

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 2013
FOR
T.O.F.S.

MONDAY



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COMPANIES HOUSE

Lemans
29 Arboretum Street
Nottingham
NG1 4JA

T.O.F.S.
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2013

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 2013. 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

CAF Bank
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

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REPORT OF THE TRUSTEES
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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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- 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

No new Trustees were recruited in 2013. TOFS hopes to recruit some new Trustees or co-opted members of the Council Management during 2014, however.

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

Pastoral support and information exchange have traditionally been the core activities of TOFS and in 2013 we continued to supply information both to new members and to existing TOF parents and carers with leaflets, brochures, and 'The TOF Child' book. All members receive our newsletter, 'CHEW', which is now being published three times per year by our in-house editorial team.

The TOFS website (see also the section on our use of IT) 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 / OA 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. TOFS continues to operate its own on-line "forum" as well.

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We held a successful TOF Family conference in October 2013. The event was attended by over 130 people (or 57 TOF/OA families) who attended an interesting and informative series of presentations and workshops from a number of leading medical professionals including Mr Joe Curry of Great Ormond Street, Mr Anthony Lander of Birmingham Children's Hospital, Dr Shailinder Jit Singh of Nottingham University Hospitals and Professor Alyn Morice from Hull.

In 2013 we held children's parties at Nottingham, London and Bristol. Almost 40 families attended these organised parties, and in addition we supported members who held informal get-togethers around the UK.

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 TLC's 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 local neo-natal wards to increase awareness of TOFS when new parents and carers most need help.

TOFS continues in its efforts to increase its profile within the medical community. Our activities in this area are led by Dr Caroline Love (one of our Trustees) who also together with two other trustees attended and ran a booth for TOFS at the Annual Conference of the Thoracic Society which was held in London in December.

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, and we have increasingly used this form of 'social media' to augment communication with our members

In April we were introduced to an IT services company (CRMLabs of Cheltenham) by Trustee, Dennis Harvey whose son-in-law is its Managing Director. We were offered a very significant discount (80% off list prices) to overhaul our email service and web-site, and develop a new data-base. The latter uses more robust technology, is securely 'hosted' at a specialist data-centre and provides additional functionality over the Access Data-base system which we have used for over 10 years and which was in need of major overhaul or replacement.

Having briefly reviewed other options and put together a formal business case, the Trustees decided to contract with CRMLabs to provide these services. (It should be noted that Mr Harvey was deliberately excluded from the decision-making process to avoid any perceived conflict of interest).

The new email service went live in July, the new web-site was available in October, and the new data-base was progressively implemented between July and December.

Co-operation with other organisations

During 2013 we continued to play a leading role in EAT (the Federation of Esophageal Atresia - Tracheo-oesophageal fistula support groups). TOF Trustee Graham Slater was re-elected to the Board of EAT in April for a period of two years and continues to be EAT's Chairman.

EAT's key activity at the present time is its involvement (through its Vice-Chair Jo-Anne Fruithof) in the organising committee for the third international OA symposium in Rotterdam in October 2014. This provides TOFS - together with its sister organisations from other countries- an opportunity to positively influence the focus and agenda of this event.

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FOR THE YEAR ENDED 31 DECEMBER 2013

Funding, Financial Management and Governance

The TOFS Finance sub-committee continued its work throughout 2013, setting a budget and reviewing progress against it. TOFS member Drew Bailey (who holds a relevant professional qualification) was co-opted as a member of the Finance Sub-committee early in the year.

In 2013, TOFS has benefited financially from the cost-reduction work done in the second half of 2012. This had been necessary in 2012, as the income for the early part of that year fell well short of the Trustees' original expectations. The Trustees believe that these cost-reductions were almost all at the expense of external suppliers, and that services to TOFS members were not materially reduced.

For 2013, the Finance Sub-committee proposed and the Trustees agreed that TOFS should anticipate income broadly similar to that of 2012, and also aim to broadly break even, after having had deficits in both 2011 and 2012. The underlying 2013 costs were slightly reduced from those of 2012, most notably as a consequence of one of our staff agreeing to reduce her working hours by about 20% in 2013.

It is pleasing to report that actual expenditure in 2013 turned out to be just a little below that budgeted. With the exception of special projects, the Trustees now expect to continue to operate the charity at an annual expense similar to that of 2013.

