

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2011

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	William Harris Edmund Coates Michael Armstrong Graeme Moir Jenny Taylor Zoe Shardlow Tim Kavanagh Nicola Rule Hugh Davies-Webb
Chair	William Harris
Executive officer - Director	John Cherry
Secretary	John Cherry
Charity number	326361
Principal address	3 Thirlmere Close Great Notley Braintree CM77 7UL
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 UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

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NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2011

The trustees (UKAN) present their report and accounts for the year ended 31 March 2011.

Structure, governance and management

Narcolepsy UK is an unincorporated association governed by a constitution adopted in 1983 and revised on November 17th 1990, September 25th 1999 and October 17th 2008. A further revision was proposed at an EGM called on 13th December 2009 that changed the name of the association from UKAN to Narcolepsy UK. This was passed by the members and has been approved by the Charity Commission. For further information on post annual report information please see the section on significant post annual report information.

Narcolepsy UK is a registered charity, charity number 326361.

The trustees who served during the year were:

William Harris

Edmund Coates

Ann Williams

(Resigned 15 July 2010)

Michael Armstrong

Graeme Moir

Jenny Taylor

Zoe Shardlow

Tim Kavanagh

(Appointed 15 July 2010)

Nicola Rule

(Appointed 16 December 2010)

Hugh Davies-Webb

(Appointed 16 December 2010)

Under its existing Constitution Narcolepsy UK activity is directed by a Management Committee. All of the above trustees serve on that committee and Ms. Emma Forsberg who resigned as a trustee continues to serve on the Management Committee.

Executive Officers

Director and Charity Secretary from July 2010 - John Cherry

Administrator - Margaret Roxburgh

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

Narcolepsy UK is governed by its Constitution adopted in 1983 and last amended at an EGM on 13th December 2009. The members approved changing the name of the Charity to that of Narcolepsy UK and the Charity Commission accepted these proposals in March 2010.

The Board of Trustees is responsible for the overall governance of the charity. Trustees are either elected or co-opted and the total number of Trustees may not exceed 15. The majority of trustees and the Chair of the charity are required by the constitution to be diagnosed narcoleptics. In addition, the charity appointed an Honorary Solicitor who may attend Board meetings as required.

The Trustee Board tries to maintain a balance between clerical, clinical and others with specific skills whilst retaining the requirements of the constitution. This does make trustee recruitment difficult as to a large extent the trustees must rely on members to fill posts. Trustees are required to meet at least four times per year. These meetings include the AGM and three other Board meetings where Trustees review strategy and performance and set operating plans and budgets. In addition, a number of Trustees meet on a more regular basis to monitor those actions.

In 2010 the Trustees decided to appoint a number of standing sub committees which operated from February 2010, they were:

- Finance, Audit and Risk Committee
- Marketing Committee
- General Purpose Committee

New Trustees receive an induction pack containing detailed information about the charity, its organisation and its work. They are then invited to spend time with the Director and to familiarise themselves with the activities of the charity in order to prepare themselves for effective and informed decision-making. As part of the induction process all prospective Trustees are invited to attend at least one Trustee meeting as an observer. Under its governing document, the charity appoint Trustees for fixed terms not exceeding three years, at the end of which they must retire, but are then eligible for reappointment. Each Trustee will have a portfolio of interests, which contribute to an understanding of specific aspects of how the charity works.

Corporate Governance

Processes are in place to ensure that expenditure, performance and progress are monitored and that appropriate management information is prepared and reviewed regularly by the Director and the Board of Trustees. The systems of internal control are designed to provide reasonable assurances against material misstatement or loss. They include:

- o A strategic planned annual budget approved by the Trustees;
- o Regular consideration by the Trustees of financial results, variances from budgets and non-financial performance indicators;
- o Delegation of day-to-day management authority;
- o Identification and management of risks.

Risk Management

The Trustees recognise that, like other organisations and charities, Narcolepsy UK is exposed to risk. The risk could be financial, strategic or regulatory but in some way could affect the running of the Charity and needs constant monitoring and managing. The trustees formally assess these risk areas and apportion areas of risk amongst the individual trustees to review specific areas. The newly appointed Finance, Audit and Risk Committee will review these areas in a specific meeting held for this purpose.

Reporting lines are constantly monitored to enable regular checking of the Charity's short and long-term profile and make all key parties aware of the impact of risk. The Trustees are satisfied that they have systems in place or are putting systems in place that mitigate the Charity's exposure to risk.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

The Director

The Director is responsible for the day-to-day management of Narcolepsy UK affairs and for implementing policies agreed by the Board of Trustees.

