

Charity Registration No. 326361

NARCOLEPSY ASSOCIATION (UK)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2008

NARCOLEPSY ASSOCIATION (UK)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Zoe Shardlow Jennie Emms Ann Williams Jenny Taylor Graeme Moir Mike Armstrong William Harris Marc Vincent Glenda Wood Emma Forsberg
Chair	Zoe Shardlow
Treasurer	Jennie Emms
Secretary	Ann Williams
Charity number	326361
Principal address	Pound House Market Square Newent Gloucestershire GL18 1PS
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 2008

The trustees present their report and accounts for the year ended 31 March 2008.

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. It is a registered charity (No. 326361).

Structure, governance and management

The trustees who served during the year were:

Zoe Shardlow

Jennie Emms

Ann Williams

Jenny Taylor

Graeme Moir

Mike Armstrong

William Harris

Marc Vincent

Glenda Wood

Emma Forsberg

(Appointed 12 October 2007)

Vilnis Vesma

(Resigned 12 October 2007)

Margaret Harris

(Resigned 23 January 2008)

Since the year end Glenda Wood and Marc Vincent have resigned as trustees.

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

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

NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

Review Of Developments, Activities and Achievements

The association saw the departure of key members of the committee during the period. Vilnis Vesma resigned as Secretary in October 2007, having held the position for the last 3 years, and Margaret Harris resigned as committee member in January 2008. Their knowledge and experience has been missed.

New committee members during the period were Emma Fosberg as a full member and Paul Jobes as a casual member.

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

An increased number of requests from the media were received, wanting members to act as the subject of interviews, articles, and documentaries etc. Where considered appropriate these were passed on to members via the UKAN website, the emphasis being on to ensure the unique nature of a narcoleptic's symptoms and circumstances were made clear.

The annual conference was held in Altrincham in October 2007 and received favourable feedback from those who attended. Among the speakers was Dr Paul Gringras of Guy's and St Thomas' NHS Trust, who gave a presentation on the difficulties and delays in diagnosis of Narcolepsy in children. Dr Chris Jones, UKAN Scientific Advisor gave a medical update to the conference and answered members' queries on medication and research.

Membership of the association as at 31 March 2008 stood at 477.

Financial review

Currently, the Charity has uncommitted funds of £29,262. 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. The trustees do not propose to take any immediate actions to reduce reserves.

On behalf of the board of trustees



Ann Williams

Secretary

Dated: 17.10.08

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 2008, which are set out on pages 4 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees, you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 Act; and
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 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 2008

	Notes	2008 £	2007 £
Incoming resources from generated funds			
Donations and legacies	2	3,664	9,457
Activities for generating funds		-	40
Investment income	3	330	208
		<u>3,994</u>	<u>9,705</u>
Incoming resources from charitable activities	4	1,220	2,190
Other incoming resources	5	4,023	4,313
		<u>9,237</u>	<u>16,208</u>
Total incoming resources			
		<u>9,237</u>	<u>16,208</u>
Resources expended	6		
Costs of generating funds			
Costs of generating donations and legacies		7,821	6,992
		<u>7,821</u>	<u>6,992</u>
Net incoming resources available		<u>1,416</u>	<u>9,216</u>
Charitable activities			
Catnap		576	1,240
		<u>576</u>	<u>1,240</u>
Governance costs		4,723	5,070
		<u>4,723</u>	<u>5,070</u>
Total resources expended		<u>13,120</u>	<u>13,302</u>
Net (expenditure)/income for the year/ Net movement in funds		<u>(3,883)</u>	<u>2,906</u>
Fund balances at 1 April 2007		33,195	30,289
		<u>33,195</u>	<u>30,289</u>
Fund balances at 31 March 2008		<u>29,312</u>	<u>33,195</u>

NARCOLEPSY ASSOCIATION (UK)

