a membership form indicating their wish to remain a member) stands at 472. Additionally, there are honorary professional members. There are still, however areas of the country where the existence of TOFS is virtually unknown. Your help is needed to spread the news. If you require literature or posters please contact the office.

Future Activities.

We intend as far as our funding allows to continue with the same level of service to our members by way of grants, equipment, information and a high level of personal support and contact. For this to be possible please keep in touch with us so that we can respond to your needs. If there are areas where you feel that we should be more active or you have a special project in mind which would benefit T.O.F.S please contact any council member; become active in your locality or best of all, join the Council of Management and please keep up the heroic fundraising activity.

Conference 1995

Our fifth national conference will be held on Saturday September 16th at the Cheltenham and Gloucester College of Higher Education. As in previous years this event will be subsidised to encourage the largest possible attendance by our members.

The Benjamin Pouncey Memorial Fund.

As we reported last year, Vicki Martin is handling the publication of a definitive book on the TOF condition and its treatment. The deadline for copy ends in early 1995 and many renowned workers in the field have either indicated their willingness to contribute or submitted their promised articles. Very soon we expect to be making the final decisions on the content, layout, illustrations and format of the book.

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T.O.F.S
Report of the Council of Management
(Continued)

Council of Management.

T.O.F.S is managed by an elected Council of Management, the members of which are shown on page one of this report.

The following changes in the Council occurred during the year to 30th November 1994. Mr Richard Hind and Mrs Chris Hind retired on 21 June 1994.

In accordance with the Articles of Association, the following members of the Council will retire at the forthcoming Annual General Meeting, and being eligible, will seek re-election:- Mrs Judith Bland, Mrs Cathy Clay and Mr Graham Bulpitt.

Annual General Meeting.

The 1995 Annual General Meeting will be held on Saturday June 17th at 1130 am in the St Georges Centre, Netherfield, Nottingham.

Responsibilities of the Members of the Council of Management.

Company law requires the Members of the Council of Management to prepare accounts for each financial year which give a true and fair view of the state of affairs of the company and of the profit and loss of the company for that period. In preparing the accounts, the Members of the Council of Management are required to

SELECT suitable accounting policies and then apply them consistently;
MAKE judgements and estimates that are reasonable and prudent;
FOLLOW applicable accounting standards, subject to any material departures disclosed and explained in the accounts;
PREPARE the accounts on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Members of the Council of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Council would draw the attention of members to the above and to their own responsibilities in the handling of and accounting for monies raised in the name of T.O.F.S.

Auditor.

In accordance with section 285 Of the Companies Act, a resolution proposing the re-appointment of Messrs J.W.Scrivens as Auditors was put to the AGM of 21 June 1994 and carried unanimously.

Signed *X. D. J. Dobbs* (Hon Chairman)

Dated *X. H. June 1995*

AUDITORS' REPORT TO THE SHAREHOLDERS OF

T.O.F.S.

We have audited the accounts on pages 8 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

RESPECTIVE RESPONSIBILITIES OF THE MEMBERS OF THE COUNCIL OF MANAGEMENT AND AUDITORS

As described on pages 5 to 6 the company's council of management are responsible for the preparation of accounts. It is our responsibility to form an independent opinion, based on our audit, on those accounts and to report our opinion to you.

BASIS OF OPINION

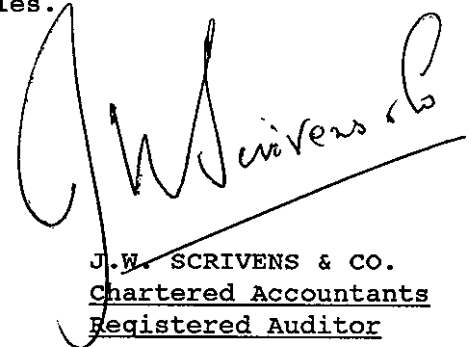
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements by the directors in the preparation of the accounts, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the accounts.

OPINION

In our opinion the accounts give a true and fair view of the state of the company's affairs as at 30th November 1994 and of its surplus for the year then ended and have been properly prepared in accordance with the provisions of the Companies Act 1985 that are applicable to small companies.

Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ


J.W. SCRIVENS & CO.
Chartered Accountants
Registered Auditor

T.O.F.S.