Objectives and activities

Objectives, Vision and Principal Activities of the Narcolepsy UK

Narcolepsy UK's objects remain to provide relief and aid to those persons suffering from Narcolepsy. Our principal activities to achieve these objects are;

The promotion and organisation of conferences and exhibitions relating to narcolepsy and its effects
The promotion and/or assistance in promoting and carrying out research, surveys and investigation into narcolepsy and its effects
Create the funding strategies that make this work possible
Arrange and provide exhibitions, meetings, lectures, classes and training courses
To collect and publish information via our publication "Catnap" and the Narcolepsy UK website
Assist other charitable bodies financially

The objectives of those activities for the year and Narcolepsy UK's achievements against them are discussed under the heading of Achievement and Performance.

Our vision is to help provide a world where narcolepsy is understood and people with narcolepsy have the support they need to ensure that their rights are upheld and that they have the same opportunities as others in society. We aim to achieve this vision by:

- o Raising professional, political and public awareness and understanding of the needs of people with narcolepsy, their families and carers
- o Campaigning to influence the policies of legislators and funding bodies
- o Delivering relevant sustainable services that satisfy the needs of people with narcolepsy and their carers
- o Providing information and practical support to people with narcolepsy and their carers, either directly, in partnership with others or through facilitating and supporting the work of other organisations
- o Supporting research into the effects and management of narcolepsy.

We seek to work in partnership with those who share our vision and mission.

Our strategic aim is to achieve all this through a combination of fundraising, continuing dialogue with medical professionals and a variety of projects.

Public benefit

In reviewing the objectives of the charity, the Trustees are aware of the guidance issued by the Charity Commission on public benefit and consider that they are fulfilling this objective.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

Achievements and performance

This year's objectives and achievements are summarised as follows:

Core Activities

The aims of the charity as set out in the last report are stated below, with information on if these core activities were met.

o Hold a major Conference and at least one local conference

This was achieved. In September 2010 the charity held a conference at Fitzwilliam College, Cambridge that was attended by 198 delegates. This was the highest number at a conference in the last decade. In April 2011 the charity held a local conference at Hallam University in Sheffield that was attended by 80 delegates.

o Update the information packs and leaflets available to our members

This was not achieved. The increase in use of the website did suggest to trustees that greater effort was needed to improve the information on that site. Several new areas have been created and members have been invited to check these areas first. However for some members the need for information packs exist and it is proposed that these will be produced in 2011 utilising the best information from the website.

o Increase the awareness of the charity and the condition

This was achieved. Over the year over 80 articles on narcolepsy appeared in local and national press. In addition the potential problems associated with Pandemrix and narcolepsy in under 18's has created renewed interest in both the condition and the charity. In April 2010 a definitive cause for narcolepsy was at last discovered and this again raised the profile of both charity and condition. The Director visited all the major sleep centres at least once in 2010 and reintroduced the charity to the major clinicians involved.

o Update the charity website.

This was achieved and in October 2009 the new website went live. Since then it has been visited by over 20,000 UK visitors, has over 400 contributors on its Forum site and the Forum alone has been viewed by over 11,000. In addition the charity took the opportunity of working with the Narcolepsy Connections website and merging that site into the Narcolepsy UK website. The trustees are grateful for the support of the clinical and administration team at Narcolepsy Connections that made this possible. Narcolepsy UK remains on page one of all the leading search engines without the use of optimisation and is usually in the top three for all the main narcolepsy "header" words. The site is updated on a very regular basis with news and information.

o Refresh the charity identity.

This was achieved. In October 2010 the new identity was launched which is based around a sleeping face design in purple and orange. The design was rolled out during 2010/2011 and can now be found on all website material, printed material and Catnap. This bold design has become well known.

o Re-invigorate the Narcolepsy UK branch network

This was partially achieved. The London branch was started under the control of the Director, but no one has yet come forward to take over allowing the Director to start a fresh group elsewhere. Two group leaders have been found for new groups and it is hoped these will become active in 2011. At its height the charity had 28 support groups scattered over the country, the trustees realise it will take time to achieve those sorts of figures.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

For this year we aim to:

- o Hold a major conference with international speakers;
- o Update the website on a regular basis;
- o Hold more meetings outside of London and the South East;
- o Use the 30th Anniversary of the charity to increase its profile
- o Work closely with the key clinicians in sleep medicine
- o Have a further 4 local support groups operating by the end of the year

Fundraising

The aims of the charity as set out in the last report are stated below, with information on if these core activities were met.

