Charity Registration No. 326361

NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

NARCOLEPSY ASSOCIATION (UK)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Zoe Shardlow Ann Williams Jenny Taylor Graeme Moir Mike Armstrong William Harris Emma Forsberg
Chair	William Harris
Treasurer	Mike Armstrong
Secretary	Ann Williams
Charity number	326361
Principal address	PO Box 13842 Penicuik Midlothian EH26 8WX
Independent examiner	J O Matthews Ensors Cardinal House 46 St Nicholas Street Ipswich IP1 1TT
Bankers	Royal Bank of Scotland 747 Attercliffe Road Sheffield S9 3RF

NARCOLEPSY ASSOCIATION (UK)

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NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2009

The trustees present their report and accounts for the year ended 31 March 2009.

The Narcolepsy Association (UK) is an unincorporated association governed by a constitution adopted in 1983 and revised on 17 November 1990 and 25 September 1999 and 17 October 2008. It is a registered charity (No. 326361).

Structure, governance and management

The trustees who served during the year were:

Zoe Shardlow	
Jennie Emms	(Resigned 1 October 2008)
Ann Williams	
Jenny Taylor	
Graeme Moir	
Mike Armstrong	
William Harris	
Marc Vincent	(Resigned 1 July 2008)
Glenda Wood	(Resigned 1 April 2008)
Emma Forsberg	

Since the last year's report the following trustees have resigned: Glenda Wood in April, Marc Vincent in July and Jennie Emms in October.

When a vacancy occurs for a trustee, the remaining trustees will seek to appoint an individual with skills and experience which they feel will be of benefit to the charity.

On appointment, a new trustee would be given a copy of the original Trust Deed and the latest Annual Report and Accounts. There is no formal induction and training programme but trustees are provided with literature from the Charity Commission which explains their role and responsibilities, and individual trustees may attend seminars to update themselves when they feel it necessary.

Objectives for the public benefit

The Association is established for the benefit, relief and aid of persons suffering from Narcolepsy.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

Review Of Developments, Activities and Achievements

The association saw the departure of key members of the committee during the period. Glenda Wood, our former chair, resigned as a trustee in April 2008 due to health problems. Marc Vincent resigned in July and Jennie Emms in October. Their knowledge and experience has been missed.

New committee members during the period were Emma Fosberg as a full member; Ed Coates and Kay Underwood were co-opted at the first meeting following the AGM.

Three editions of the Catnap newsletter were issued during the period under review.

Although we have a steady increase in new members each year the overall numbers are in decline. This has had an impact on income recived from members' subscriptions, falling some £250.

Two large legacies were received in this year: just over £187,000 and £44,600 from the estates of Mr W H F Turner and Mrs Edna Snape respectively. As a result of these the committee has been considering suitable ways of using this money to improve and expand the association. Two of the areas under scrutiny are to revitalise the local support groups and improve awareness of narcolepsy throughout the medical profession and the general public. We are hoping to bring in some major changes; some of which will require greater involement by the membership at large.

The annual conference was held at Ratcliffe College in October 2008 and received favourable feedback from those who attended. Among the speakers was Dr Chris Hanning, a Consultant in Sleep Medicine at University Hospitals Leicester, who gave a presentation on pharmaceuticals for narcolepsy and cataplexy.

Helen Perry, a trainee clinical psychologist at Evelina Children's Hospital gave a presentation on using Cognitive Behavioural Therapy(CBT) to manage cataplexy.

Membership of the association as at 31 March 2009 stood at 520.

Financial review

Currently, the Charity has uncommitted funds of £259,029. In deciding the level of unrestricted reserve, the Trustees consider it necessary to set aside a sum sufficient to allow the charity continue trading for a period of twelve months.

On behalf of the board of trustees

Ann Williams
Secretary
Dated: .....

NARCOLEPSY ASSOCIATION (UK)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NARCOLEPSY ASSOCIATION (UK)

I report on the accounts of the Association for the year ended 31 March 2009, which are set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

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 statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:
  (i) to keep accounting records in accordance with section 41 of the 1993 Act; and
  (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act;

  have not been met; or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

J O Matthews

Ensors
Cardinal House
46 St Nicholas Street
Ipswich
IP1 1TT

Dated: .....