BALANCE SHEET

AS AT 31 MARCH 2008

	Notes	2008 £	2007 £
Current assets			
Debtors	9	167	1,245
Cash at bank and in hand		30,678	33,056
		<hr/>	<hr/>
		30,845	34,301
Creditors: amounts falling due within one year	10	(1,533)	(1,106)
		<hr/>	<hr/>
Total assets less current liabilities		29,312	33,195
		<hr/> <hr/>	<hr/> <hr/>
Income funds			
Unrestricted funds		29,312	33,195
		<hr/>	<hr/>
		29,312	33,195
		<hr/> <hr/>	<hr/> <hr/>

The accounts were approved by the Trustees on 17.10.08



Zoe Shardlow
Chair

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008

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

	2008 £	2007 £
Donations	3,664	9,457

3 Investment income

	2008 £	2007 £
Interest receivable	330	208

4 Incoming resources from charitable activities

	2008 £	2007 £
Conference and AGM	1,138	2,075
Publications	82	115
	<u>1,220</u>	<u>2,190</u>

5 Other incoming resources

	2008 £	2007 £
Subscriptions	4,023	4,313

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

6 Total resources expended	Staff costs £	Other costs £	Total 2008 £	Total 2007 £
Costs of generating funds				
Costs of generating donations and legacies	6,888	933	7,821	6,992
Charitable activities				
<u>Catnap</u>				
Activities undertaken directly	-	576	576	1,240
Governance costs	-	4,723	4,723	5,070
	6,888	6,232	13,120	13,302
	6,888	6,232	13,120	13,302

Other costs totalling £1,866 have been allocated evenly between costs of generating funds and governance costs. All other expenses are apportioned on an actual basis.

7 Governance costs	2008 £	2007 £
Other governance costs comprise:		
Room hire	160	20
Printing postage and stationery	302	318
Conference and AGM expenses	1,745	1,965
Office costs	207	122
Telephone and fax	98	100
Trustees expenses	1,173	1,417
Subsistence	167	148
Independent examiners fees	871	980
	4,723	5,070
	4,723	5,070

NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2008

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2008 Number	2007 Number
Administrative staff	1	1

Employment costs

	2008 £	2007 £
Wages and salaries	6,888	6,283

9 Debtors

	2008 £	2007 £
Trade debtors	167	1,156
Prepayments and accrued income	-	89
	<u>167</u>	<u>1,245</u>

10 Creditors: amounts falling due within one year

	2008 £	2007 £
Trade creditors	1,533	1,106

11 Related parties

7 Trustees were paid a total of £1,255 for mileage claims in the year. (2007: 5 Trustees were paid £1,335).

In addition a further £361 was paid by way of reimbursed expenses to 5 trustees (2007: £482).

12 Post balance sheet events

A legacy of £187,090 from the estate of the late Mr W H F Turner was received by the charity in July 2008.

NARCOLEPSY ASSOCIATION (UK)

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2008

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 2008

	2008 £	2007 £
INCOME		
Donations	3,664	9,457
Fundraising	-	40
Bank interest receivable	330	208
Conference and AGM	1,138	2,075
Publications	82	115
Subscriptions	4,023	4,313
	<hr/>	<hr/>
TOTAL INCOME	9,237	16,208
	<hr/>	<hr/>
MANAGEMENT AND ADMINISTRATION		
Costs of generating funds		
Wages and salaries	6,888	6,283
Other costs	933	709
Charitable activities		
Catnap	576	1,240
Governance costs		
Room hire	160	20
Printing postage and stationery	302	318
Conference and AGM expenses	1,745	1,965
Office costs	207	122
Telephone and fax	98	100
Trustees expenses	1,173	1,417
Subsistence	167	148
Independent examiners fees	871	980
	<hr/>	<hr/>
Total resources expended	13,120	13,302
	<hr/>	<hr/>
Net (expenditure)/income for the year	(3,883)	2,906
	<hr/>	<hr/>