

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 2017
FOR
T.O.F.S.

Lemans
29 Arboretum Street
Nottingham
NG1 4JA



T.O.F.S.
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FOR THE YEAR ENDED 31 DECEMBER 2017

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T.O.F.S.
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

The trustees present their report with the financial statements of the charity for the year ended 31 December 2017, which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the Charity's governing document, the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014 (as amended by Update Bulletin 1 published on 2 February 2016).

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
Dennis Harvey	
Darrell Hill	
Sue Lewis-Jones	
Trace Loffman	

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

T.O.F.S.
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

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 VACTERL association.

In May 2016, T.O.F.S. held an Extraordinary General Meeting at which revised Articles of Association were adopted. This was done with the agreement of the Charity Commission and the revised Articles were lodged in the same month with both the Charity Commission and Companies House.

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. During 2017 we increased our number of employees from two to three (all are part-time employees), by employing an 'Information Officer' to improve our collection, maintenance and analysis of information and to free up some time from other staff to increase our focus on pastoral support and liaison with the medical community.

We also engaged the part-time services of two mature medical students from St George's Hospital, London to support two specific initiatives described later in this report.

POLICIES AND DOCUMENTATION

Appropriate policies and procedures are in place to support the effective operation of TOFS. These include, but are not limited to: Governance, Health & Safety, Protection of Vulnerable Persons, Financial & Commercial 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 organization
- not be undischarged bankrupts

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FOR THE YEAR ENDED 31 DECEMBER 2017

- 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

Pastoral support and information exchange have traditionally been the core activities of TOFS and in 2017 we continued to supply information both to new members (240 in total joined during the year) and to existing TOF parents and carers with leaflets and brochures, which are also available in PDF format through our web-site. All members receive our newsletter, 'CHEW', which is published three times per year by our in-house editorial team.

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 / 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.

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A successful family conference was held in October 2017. The record number of attendees (170) were addressed by specialist clinicians (including from overseas) who covered a range of topics which ensured that the parents of young children through to adult survivors were accommodated.

The Trustees have committed to organise another conference in October 2018 (and planning for this event commenced almost immediately after this years' conference).

We are grateful to our fundraisers and continue to offer them support with fundraising packs. 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 TOFS Local Contacts (TLCs) especially, and our volunteer members who assist with educational and benefits advice and support in many other ways.

We continue to benefit from the improved co-ordination of our volunteers and our support activities. TLCs are a small group of volunteer members, mostly parents, with experience of caring for a TOF child on a day-to-day basis. Spread across the UK, TLCs are available to listen, talk and offer support to new TOF parents, organise local informal get togethers, and take posters and leaflets into hospitals, especially where TOF surgery takes place. Some TLCs have shown further commitment by giving talks on behalf of TOFS. TLCs are themselves offered information on basic listening and counselling and given support from both the TOFS office and a Trustee. There are currently three TOFS Overseas Contacts (TOCs) one in Jordan, one in Canada and one in New Zealand. All are active in offering support to TOF families within their own country and they share TOFS knowledge when applicable. This has been mutually beneficial, resulting in translations of some TOFS leaflets into Arabic. (It should be noted that these overseas contacts do not in any legal sense represent TOFS in these countries; they are – as the name implies – purely our contacts in these countries).

The new 'TOF Book' published in November 2016, continues to sell in significant volumes. Over 700 have now been sold contributing a net income of almost £7,000 to the year's revenues. Agreement in principle was reached during 2017 for it to be translated by OA Support Groups in other countries (notably Germany and The Netherlands) in conjunction with local clinicians.

In December we also agreed to revise our information leaflets and overhaul the way in which associated information is presented on the web-site. This will require an extensive programme of work which will be resourced to a significant extent by two medical students who will work under the guidance of certain members of the newly established Medial Advisory Group.

Liaison with the medical profession

We continued in our commitment to disseminating information to practitioners from health, education and social care. We continue to be 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. We decided during 2016 to establish a Medical Advisory Group which is intended to provide us with a leading group of medical professionals across all relevant disciplines which can provide advice and guidance, and support our publications with medically approved input. A number of medical professionals have agreed to be part of this group and at the Family Conference in October we held our first meeting of this group.

