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T.O.F.S.

A CHARITABLE COMPANY LIMITED BY GUARANTEE

ANNUAL REPORT AND ACCOUNTS

30TH NOVEMBER 1995

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



J W Scrivens & Co.

T.O.F.S.
A CHARITABLE COMPANY LIMITED BY GUARANTEE
ANNUAL REPORT AND ACCOUNTS
FOR THE YEAR ENDED 30TH NOVEMBER 1995

<u>Contents</u>	<u>Page No.</u>
Company Information	1
Report of the Council of Management	2 - 6
Report of the Auditors	7
Balance Sheet	8
Profit and Loss Account	9
Notes to the Accounts	10 - 12

The following pages do not form part of the Statutory Accounts

Detailed Income and Expenditure Account	13
Notes to the Income and Expenditure Account	14

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	<table> <tbody> <tr> <td>David Dobbs</td> <td>Hon Chairman</td> </tr> <tr> <td>Christine Shepherd</td> <td>Hon Secretary</td> </tr> <tr> <td>Michael Brown</td> <td></td> </tr> <tr> <td>Catherine Clay</td> <td></td> </tr> <tr> <td>Roger Ducat</td> <td></td> </tr> <tr> <td>Judith Bland</td> <td></td> </tr> <tr> <td>Graham Bulpitt</td> <td></td> </tr> <tr> <td>Sue Dobbs</td> <td></td> </tr> <tr> <td>Annette Fidderman</td> <td></td> </tr> <tr> <td>Peter O'Loughlin</td> <td></td> </tr> <tr> <td>Grenville Shepherd</td> <td></td> </tr> <tr> <td>Pat Fergusson Ducat</td> <td></td> </tr> <tr> <td>Damon Wright</td> <td></td> </tr> </tbody> </table>	David Dobbs	Hon Chairman	Christine Shepherd	Hon Secretary	Michael Brown		Catherine Clay		Roger Ducat		Judith Bland		Graham Bulpitt		Sue Dobbs		Annette Fidderman		Peter O'Loughlin		Grenville Shepherd		Pat Fergusson Ducat		Damon Wright	
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Damon Wright																											
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 eighth Annual report and Accounts for the year ended 30th November 1995.

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 1995, which are set out on page 9 show a deficit of £3914 (1994:surplus of £4530).

Three major factors have contributed to this reversal from last years accounts.

1) As forecast the income generated by the Dublin Walk has been used to fund major pieces of hospital equipment in the Irish Republic.

2) The 1995 conference subsidy has been paid.

3) The Grand Draw was not made until after the end of our financial year though all the expenditure and some of the monies had been received during th period. The profit will therefore appear in the accounts for the year ended November 1996.

Cash and equipment grants have been made to families seeking material aid but this represents a small part of the totality of our work. As in previous years 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.

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 over 1500 written requests for information, advice and help and passed on 400 telephone help requests.

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.

3
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 has this year been edited and assembled by Judith Bland who, like Sue Dobbs, relies upon our members to submit articles, stories and photographs. However, from January 1996 Annette Fidderman will be taking over as editor. Please give her your full support.

To ensure that no one loses sight of the existence and purpose of T.O.F.S, especially those in the professional sector we have continued to send out TOFS information packs and a copies of CHEW 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.

To create awareness of TOFS over the country as a whole, we are also members of Contact a Family, a London based trust, The National Council for voluntary Services and the Nottingham Self Help Team. All of these organisations carry our information and refer parents to us.

FINANCE

The full accounts for the year ended November 1995 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	1770	500 members
Personal Donations	6543	and fundraising
Commercial Donations	3388	
Donations from Trusts	728	
Memoria	1204	
Grand Draw	0	See page 2
Irish "TOFS Walk"	645	See page 2
Bank Interest	768	
Sale of TOF Items	118	171 loss 1994
Other	1076	
TOTAL	16240	

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. We have also been generously supported by a variety of commercial organisations. The council of management would like to express their thanks to all those who have worked so hard to make TOFS a viable charity.

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

WHERE DOES the MONEY GO?

ITEM	AMOUNT
General Administrative	3296
Indirect Charitable	5579
Charitable Grants	4676
Rent, Insurance, repairs etc	1847
Travel & Meetings	761
Sundry Expenses	1247
Conference Subsidy	2748
TOTAL	20154

The above amounts are made up as follows:-

General Administrative

This includes that part of the wages of our office staff directly associated with administration, 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 and support costs. These are the expenses of our local co-ordinators and that part of the wages of the office staff associated with family support.

Charitable Grants

These are grants in cash and medical equipment to families in need, purchase of specialised hospital equipment and the subsidy for the conference.

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.