- o We aimed to increase the number of individuals supporting the charity

This was achieved and while pleasing much more needs to be done. In 2010 the Trustees decided to remove the membership fee and it was hoped that members would donate at least what they had paid in fees before. The charity does realise that due to the condition many members find it difficult to maintain full-time paid work and as such they value all the support given. In 2010 we also moved our online gift portal from Just Giving to Virgin.

- o Apply to grant giving trusts for donations

This was achieved with two large batches of requests going out in 2010 with a 3% success rate achieved. In October the trustees agreed to join a trust database (run by the DSC) which increased the effectiveness of the applications. In January 2011 it was agreed to look for a part time fundraiser and appointment was made in March 2011.

- o Promote legacy giving

This was partially achieved with reminders about legacy donations in newsletters, on the website and made at meetings. However the proposed legacy leaflet was not produced in 2010 but it is planned to become part of a wider support and giving document released in 2011.

- o Introduce the charity to corporate donations

This was not achieved. The trustees remain very concerned about accepting donations from manufacturers of drugs used to support those with narcolepsy. The trustees believe such donations could affect the perception of the charity as being a source of unbiased information and any donation must be considered on its own merit. The trustees will discuss this policy further in 2011.

For this year we aim to:

- o Make giving easier for individuals and release a giving and support leaflet;
- o Apply to at least 500 grant giving trusts for donations;
- o Appoint, monitor and support a part time fundraiser;
- o Review the stance of the charity to corporate donations.

We continue to rely heavily on the generous donations and legacies we receive from our supporters.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

Financial review

Financial Review and Results for the Year

The Statement of Financial Activities, set out on page 10, reflects all incoming resources receivable in the year irrespective of when income is spent. This has been another unusual year for the Charity. Income has increased slightly while general expenditure has increased significantly. Expenditure has increased as the trustees achieved the requirements of their strategic plan and started to employ skilled people and increase the reach of their activities. During the year, our gross income increased by 29% to £23,093 and charitable expenditure increased to £41,373 which includes salary costs relating to the new advocacy service. A further £15,728 was expended on generating funds and governance costs. The trustees expected this to happen as 2010 was considered a transitional period as new employees came to the charity and new systems were put in place.

Management Policies

Reserve policy

Free reserves available for use by Narcolepsy UK are deemed to be those that are readily realisable, less funds whose uses are restricted or designated for particular purposes.

Narcolepsy UK introduced a policy relating to reserves. Unrestricted assets should be apportioned between an "operating reserve" held to cover six months' cash flow, and then a "capital reserve" to be held against future liability to expenditure.

The operational reserve should hold liquid assets (cash or near cash), the total of which should equate to at least six months' cash flow. This reserve is now in place. The capital reserve should hold liquid assets (cash) in a number of bank accounts and be ready for use over the next eighteen months as the charity increases its reach and awareness campaigns. In the medium term the trustees believe that all activities should be self-funding and any additional income should be placed in a free reserve whose policy should be to maximise income.

With income, the major risk is of a decline in voluntary income, particularly due to economic or other factors leading to both declining legacy values and reduced donations.

The present range for operating reserves remains at £50,000. The Trustees believe that the most prudent course remains building charitable activities in the first instance before building up a free reserve.

Investment Policy and Performance

The Trustees believe that the investment policy will be to maximise the long-term total return of its investment funds subject to the obligations of Narcolepsy UK and the risks associated with any portfolio. With the current turbulence in world stock markets the trustees believe that security is more important than asset growth and have therefore decided to stay in cash or near cash investments. The trustees accept these investments may underperform stocks but feel this is the prudent approach. When reserves are invested in stocks the trustees will expect and encourage the fund managers to invest only in companies that have appropriate governance and social responsibility policies.

Employees and Pensions

Employees

Narcolepsy UK aims to be an organisation where employees enjoy a sense of fulfillment and where they feel supported and developed. Employees are kept fully informed about its strategy and objectives as well as day-to-day news and events. Regular information is available through briefings and meetings. All employees are encouraged to give their suggestions and views on performance and strategy.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

Narcolepsy UK supports equal opportunities with a policy of recruitment and promotion on the basis of aptitude and ability. The charity pursues both the employment of disabled people whenever a suitable vacancy arises and the continued employment and retraining of employees who become disabled whilst employed. The Charity is committed to the training, career development and promotion of all employees.

Pensions

As Narcolepsy UK employs less than 5 staff the charity is not obliged to offer a pension. Should the charity grow to the size where pensions become appropriate the trustees confirm they would offer a defined contribution pension scheme.