In June we exhibited at the British Gastro-enterologists Society (BGS) annual conference in Manchester and in July we similarly exhibited at the BAPS (British Association of Paediatric Surgeons) conference in London.

We supported two separate medical research projects, a GOSH (Great Ormond Street Children's Hospital) study into the long-term effects of TOF, and a NICE (National Institute for Health & Care Excellence) sponsored study into transition of TOF patients from paediatric to adult care. Following interim findings in 2017, these projects should report their findings more comprehensively in 2018.

In 2017 we agreed to support a University of Bath project which will research the psychological impact of OA on both patients and their families. This project will be conducted by a psychologist who is also an OA survivor herself and initial results are expected during 2018.

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In December 2017 we also agreed to instigate our own research project entitled 'Should children born with TOF/OA have a mandated transition and adult care pathway?'. This will be carried out predominantly by the two medical students we have engaged and this activity will be supervised by GOSH.

During 2017 we were also approached by both GOSH and University of Southampton Hospital to support further research proposals which will be presented to NIHR (National Institute for Health Research). These will hopefully be approved in late 2018 or early 2019 and these approaches to TOFS are indicative both of a resurgence of research into OA and the almost mandatory requirement for relevant patient group support to be given to such projects. In some instances, this support is characterised purely by endorsement of its relevance and priority to OA patients and in other cases support may also additionally require some funding contribution.

In addition, TOFS is actively supporting the European Reference Network (ERN) known as ERNICA (ERN for Inherited and Congenital Anomalies) through our membership of EAT (the Federation of Esophageal Atresia and Tracheo-esophageal fistula support groups e.V.). TOFS trustee Graham Slater is a member of the ERNICA advisory Board and Patient representative on the Management 'Work-Package' of this programme together with the ERNICA Co-Ordinator (Professor Rene Wijnen, head of paediatric surgery at the Sophia Children's Hospital in Rotterdam).

GOSH is also heavily committed to ERNICA and this project is strengthening our collaboration with and recognition by clinicians both nationally and internationally.

Use of Information Technology (IT)

The use of IT continues to be a powerful tool in support of our operations. Whilst our web-site remains 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. TOFs Facebook membership currently stands at 2,714 and provides instant self-help support amongst its very active participants.

Altido (formerly CRMLabs) of Cheltenham remain our primary IT service provider for Email, Web-site and our Database, we hereby note our gratitude for their provision of some enhancements to these services on a discounted or 'free of charge' basis. (We note for reasons of transparency that Trustee Dennis Harvey is the father-in-law of the Altido Managing Director).

Co-operation with other organisations

During 2017 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 2017 for a period of two years and continues to be EAT's Chairman.

EAT's key successes during 2017 were:

- (i) increasing its involvement with EURORDIS (the European Rare Disease Organisation), with which TOFS is indirectly linked by its membership both of EAT and RD UK (Rare Disease UK, the umbrella organisation across the UK for all rare disease patient support groups).
- (ii) Invited to participate in an ESPGHAN (The European Society for Paediatric Gastroenterology Hepatology and Nutrition) initiative to further develop relationships with patient groups. This initiative is also intended to bring closer patient groups' involvement in the further development of clinical guidelines

T.O.F.S.
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

Funding, Financial Management and Governance

From a financial view point, TOFS has done staggeringly well in 2017, with total income significantly in excess of £100,000 for the first time. More than anything, this is due to a stellar fundraising effort on the part of our members and their friends. Approaching two-thirds of the charity's income came from fundraising efforts of members of TOFS (and their friends). The Trustees take the view that this is a vote of confidence in and of thanks for what TOFS does to help the TOF/OA community. That said, income has risen (as compared against 2016) in most respects.

Since 2014, the first year in which TOFS had 5 "Golden bond" places, the London Marathon has established itself as TOFS's single most significant fundraising activity. TOFS allocates these places to suitable members or their friends in return for a fundraising commitment. Marathon-related fundraising in 2017 amounted to approximately £18,000, which was comparable with the result of 2015, our best-ever year (so far). We expect that our 5-year commitment with London Marathon will be renewed during 2018.