5
T.O.F.S
Report of the Council of Management
(Continued)

Personnel

During the past year Denise and Leslie Ritson, members of TOFS from the very early days, retired from the Council of Management after a very long period of service. We wish them and their family every success in the future.

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. Over the past year we have examined their work load and concluded that they are not simply clerical staff but play an important role in our charitable activities. Our accountants have reflected this in the allocation of costs.

In the financial year 1994-95 we have seen a much needed growth in council membership. We welcome Michael Brown, Damon Wright, Roger Ducat, Annette Fidderman and Peter O'Loughlin onto the council. 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 stands at 500. 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. A council sub committee is also working on an action plan for the future development of TOFS

Conference 1995

Our fifth national conference was held on Saturday September 16th at the Cheltenham and Gloucester College of Higher Education. As ever the invited speakers provided a good mix of material for the new TOF parents and the hardend conference goer. We also obtained a good measure of publicity from local radio and television. We shall also be featured in a TV documentary later in the year.

The Benjamin Pouncey Memorial Fund.

We are now at the proof reading stage and hopefully the results of this very long project will soon be seen.

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 1995. Mrs Denise and Mr Leslie Ritson retired at the AGM on 17th June 1995.

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.

6
T.O.F.S
Report of the Council of Management
(Continued)

Pat Fergusson.
Sue Dobbs
Christine Shepherd

With regret we also announce the retirement of Mrs Judith Bland our Treasure. Mrs Bland will not be seeking re-election.

Annual General Meeting.

The 1996 Annual General Meeting will be held on Saturday 22nd June 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 17 June 1995 and carried unanimously.

Signed..... *Sue Dobbs* (Hon Chairman)

Dated..... *27 April 1996*



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

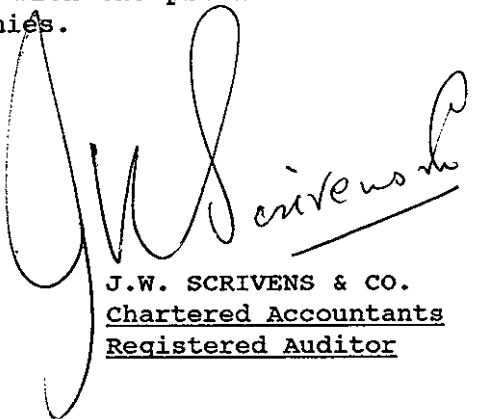
We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements by the directors 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 1995 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

1st June 1996

T.O.F.S.

BALANCE SHEET AS AT 30TH NOVEMBER 1995

	<u>Note</u>	<u>1995</u>		<u>1994</u>	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Assets	2		1,008		214
<u>CURRENT ASSETS</u>					
Stock		579		813	
Debtors - Others		1,207		561	
Cash at Bank and in Hand		22,881		27,250	
		-----		-----	
		24,667		28,624	
<u>CREDITORS:</u> amounts falling due					
within one Year - Others		1,608		969	
		-----		-----	
<u>NET CURRENT ASSETS</u>			23,059		27,655
			-----		-----
<u>TOTAL ASSETS LESS CURRENT</u>					
<u>LIABILITIES</u>			24,067		27,869
			=====		=====
<u>CAPITAL AND RESERVES</u>					
	3				
Accumulated Fund			20,618		24,532
International Symposium Fund	4		66		65
Benjamin Pouncy Memorial Fund	4		3,383		3,272
			-----		-----
MEMBERS FUNDS	5		24,067		27,869
			=====		=====

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

..... 1st day of June 1996 and were signed on its behalf by:

D.J. Dobbs  HON CHAIRMAN

R. Ducat  HON TREASURER

T.O.F.S.

PROFIT AND LOSS ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 1995

	<u>Note</u>	<u>1995</u>	<u>1994</u>
		£	£
<u>INCOME</u> - Continuing Operations		15,472	18,631
 <u>EXPENDITURE</u>			
Administration Costs		3,296	2,484
Other Operating Costs		16,858	12,119
		-----	-----
		20,154	14,603
		-----	-----
<u>OPERATING (LOSS)/PROFIT</u> -	6	(4,682)	4,028
Continuing Operations			
Interest Receivable and			
Similar Income	7	768	502
		-----	-----
<u>(DEFICIT)/SURPLUS FOR THE YEAR</u>		(3,914)	4,530
<u>ACCUMULATED FUND BROUGHT FORWARD</u>		24,532	20,002
		-----	-----
<u>ACCUMULATED FUND CARRIED FORWARD</u>		20,618	24,532
		=====	=====

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 (deficit)/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 1995