In a contrast to the two previous years, TOFS received some pleasant surprises in terms of income in 2013. In April we received an unexpected legacy of some £10,000 from the late Jess Garbett. She had been a neighbour to TOFS members Keith and Julie Gardner and their TOF daughter, Bethany. In December, we heard that we were to receive a £5,000 donation from the Lancashire foundation. This was simply because Kate Parker, a friend of TOFS members the Moore family of Colchester, has nominated TOFS to her employers' charitable Trust. Excepting these two large donations, the income of TOFS has changed little between 2012 and 2013. The vast bulk of the charity's income is in the form of either donations from members or fund-raising activities by members and their friends and relations. Income rose modestly under both of these headings in 2013.

It should be noted that – as in recent years – TOFS receives no funding from public-sector sources.

A Grand Draw was held at the year-end. With a variety of prizes kindly donated by organizations such as BT, the Grand Draw raised net proceeds of some £3000.

Regrettably, TOFS appears to have been one of the many victims of the collapse of the donations website "CharityGiving", which was operated by a charity, the Dove Trust. Some TOFS members have used this to collect donations online when they have undertaken sponsored events to raise money for TOFS. This website has also been used to accept online payments for TOFS conferences and membership donations. The relevant regulator (The Charity Commission) has, it would appear, had CharityGiving under investigation for some time, and it put CharityGiving into administration in Summer 2013. We believe that Charity Giving was holding in the region of £2400 for ultimate payment to TOFS. It appears very realistic to expect that TOFS will receive some – but sadly certainly not all - of this money. None had been received by the end of 2013.

When the £10,000 legacy was received in April, the Trustees decided that this should be used to fund a substantial project of long-term benefit to the TOF/OA community. Some £9000 of this money is now shown as being in a designated fund, intended to pay (over some time) the costs of producing the replacement for the book "The TOF Child".

Similarly, it has been decided to utilise some of the surplus that TOFS has built up in 2013 to pay for sponsorship of relevant medical research over several years. Some £10,000 is now designated in this way, intended for the support of genetics research by Dr Charles Shaw-Smith.

It is very possible that the Trustees will decide that further money should be designated for spending upon other substantial projects of long term value to the TOF/OA community, which may include other research into the TOF/OA condition.

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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

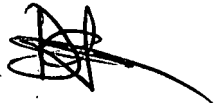
Like other charities, TOFS requires reserves in order to operate in the short term and to satisfy legal obligations in the event of the end of funding, a major reduction of funding or a delay in further funding becoming available. In the event of having to close the charity, the reserves would enable 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 2013, TOFS has more in reserves than this policy demands, however much of the apparent excess has been set aside for special projects, such as sponsorship of research, as already mentioned.

Investment policy and objectives:

TOFS operates current bank accounts with Lloyds 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 My Donate. An account was operated with CharityGiving for the first part of 2013, but this is no longer active.

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)
22 March 2014

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

I report on the financial statements for the year ended 31 December 2013 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.

K Mealand

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NG1 4JA

9 April 2014

2014

T.O.F.S.
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	Unrestricted funds			Year	Year
		General fund	Designated funds	Restricted fund	Ended 31.12.13	Ended 31.12.12
		£	£	£	Total funds £	Total funds £
INCOMING RESOURCES						
Incoming resources from generated funds						
Voluntary income	2	64,566	-	-	64,566	53,895
Activities for generating funds	3	8,804	-	-	8,804	5,631
Investment income	4	567	-	-	567	260
Total incoming resources		73,937	-	-	73,937	59,786
RESOURCES EXPENDED						
Costs of generating funds	5	1,128	-	-	1,128	1,449
Charitable activities	6	50,042	-	490	50,532	62,865
Governance costs	7	1,672	-	-	1,672	1,426
Total resources expended		52,842	-	490	53,332	65,740
NET INCOMING/(OUTGOING) RESOURCES before transfers						
		21,095	-	(490)	20,605	(5,954)
Gross transfers between funds						
		(19,000)	19,000	-	-	-
Net movement in funds						
		2,095	19,000	(490)	20,605	(5,954)
TOTAL FUNDS BROUGHT FORWARD						
		41,562	-	1,000	42,562	48,516
TOTAL FUNDS CARRIED FORWARD						
		43,657	19,000	510	63,167	42,562