In 2017, TOFS was again able to obtain and allocate 5 Charity places for the Great North Run, the World's greatest Half-Marathon. The Trustees were delighted and very surprised to find that funds raised via this Half-Marathon exceeded £9,000, more than double that raised in 2016. The runners' commitment to TOFS was to raise a mere £250 each!

Other fundraising by members and their friends, via many, many other events totalled some £41,625, an increase of approximately 75% from 2016.

TOFS asks members to make a donation in respect of their membership, and many do so, especially upon joining. Membership donation income was very similar in 2017 to the 2016 level.

TOFS receives no public-sector support at all, and little by way of grants from fundraising bodies. However, the number of donations from companies and clubs and societies such as Rotary clubs, Freemasons' lodges and local faith groups has held up well in 2017, albeit at a level dwarfed by our members efforts. The Trustees regularly ask members to mention TOFS in the context of their employer's or club's charitable efforts. This appears to be increasingly effective.

The TOF book went on general sale in January 2017. The great majority of the sales were via Amazon, which represents a convenient sales channel for all. Income (after selling fees and expenses) from book sales was nearly £7,000 in 2017, substantially more than the cost of printing the first print run of 1000.

The Trustees decided to retain the original pricing of the book, namely £15. This price is relatively low (it is a substantial book of 250 pages) in order to make the book accessible to as many members as possible.

The Trustees had planned to a small budget surplus in 2017, or a balanced budget if book sales revenues were to be excluded. Part of the plan was to significantly increase expenditure on staff, through the recruitment of our *Information Officer*, and this duly happened. Overall expenditure in 2017 was some 7% higher than in 2016. We spent significantly more on the well-attended 2017 conference (than the 2016 one).

In recent years, the Trustees' financial plans have been cautious, an approach which was necessitated after the relatively low incomes (and material deficits) experienced in 2011 and 2012. However, it has become increasingly clear that TOFS can afford to increase expenditure and so do more good for the TOF/OA community that it serves, and the increased expenditure which was planned in 2017 (and into 2018) reflects this.

The substantial surplus that was achieved for 2017 has been almost entirely because fundraising income has so greatly exceeded the Trustees' estimates.

Some £20,000 in all has now been designated to pay for sponsorship of relevant medical research over several years. Unfortunately, it became clear in late 2014 that it was necessary for TOFS to abandon the first agreed research project, though no funds had yet been spent upon it. TOFS has been in discussion with several parties including the British Association of Paediatric Surgeons (BAPS) and has played a role in getting several small medical research activities underway (see "Liaison with the medical profession"). During 2018, we expect that these activities will require modest funding from TOFS.

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REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2017

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 2017, TOFS has significantly more in reserves than this policy demands, however some of the apparent excess has been set aside for special projects, such as sponsorship of research, as already mentioned.

Investment policy and objectives:

For the whole of 2017 TOFS has held 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, Virgin Money Giving and My Donate.

Throughout all of 2017, all of TOFS reserves have been held in accounts with Cambridge and Counties Bank, Mansfield Building Society, COIF Charities' Investment Fund and Virgin Money. The TOFS policy has been not to "invest" reserves per se, but to keep assets in the form of cash, in accounts with reputable financial institutions. The Trustees started a comprehensive review of this policy during the second half of 2017. A new policy was adopted in February 2018. This enables TOFS to invest up to approximately half of its apparently excess reserves in risky assets – in pursuit of a meaningful return – via charity-specific diversified pooled investment funds with reputable financial institutions.

On behalf of the Council:



D Jackson (Chair)
24 March 2018

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

I report to the Charity Trustees on my examination of the accounts of the company, for the year ended 31 December 2017 set out on pages 9 to 17.