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 Equipment</u> £	<u>Medical Equipment</u> £	<u>Total</u> £
<u>Cost</u>			
At 30th November 1994	7,613	2,557	10,170
Additions	519	993	1,512
	-----	-----	-----
At 30th November 1995	8,132	3,550	11,682
	=====	=====	=====
<u>Depreciation</u>			
At 30th November 1994	7,510	2,446	9,956
Charge for the Year	276	442	718
	-----	-----	-----
At 30th November 1995	7,786	2,888	10,674
	=====	=====	=====
<u>Net Book Values</u>			
At 30th November 1995	346	662	1,008
	=====	=====	=====
At 30th November 1994	103	111	214
	=====	=====	=====

T.O.F.S.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH NOVEMBER 1995

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 1995 (1994 : 472).

4. SPECIAL FUNDS

	<u>International Symposium Fund</u> £	<u>The Benjamin Pouncey Memorial Fund</u> £
As at 30th November 1994	65	3,272
Interest Received	1	111
	--	----
As at 30th November 1995	66	3,383
	==	=====

5. RECONCILIATION OF MOVEMENTS IN MEMBERS FUNDS

	<u>1995</u> £	<u>1994</u> £
(Deficit)/Surplus for the financial year	(3,914)	4,530
Interest on Special Funds	112	97
	-----	-----
Opening Members' Funds	(3,802)	4,627
	27,869	23,242
	-----	-----
Closing Members' Funds	24,067	27,869
	=====	=====

6. OPERATING PROFIT

The Operating Profit is arrived at after charging:-

	<u>1995</u> £	<u>1994</u> £
Depreciation of Tangible Fixed Assets	718	960
Auditors' Remuneration	353	317
	=====	=====

T.O.F.S.

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30TH NOVEMBER 1995

7. INTEREST RECEIVABLE AND SIMILAR INCOME

	<u>1995</u>	<u>1994</u>
	£	£
Bank and Building Society Interest	768	502
	=====	=====

T.O.F.S.

DETAILED INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30TH NOVEMBER 1995

	<u>Note</u>	<u>1995</u>		<u>1994</u>	
		£	£	£	£
<u>Income</u>					
Net Proceeds from Fund					
Raising Events	1		-		2,314
Donations	2		11,863		10,056
Profit on Sale of T.O.F.S.					
Goods	3		118		(171)
Other Income	4		4,259		6,934
			-----		-----
			16,240		19,133
<u>Administration Costs</u>					
Wages		1,038		827	
Printing, Postage, Stationery & Publicity		1,548		1,046	
Audit		353		317	
Accountancy		235		182	
Telephone		122		112	
		-----		-----	
		3,296		2,484	
		=====		=====	
<u>Other Operating Costs</u>					
Conference Subsidy		2,748		271	
Donations		4,385		1,610	
Gifts and Entertaining Children		291		170	
Travel and Meetings		761		629	
Rent & Insurance		1,454		1,134	
Repairs and Renewals		393		473	
Sundry Expenses		529		552	
Depreciation (net)		718		960	
Training for Counselling		-		757	
Leaflets and Newsletters		1,924		2,441	
Support Costs: Wages, Telephone and Co-ordinator's Expenses		3,655		3,122	
		-----		-----	
		16,858		12,119	
		-----		-----	
			20,154		14,603
			-----		-----
(Deficit)/Surplus for the Year			(3,914)		4,530
Accumulated Fund brought forward			24,532		20,002
			-----		-----
Accumulated Fund carried forward			20,618		24,532
			=====		=====

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 1995

1.	<u>NET PROCEEDS FROM FUND RAISING EVENTS</u>	<u>1995</u>	<u>1994</u>
		£	£
	Grand Draw	-	2,314
		=====	=====
2.	<u>DONATIONS</u>	<u>1995</u>	<u>1994</u>
		£	£
	Charitable Trusts and Organisations	728	300
	Commercial Organisations	3,388	1,208
	Individuals	6,543	6,151
	Memoria	1,204	2,400
		-----	-----
		11,863	10,059
		=====	=====
3.	<u>PROFIT ON SALE OF T.O.F.S. GOODS</u>	<u>1995</u>	<u>1994</u>
		£	£
	Sale Proceeds	437	357
	Cost of Goods Sold	(319)	(528)
		-----	-----
		118	(171)
		=====	=====
4.	<u>OTHER INCOME</u>	<u>1995</u>	<u>1994</u>
		£	£
	Members Subscriptions	1,770	2,212
	Interest Receivable	768	502
	Sundry Income	1,048	414
	Video Sales and Hire	28	8
	TOFS Walk Proceeds	645	3,798
		-----	-----
		4,259	6,934
		=====	=====

This page does not form part of the Statutory Accounts.