T.O.F.S. – COMPANY NUMBER 2202260
BALANCE SHEET
AT 31 DECEMBER 2013

	Notes	Unrestricted funds £	Restricted funds £	31.12.13 Total funds £	31.12.12 Total funds £
FIXED ASSETS					
Tangible assets	12	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	-
CURRENT ASSETS					
Stock		315	-	315	627
Debtors: amounts falling due within one year	13	3,613	-	3,613	4,116
Cash at bank		62,186	510	62,696	41,842
		<hr/>	<hr/>	<hr/>	<hr/>
		66,114	510	66,624	46,585
CREDITORS					
Amounts falling due within one year	14	3,457	-	3,457	4,023
		<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS		62,657	510	63,167	42,562
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES		62,657	510	63,167	42,562
		<hr/>	<hr/>	<hr/>	<hr/>
NET ASSETS		62,657	510	63,167	42,562
		<hr/>	<hr/>	<hr/>	<hr/>
FUNDS					
	15			43,657	41,562
General fund				19,000	-
Designated funds				510	1,000
Restricted fund				<hr/>	<hr/>
TOTAL FUNDS				63,167	42,562
				<hr/>	<hr/>

The notes form part of these financial statements

T.O.F.S.
BALANCE SHEET - CONTINUED
AT 31 DECEMBER 2013

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2013.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2013 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 22 March 2014 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 2013

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 <u>31.12.13</u> £	Year Ended <u>31.12.12</u> £
Donations:		
Charitable Trusts	7,834	4,260
Individuals	4,358	4,854
In Memoria	11,525	1,818
Members and Friends	20,718	22,223
Other	20,131	20,740
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	64,566	53,895
	<hr/> <hr/>	<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.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

3. ACTIVITIES FOR GENERATING FUNDS

	2013	2012
Sale of TOFS goods	449	130
Conference income	2,383	1,215
TOFS fundraisers and raffles	5,107	2,979
Fundraising 200 club	794	1,206
Fundraising Missionfish	71	101
	<hr/>	<hr/>
	8,804	5,631
	<hr/> <hr/>	<hr/> <hr/>

4. INVESTMENT INCOME

	2013	2012
Interest receivable	567	260
	<hr/>	<hr/>
	567	260
	<hr/> <hr/>	<hr/> <hr/>

5. COSTS OF GENERATING FUNDS

	2013	2012	
Opening stock	627	910	
Purchases	-	450	
Closing stock	(315)	(627)	
	<hr/>	<hr/>	
		312	733
200 club prizes		600	500
Justgiving subscription		216	216
		<hr/>	<hr/>
		<u>1,128</u>	<u>1,449</u>

6. CHARITABLE ACTIVITIES

Pastoral support and information exchange:			
Leaflets and newsletters	5,248	8,147	
Conference expense	5,620	2,374	
Gifts and entertaining children	915	785	
Telephone	206	960	
Printing, postage, stationery and publicity	1,820	3,917	
Support costs (note 8)	33,785	41,824	
	<hr/>	<hr/>	
		47,594	58,007
Liaison with the medical profession:			
Support costs		1,835	2,274
Co-operation with other organisations:			
Travel	-	1,222	
Support costs	1,103	1,362	
	<hr/>	<hr/>	
		1,103	2,584
		<hr/>	<hr/>
		<u>50,532</u>	<u>62,865</u>

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	2013	2012		
7. GOVERNANCE COSTS				
Accountancy and professional fees	<u>1,672</u>	<u>1,426</u>		
8. SUPPORT COSTS				
	Pastoral support & information exchange	Liaison with the medical profession	Co-operation with other organisations	TOTAL
Wages	24,561	1,334	802	26,697
Finance	78	4	3	85
Information Technology	3,288	178	107	3,573
Office accommodation	5,054	275	165	5,494
Travel	804	44	26	874
	<hr/>	<hr/>	<hr/>	<hr/>
	33,785	1,835	1,103	36,723
	<hr/>	<hr/>	<hr/>	<hr/>

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

	2013	2012
9. NET INCOMING RESOURCES		
Net resources are stated after charging:		
Depreciation – owned assets	-	-
Independent examiner's fees	1,296	1,200
	<hr/>	<hr/>

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2013 nor for the year ended 31 December 2012.

Trustees' Expenses

All the trustees received reimbursed expenses in the period of £1,797 (2012 - £4,296). 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 (2012 – 1)

No employee received emoluments of more than £60,000.