Responsibilities and basis of report

As the Charity Trustees of the company, (who are also the directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

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

1. Accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. The accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)]

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

K Mealand

K Mealand FCCA
Lemans
29 Arboretum Street
Nottingham
NG1 4JA

28 March 2018

T.O.F.S.
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017

	Notes	Unrestricted funds			Year	Year
		General fund	Designated funds	Restricted fund	Ended 31.12.17	Ended 31.12.16
		£	£	£	Total funds £	Total funds £
INCOME AND ENDOWMENTS FROM:						
Donations and legacies	2	106,150	-	-	106,150	73,731
Other trading activities	3	10,415	-	-	10,415	1,675
Investments	4	1,827	-	-	1,827	1,327
Total		118,392	-	-	118,392	76,733
EXPENDITURE ON:						
Raising funds	5	5,561	-	-	5,561	3,786
Charitable activities	6	63,543	-	-	63,543	60,393
Other	7	2,181	-	-	2,181	2,129
Total		71,285	-	-	71,285	66,308
NET INCOME		47,107		-	47,107	10,425
Transfers between funds		-	-	-	-	-
Net movement in funds		47,107	-	-	47,107	10,425
TOTAL FUNDS BROUGHT FORWARD		99,857	20,000	-	119,857	109,432
TOTAL FUNDS CARRIED FORWARD		146,964	20,000	-	166,964	119,857

The notes form part of these financial statements

T.O.F.S. – COMPANY NUMBER 2202260
BALANCE SHEET
AT 31 DECEMBER 2017

	Notes	Unrestricted funds £	Restricted fund £	31.12.17 Total funds £	31.12.16 Total funds £
FIXED ASSETS					
Tangible assets	12	-	-	-	-
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	-
CURRENT ASSETS					
Stock		3,265	-	3,265	2,934
Debtors: amounts falling due within one year	13	4,540	-	4,540	5,591
Investments	14	119,081	-	119,081	76,957
Cash at bank		44,423	-	44,423	40,248
		<hr/>	<hr/>	<hr/>	<hr/>
		171,309	-	171,309	125,730
CREDITORS					
Amounts falling due within one year	15	4,345	-	4,345	5,873
		<hr/>	<hr/>	<hr/>	<hr/>
NET CURRENT ASSETS					
		166,964	-	166,964	119,857
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		166,964	-	166,964	119,857
		<hr/>	<hr/>	<hr/>	<hr/>
NET ASSETS					
		166,964	-	166,964	119,857
		<hr/>	<hr/>	<hr/>	<hr/>
FUNDS					
	16				
General fund				146,964	99,857
Designated funds				20,000	20,000
Restricted fund				<hr/>	<hr/>
TOTAL FUNDS					
				166,964	119,857
				<hr/>	<hr/>

The notes form part of these financial statements

T.O.F.S. – COMPANY NUMBER 2202260
BALANCE SHEET - CONTINUED
AT 31 DECEMBER 2017

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2017.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2017 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 (FRS102).

The financial statements were approved by the Council of Management on 24 March 2018 and were signed on its behalf by:

D Jackson (Chair) – Trustee



J Pearce (Vice-Chair & Treasurer) – Trustee



G Slater (Company Secretary) - Trustee



The notes form part of these financial statements

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements and assessment of going concern

TOFS is a charity in England and Wales. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are stated on page 3 of these financial statements.

The charity constitutes a public benefit entity as defined by FRS102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £. The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

Income

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.

Expenditure

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 rate to write off each asset over its estimated useful life:

Office equipment	33% on cost
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From January 2012, the Trustees decided to write off the cost of office equipment in full in the year of purchase

Current asset investments

The charity holds cash on deposit for investment purposes, in order to obtain a better rate of return, thereby increasing their income enabling them to meet their objects.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Debtors and Creditors

Debtors and Creditors receivable and payable within one year are recorded at transaction price.

Cash at Bank

The charity holds sufficient funds in order to meet its short-term cash commitments as they fall due.

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.