BALANCE SHEET AS AT 30TH NOVEMBER 1994

	<u>Note</u>	<u>1994</u>		<u>1993</u>	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Assets	2		214		1,174
<u>CURRENT ASSETS</u>					
Stock		813		1,186	
Debtors - Others		561		656	
Cash at Bank and in Hand		27,250		20,696	
		-----		-----	
		28,624		22,538	
<u>CREDITORS:</u> amounts falling due within one Year - Others					
		969		470	
		-----		-----	
<u>NET CURRENT ASSETS</u>			27,655		22,068
			-----		-----
<u>TOTAL ASSETS LESS CURRENT LIABILITIES</u>			27,869		23,242
			=====		=====
<u>CAPITAL AND RESERVES</u>					
	3				
Accumulated Fund			24,532		20,002
International Symposium Fund	4		65		64
Benjamin Pouncy Memorial Fund	4		3,272		3,176
			-----		-----
MEMBERS FUNDS	5		27,869		23,242
			=====		=====

The notes on Pages 10 to 12 form an integral part of these Accounts.

In preparing these financial statements the members of the Council of Management have taken advantage of the special exemptions applicable to small companies afforded by Section 246(1) Companies Act 1985. In the members of the Council of Management's opinion the company is entitled to those exemptions on the grounds that it complies with the qualifying conditions set out in Section 247(3) of that Act.

The Accounts on Pages 8 to 12 were approved by the Council of Management on the

XAK
 day of *June* 1995 and were signed on its behalf by:

XOJD J. Doshi
 HON CHAIRMAN

X JBland
 HON TREASURER

T.O.F.S.

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 1994

	<u>Note</u>	<u>1994</u>		<u>1993</u>	
		£	£	£	£
<u>INCOME</u> - Continuing Operations			18,631		17,061
 <u>EXPENDITURE</u>					
Administration Costs		7,642		8,717	
Other Operating Costs		6,961		15,241	
		-----		-----	
			(14,603)		(23,958)
			-----		-----
<u>OPERATING PROFIT/(LOSS)</u> -	6		4,028		(6,897)
Continuing Operations					
Interest Receivable and					
Similar Income	7		502		603
			-----		-----
<u>SURPLUS/(DEFICIT) FOR THE YEAR</u>			4,530		(6,294)
<u>ACCUMULATED FUND BROUGHT FORWARD</u>			20,002		26,296
			-----		-----
<u>ACCUMULATED FUND CARRIED FORWARD</u>			24,532		20,002
			=====		=====

Continuing Operations

None of the company's activities were acquired or discontinued during the above two financial years.

Total Recognised Gains and Losses

The company has no recognised gains or losses other than the surplus for the above two financial years.

The notes on Pages 10 to 12 form an integral part of these Accounts.

T.O.F.S.

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30TH NOVEMBER 1994

1. ACCOUNTING POLICIES

(a) Basis of Accounting

The Accounts have been prepared under the historical cost convention.

(b) Depreciation

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

Medical Equipment	-	33 1/3% Straight Line
Office Equipment	-	33 1/3% Straight Line

(c) Stock

Stock is valued at lower of cost and net realisable value.

(d) Cash Flow Statement

The company has taken advantage of the exemption available per FRS 1 for small companies not to prepare a cash flow statement.

2. TANGIBLE ASSETS

	<u>Office</u> <u>Equipment</u> £	<u>Medical</u> <u>Equipment</u> £	<u>Total</u> £
<u>Cost</u>			
At 30th November 1993	7,613	2,557	10,170
Additions	-	-	-
	-----	-----	-----
At 30th November 1994	7,613	2,557	10,170
	=====	=====	=====
<u>Depreciation</u>			
At 30th November 1993	6,661	2,335	8,996
Charge for the Year	849	111	960
Reclassified	-	-	-
	-----	-----	-----
At 30th November 1994	7,510	2,446	9,956
	=====	=====	=====
<u>Net Book Values</u>			
At 30th November 1994	103	111	214
	-----	-----	-----
At 30th November 1993	952	222	1,174
	=====	=====	=====

T.O.F.S.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH NOVEMBER 1994

3. **CAPITAL AND RESERVES**

T.O.F.S. is a Company limited by Guarantee and does not have a Share Capital. The liability of members is limited to £1 each. There were 472 members at 30th November 1994 (1993 : 472).