NARCOLEPSY ASSOCIATION (UK)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2009

	Notes	2009 £	2008 £
Incoming resources from generated funds			
Donations and legacies	2	238,348	3,665
Investment income	3	469	330
		238,817	3,995
Incoming resources from charitable activities	4	2,839	1,220
Other incoming resources	5	3,810	4,023
Total incoming resources		245,466	9,238
Resources expended	6		
Costs of generating funds			
Costs of generating donations and legacies		7,876	7,821
Net incoming resources available		237,590	1,417
Charitable activities			
Catnap		404	576
Governance costs		7,470	4,723
Total resources expended		15,750	13,120
Net income/(expenditure) for the year/ Net movement in funds		229,716	(3,882)
Fund balances at 1 April 2008		29,313	33,195
Fund balances at 31 March 2009		259,029	29,313

NARCOLEPSY ASSOCIATION (UK)

BALANCE SHEET

AS AT 31 MARCH 2009

	Notes	2009 £	2008 £
Current assets			
Debtors	**9**	**126**	167
Cash at bank and in hand		**260,017**	30,678
		260,143	30,845
Creditors: amounts falling due within one year	**10**	**(1,114)**	(1,532)
Total assets less current liabilities		**259,029**	29,313
Income funds			
Unrestricted funds		**259,029**	29,313
		259,029	29,313

The accounts were approved by the Trustees on .....

.....
William Harris
Chair

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2009

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Charities Act 1993.

2 Donations and legacies

	2009	2008
	£	£
Donations	238,348	3,665

3 Investment income

	2009	2008
	£	£
Interest receivable	**469**	330

4 Incoming resources from charitable activities

	2009	2008
	£	£
Conference and AGM	**2,698**	1,138
Publications	**141**	82
	2,839	1,220

5 Other incoming resources

	2009	2008
	£	£
Subscriptions	**3,810**	4,023

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

6 Total resources expended

	Staff costs £	Other costs £	Total 2009 £	Total 2008 £
Costs of generating funds				
Costs of generating donations and legacies	**6,857**	**1,019**	**7,876**	7,821
Charitable activities				
Catnap				
Activities undertaken directly	**-**	**404**	**404**	576
Governance costs	**-**	**7,470**	**7,470**	4,723
	6,857	**8,893**	**15,750**	13,120

Other costs totalling £2,037 have been allocated evenly between costs of generating funds and governance costs. All other expenses are apportioned on an actual basis.

7 Governance costs

	2009 £	2008 £
Other governance costs comprise:		
Room hire	25	160
Printing postage and stationery	295	302
Conference and AGM expenses	4,224	1,745
Office costs	415	207
Telephone and fax	121	98
Trustees expenses	1,236	1,173
Subsistence	165	167
Independent examiners fees	989	871
	7,470	4,723

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2009

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2009	2008
	Number	Number
Administrative staff	**1**	1

Employment costs	**2009**	2008
	£	£
Wages and salaries	**6,857**	6,888

9 Debtors

	2009	2008
	£	£
Trade debtors	**126**	167

10 Creditors: amounts falling due within one year

	2009	2008
	£	£
Trade creditors	**1,114**	1,532

11 Related parties

7 Trustees were paid a total of £1,310 for mileage claims in the year. (2008: 7 Trustees were paid £1,255).

In addition a further £463 was paid by way of reimbursed expenses to 4 trustees (2008:5 Trustees were paid £361).

NARCOLEPSY ASSOCIATION (UK)

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2009

The following pages do not form part of the statutory financial statements.

NARCOLEPSY ASSOCIATION (UK)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2009

	2009	2008
	£	£
INCOME		
Donations	**238,348**	3,665
Bank interest receivable	**469**	330
Conference and AGM	**2,698**	1,138
Publications	**141**	82
Subscriptions	**3,810**	4,023
TOTAL INCOME	**245,466**	9,238
MANAGEMENT AND ADMINISTRATION		
Costs of generating funds		
Wages and salaries	**6,857**	6,888
Other costs	**1,019**	933
Charitable activities		
Catnap	**404**	576
Governance costs		
Room hire	**25**	160
Printing postage and stationery	**295**	302
Conference and AGM expenses	**4,224**	1,745
Office costs	**415**	207
Telephone and fax	**121**	98
Trustees expenses	**1,236**	1,173
Subsistence	**165**	167
Independent examiners fees	**989**	871
Total resources expended	**15,750**	13,120
Net income/(expenditure) for the year	**229,716**	(3,882)