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

2. DONATIONS AND LEGACIES

	2017	2016
Donations:		
Charitable Trusts, Clubs and Corporations	5,805	4,138
Individuals	4,141	2,849
In Memoria	3,472	4,056
Members and Friends	41,625	24,147
London Marathon / Great North Run	27,953	17,350
Other	23,154	21,191
	<hr/>	<hr/>
	106,150	73,731
	<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.
- London Marathon / Great North Run are special cases of fundraising by members for TOFS.

3. INCOME FROM OTHER TRADING ACTIVITIES

	2017	2016
Sale of TOFS goods	6,704	166
Conference income	3,455	1,509
TOFS fundraisers and raffles	256	-
	<hr/>	<hr/>
	10,415	1,675
	<hr/> <hr/>	<hr/> <hr/>

4. INVESTMENT INCOME

Interest receivable	1,827	1,327
	<hr/>	<hr/>
	1,827	1,327
	<hr/> <hr/>	<hr/> <hr/>

5. COSTS OF RAISING FUNDS

Opening stock	2,934	1,277
Purchases	3,080	2,934
Closing stock	(3,265)	(2,934)
	<hr/>	<hr/>
	2,749	1,277
Just giving subscription	468	331
London Marathon / Great North Run	2,344	2,178
	<hr/>	<hr/>
	5,561	3,786
	<hr/> <hr/>	<hr/> <hr/>

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

6. CHARITABLE ACTIVITIES

	2017	2016	
Pastoral support and information exchange:			
Leaflets, newsletters and TOF Book	5,875	10,119	
Conference expense	6,879	4,845	
Gifts and entertaining children	700	291	
Telephone	457	658	
Printing, postage, stationery, fundraising costs and publicity	5,336	4,739	
Support costs (note 8)	36,323	34,796	
	<u>55,570</u>	<u>55,448</u>	
Liaison with the medical profession:			
Support costs	6,644	3,559	
Co-operation with other organisations:			
Travel	-	200	
Support costs	1,329	1,186	
	<u>1,329</u>	<u>1,386</u>	
	<u>63,543</u>	<u>60,393</u>	

	2017	2016
7. OTHER COSTS		
Accountancy and professional fees	2,181	2,129
	<u>2,181</u>	<u>2,129</u>

8. SUPPORT COSTS

	Pastoral support & information exchange	Liaison with the medical profession	Co-operation with other organisations	TOTAL
Wages	28,096	5,139	1,028	34,263
Finance	115	21	4	140
Information Technology	2,337	428	86	2,851
Office accommodation	3,724	681	136	4,541
Travel and sundry	2,051	375	75	2,501
	<u>36,323</u>	<u>6,644</u>	<u>1,329</u>	<u>44,296</u>

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

	2017	2016
9. NET INCOMING RESOURCES		
Net resources are stated after charging:		
Depreciation – owned assets	-	-
Independent examiner's fees	1,452	1,410
	<u>1,452</u>	<u>1,410</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2017 nor for the year ended 31 December 2016.

Trustees' Expenses

Six of the trustees received reimbursed expenses in the period of £3,794 (2016 - £6,148). The majority of travel expenses were donated back to TOFS by the Trustees. In 2017, one large exceptional expense was reimbursed. One trustee purchased a new computer and associated items for use by TOFS staff.

11. STAFF COSTS

The average number of full time equivalent employees during the period was 1½ (2016 – 1)

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

Employees' emoluments can be analysed as follows:

Wages and Salaries -	£34,263 (2016 - £27,753)
Social Security costs -	£nil (2016 - £nil)
Pension costs -	£321 (2016 - £nil)

12. TANGIBLE FIXED ASSETS

	<u>Office Equipment</u> £
COST	
At 1 January 2017	13,125
Disposals	(9,181)
	<hr/>
At 31 December 2017	3,944
	<hr/>
DEPRECIATION	
At 1 January 2017	13,125
Eliminated on disposal	(9,181)
	<hr/>
At 31 December 2017	3,944
	<hr/>
NET BOOK VALUE	
At 31 December 2017	-
	<hr/> <hr/>
At 31 December 2016	-
	<hr/> <hr/>