4. **SPECIAL FUNDS**

	<u>International Symposium Fund</u> £	<u>The Benjamin Pouncey Memorial Fund</u> £
As at 30th November 1993	64	3,176
Interest Received	1	96
	--	----
As at 30th November 1994	65	3,272
	==	=====

5. **RECONCILIATION OF MOVEMENTS IN MEMBERS FUNDS**

	<u>1994</u> £	<u>1993</u> £
(Deficit)/Surplus for the financial year	4,530	(6,294)
Interest on Special Funds	97	29
Transfer from other Bank Account	-	-
	-----	-----
Opening Members' Funds	4,627	(6,265)
	23,242	29,507
	-----	-----
Closing Members' Funds	27,869	23,242
	=====	=====

6. **OPERATING PROFIT**

The Operating Profit is arrived at after charging:-

	<u>1994</u> £	<u>1993</u> £
Depreciation of Tangible Fixed Assets (net)	960	2,014
Auditors' Remuneration	317	294
	=====	=====

T.O.F.S.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH NOVEMBER 1994

7. INTEREST RECEIVABLE AND SIMILAR INCOME

	<u>1994</u>	<u>1993</u>
	£	£
Bank Interest	502	603
	=====	=====

T.O.F.S.

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 1994

	<u>Note</u>	<u>1994</u>		<u>1993</u>	
		£	£	£	£
<u>Income</u>					
DOH Grant Receivable			-		500
Net Proceeds from Fund Raising Events	1		2,314		2,040
Donations	2		10,056		11,560
Profit on Sale of T.O.F.S. Goods	3		(171)		248
Other Income	4		6,934		3,316
			-----		-----
			19,133		17,664
<u>Administration Costs</u>					
Wages		3,308		3,785	
Printing, Postage, Stationery & Publicity		3,431		3,966	
Audit		317		294	
Accountancy		182		235	
Telephone		404		419	
Bank Charges		-		18	
		-----		-----	
		7,642		8,717	
		=====		=====	
<u>Other Operating Costs</u>					
Conference Subsidy		271		2,281	
Donations		1,610		7,579	
Gifts and Entertaining Children		170		397	
Travel and Meetings		629		950	
Rent & Insurance		1,134		785	
Repairs and Renewals		473		369	
Sundry Expenses		957		866	
Depreciation (net)		960		2,014	
Training for Counselling		757		-	
		-----		-----	
		6,961		15,241	
		-----		-----	
			14,603		(23,958)
			-----		-----
(Deficit)/Surplus for the Year			4,530		(6,294)
Accumulated Fund brought forward			20,002		26,296
			-----		-----
Accumulated Fund carried forward			24,532		20,002
			=====		=====

This page does not form part of the Statutory Accounts.

T.O.F.S.

NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 1994

1.	<u>NET PROCEEDS FROM FUND RAISING EVENTS</u>	<u>1994</u>	<u>1993</u>
		£	£
	Grand Draw	2,314	2,040
	Other	-	-
		-----	-----
		2,314	2,040
		=====	=====
2.	<u>DONATIONS</u>	<u>1994</u>	<u>1993</u>
		£	£
	Independent Order Foresters	-	1,600
	Boeke Charitable Company	-	2,000
	Other Charitable Trusts and Organisations	300	555
	Commercial Organisations	1,208	1,647
	Individuals	6,151	4,747
	Memoria	2,400	1,011
		-----	-----
		10,059	11,560
		=====	=====
3.	<u>PROFIT ON SALE OF T.O.F.S. GOODS</u>	<u>1994</u>	<u>1993</u>
		£	£
	Sale Proceeds	357	810
	Cost of Goods Sold	(528)	(562)
		-----	-----
		(171)	248
		=====	=====
4.	<u>OTHER INCOME</u>	<u>1994</u>	<u>1993</u>
		£	£
	Members Subscriptions	2,212	2,272
	Interest Receivable	502	603
	Sundry Income	414	459
	Video Sales and Hire	8	(18)
	TOFS Walk Proceeds	3,798	-
		-----	-----
		6,934	3,316
		=====	=====

This page does not form part of the Statutory Accounts.