Employees' emoluments can be analysed as follows:

Wages & N I - £26,697 (2012 - £30,641)

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

12. TANGIBLE FIXED ASSETS

	<u>Office Equipment</u> £
COST	
At 1 January 2013	13,125
Additions	-
	<hr/>
At 31 December 2013	13,125
	<hr/>
DEPRECIATION	
At 1 January 2013	13,125
Charge for year	-
	<hr/>
At 31 December 2013	13,125
	<hr/>
NET BOOK VALUE	
At 31 December 2013	-
	<hr/> <hr/>
At 31 December 2012	-
	<hr/> <hr/>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31.12.13</u> £	<u>31.12.12</u> £
Accounts receivable	53	40
Prepayments and other debtors	1,892	1,786
Gift Aid	1,668	2,290
	<hr/>	<hr/>
	3,613	4,116
	<hr/> <hr/>	<hr/> <hr/>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accountancy	1,296	1,260
Chew design and print costs	-	1,503
Social Security & other taxes	283	416
Accruals	1,878	844
	<hr/>	<hr/>
	3,457	4,023
	<hr/> <hr/>	<hr/> <hr/>

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013

15. MOVEMENT IN FUNDS

	<u>At 1.1.13</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>At 31.12.13</u>
	£	in funds	between funds	£
	£	£	£	£
Unrestricted funds				
General Fund	41,562	21,095	(19,000)	43,657
Designated Fund – TOFS book	-	-	9,000	9,000
Designated Fund – Genetics research	-	-	10,000	10,000
	<hr/>	<hr/>	<hr/>	<hr/>
	41,562	21,095	-	62,657
Restricted funds	1,000	(490)	-	510
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	42,562	20,605	-	63,167
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

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

	Incoming resources	Resources expended	Gains and losses	Movement in funds
Unrestricted funds				
General Fund	73,937	52,842	-	21,095
Designated Funds	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	73,937	52,842	-	21,095
Restricted fund	-	490	-	(490)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	73,937	53,332	-	20,605
	<hr/> <hr/>	<hr/> <hr/>	<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 and 2014.

The TOFS book designated fund was created in 2013. The Trustees allocated £9,000 from a £10,000 in memoria donation to be used to produce a new edition of the TOF book.

The Genetics research designated fund was created in 2013. The Trustees have allocated £10,000 of reserves to support work being carried out by Dr Charles Shaw-Smith over the next five years.

16. ULTIMATE CONTROLLING PARTY

The charity is under the control of its trustees.

17. COMMITMENTS

The Trustees have also committed to expenditure not provided for in these accounts amounting to £7,200 for entry for five runners into the London Marathon over the next four years, having already paid for 2014.

18. RELATED PARTY TRANSACTIONS.

During the year, TOFS has bought IT services amounting to £3,009 from CRM Labs. The managing director of this firm is the son-in-law of Dennis Harvey, one of the Trustees.

T.O.F.S.
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2013

	Year Ended 31.12.2013		Year Ended 31.12.2012	
	£	£	£	£
Donations				
Charitable Trusts	7,834		4,260	
Individuals	4,358		4,854	
In Memoria	11,525		1,818	
Members and Friends (see note 2)	20,718		22,223	
Other	20,131		20,740	
	<hr/>		<hr/>	
		64,566		53,895
Other income				
Conference 2012	-		1,215	
Conference 2013	2,383		-	
Activities for generating funds - 200 Club	794		1,206	
- Missionfish	71		101	
Sale of TOFS Goods	449		130	
Interest	567		260	
TOFS Fundraisers and raffles	5,107		2,979	
	<hr/>		<hr/>	
		9,371		5,891
		<hr/>		<hr/>
Total Incoming Resources		73,937		59,786
		<hr/> <hr/>		<hr/> <hr/>
Cost of TOFS Goods Sold				
Opening stock	627		910	
Purchases	-		450	
Closing stock	(315)		(627)	
	<hr/>		<hr/>	
		312		733
200 club prizes		600		500
Justgiving subscription		216		216
		<hr/>		<hr/>
		1,128		1,449
Fundraising & Publicity				
Leaflets & newsletters	5,248		8,147	
Printing, postage, stationery & publicity	1,820		3,917	
	<hr/>		<hr/>	
		7,068		12,064
Administration costs				
Wages	26,697		30,641	
Accountancy	1,672		1,426	
Telephone	206		960	
	<hr/>		<hr/>	
		28,575		33,027

T.O.F.S.
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2013

	Year Ended 31.12.2013	£	Year ended 31.12.2012	£
Other Operating costs				
Conference expense	5,620		2,374	
Gifts and entertaining children	915		785	
Travel & meeting	762		3,340	
Rent & Insurance	5,494		5,776	
Sundry expenses	112		468	
Computer costs	3,573		6,026	
Bank charges	85		431	
	-----	16,561	-----	19,200
		-----		-----
Total Resources Expended		53,332		65,740
		=====		=====
NET INCOMING/(OUTGOING) RESOURCES		20,605		(5,954)
Funds brought forward		42,562		48,516
		-----		-----
Funds carried forward		63,167		42,562
		=====		=====