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	<u>31.12.17</u> £	<u>31.12.16</u> £
Accounts receivable	40	270
Prepayments and other debtors	1,930	3,063
Gift Aid	2,570	2,258
	<hr/>	<hr/>
	4,540	5,591
	<hr/> <hr/>	<hr/> <hr/>

T.O.F.S.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2017

	2017	2016
14. CURRENT ASSET INVESTMENTS		
Cash held for investments	119,081	76,957

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Accountancy	1,452	1,410
Chew design, print and postage costs	2,405	839
Social Security & other taxes	267	195
Accruals	221	3,429
	4,345	5,873

16. MOVEMENT IN FUNDS

	<u>At 1.1.17</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>At 31.12.17</u>
	£	in funds	between funds	£
Unrestricted funds				
General Fund	99,857	47,107	-	146,964
Designated Fund – Medical research	20,000	-	-	20,000
	119,857	47,107	-	166,964
Restricted fund	-	-	-	-
TOTAL FUNDS	119,857	47,107	-	166,964

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	118,392	71,285	-	47,107
Designated Funds	-	-	-	-
	118,392	71,285	-	47,107
Restricted fund	-	-	-	-
TOTAL FUNDS	118,392	71,285	-	47,107

The research designated fund was created in 2013. The Trustees added to this in 2014. A total of £20,000 of reserves is designated to support relevant medical research work, over several years.

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FOR THE YEAR ENDED 31 DECEMBER 2017

17. ULTIMATE CONTROLLING PARTY

The charity is under the control of its trustees.

18. COMMITMENTS

The Trustees have also committed to expenditure not provided for in these accounts amounting to £1,800 for entry for five runners into the London Marathon over the next year.

19. RELATED PARTY TRANSACTIONS.

During the year, TOFS has bought IT services amounting to £1,452 (2016 - £1,519) from Altido (formerly CRM Labs). The managing director of this firm is the son-in-law of Dennis Harvey, one of the Trustees.

During the year, TOFS engaged and remunerated Hayley Slater, a medical student, to work on information leaflets and research into transition/adult care pathways. Hayley is the daughter of Graham Slater, one of the Trustees.

During the year, some of the expenses reimbursed to Trustees were donated back to the Charity, which totalled £956 (2016 - £578).

T.O.F.S.
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017

	Year Ended 31.12.2017		Year Ended 31.12.2016	
	£	£	£	£
Donations				
Charitable Trusts	5,805		4,138	
Individuals	4,141		2,849	
In Memoria	3,472		4,056	
Members and Friends (see note 2)	41,625		24,147	
London Marathon and Great North Run	27,953		17,350	
Other	23,154		21,191	
		106,150		73,731
Other income				
Conference	3,455		1,509	
Sale of TOFS Goods	6,704		166	
Interest	1,827		1,327	
TOFS Fundraisers and raffles	256		-	
		12,242		3,002
Total Income		118,392		76,733
Cost of TOFS Goods Sold				
Opening stock	2,934		1,277	
Purchases	3,080		2,934	
Closing stock	(3,265)		(2,934)	
		2,749		1,277
Just giving subscription		468		331
London Marathon / Great North Run		2,344		2,178
		5,561		3,786
Fundraising, Publicity & Co-operation				
Leaflets, newsletters and TOFS book	5,875		10,119	
Printing, postage, stationery, Fundraising costs & publicity	5,336		4,739	
		11,211		14,858
Administration costs				
Wages	34,263		27,753	
Accountancy	2,181		2,129	
Telephone	457		658	
		36,901		30,540

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T.O.F.S.
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2017

	Year Ended 31.12.2017		Year Ended 31.12.2016	
	£	£	£	£
Other Operating costs				
Conference expense	6,879		4,845	
Gifts and entertaining children	700		291	
Travel & meeting	2,191		3,787	
Rent & Insurance	4,541		4,492	
Sundry expenses	310		241	
Computer costs	2,851		3,458	
Bank charges	140		10	
		17,612		17,124
Total Expenditure		71,285		66,308
NET INCOME		47,107		10,425
Funds brought forward		119,857		109,432
Funds carried forward		166,964		119,857

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