Plans for the future

The Trustees believe that Narcolepsy UK has a sound basis upon which to build for the future. We continue to strengthen and develop existing services yet further to reach even more sufferers of narcolepsy. New key objectives for this area are set out above under the heading of Achievement and Performance.

Significant post annual report information.

On the 2nd of April 2011 members of the charity voted at an AGM to approve changes to the Constitution of Narcolepsy UK. These changes are to allow the charity to register in Scotland and to become a limited charitable company. In addition the members voted unanimously to become a limited company and discussions with lawyers and the Charity Commission are now taking place to allow this to happen.

On April 4th 2011 a part time fundraiser was appointed by the Board of Trustees.

On behalf of the board of trustees

John Cherry

Secretary

Dated: 1 August 2011

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the Association and of the incoming resources and application of resources of the Association for that year.

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the accounts; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the accounts comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

I report on the accounts of the Association for the year ended 31 March 2011, which are set out on pages 10 to 15.

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: 1 August 2011

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2011

	Notes	Unrestricted funds £	Designated funds £	Total 2011 £	Total 2010 £
Incoming resources from generated funds					
Donations and legacies	2	14,822	-	14,822	10,260
Investment income	3	2,171	-	2,171	1,720
		16,993	-	16,993	11,980
Incoming resources from charitable activities	4	5,738	-	5,738	2,400
Other incoming resources	5	884	-	884	3,512
Total incoming resources		23,615	-	23,615	17,892
Resources expended					
Costs of generating funds					
Costs of generating donations and legacies	6	15,728	-	15,728	35,097
Net incoming resources available		7,887	-	7,887	(17,205)
Charitable activities					
Charitable activities		37,000	-	37,000	-
Catnap		4,373	-	4,373	2,863
		41,373	-	41,373	2,863
Governance costs		31,419	-	31,419	16,057
Total resources expended		88,520	-	88,520	54,017
Net outgoing resources before transfers		(64,905)	-	(64,905)	(36,125)
Gross transfers between funds		(100,000)	100,000	-	-
Net (expenditure)/income for the year/ Net movement in funds		(164,905)	100,000	(64,905)	(36,125)
Fund balances at 1 April 2010		222,905	-	222,905	259,030
Fund balances at 31 March 2011		58,000	100,000	158,000	222,905

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

BALANCE SHEET

AS AT 31 MARCH 2011

	Notes	2011 £	2010 £
Current assets			
Debtors	9	37	37
Cash at bank and in hand		160,331	228,668
		<u>160,368</u>	<u>228,705</u>
Creditors: amounts falling due within one year	10	(2,368)	(5,800)
Total assets less current liabilities		158,000	222,905
		<u><u>158,000</u></u>	<u><u>222,905</u></u>
Income funds			
Unrestricted funds:			
Designated funds	11	100,000	-
Other charitable funds		58,000	222,905
		<u>158,000</u>	<u>222,905</u>
		<u><u>158,000</u></u>	<u><u>222,905</u></u>

The accounts were approved by the Trustees on 1 August 2011

William Harris
Chair

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2011

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

	2011 £	2010 £
Donations	<u>14,822</u>	<u>10,260</u>

3 Investment income

	2011 £	2010 £
Interest receivable	<u>2,171</u>	<u>1,720</u>

4 Incoming resources from charitable activities

	2011 £	2010 £
Conference and AGM	5,724	2,374
Publications	14	26
	<u>5,738</u>	<u>2,400</u>

5 Other incoming resources

	2011 £	2010 £
Subscriptions	<u>884</u>	<u>3,512</u>

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

6 Total resources expended

	Staff costs £	Other costs £	Total 2011 £	Total 2010 £
Costs of generating funds				
Costs of generating donations and legacies	10,000	5,728	15,728	35,097
Charitable activities				
Catnap	-	4,373	4,373	2,863
Activities undertaken directly	37,000	-	37,000	-
Governance costs				
	10,778	20,641	31,419	16,057
	<u>57,778</u>	<u>30,742</u>	<u>88,520</u>	<u>54,017</u>

Other costs totalling £5,728 have been allocated evenly between costs of generating funds and governance costs. All other expenses are apportioned on an actual basis.

Charitable activity costs relating to Catnap increased by 52% to £4,373 as four full colour issues of Catnap were produced this year. The charity successfully piloted an advocacy service for members with benefit problems and who were attempting to gain changes in their medication. This new service cost a total of £37,000 this year.

7 Governance costs

	2011 £	2010 £
Other governance costs comprise:		
Room hire	465	245
Printing postage and stationery	813	414
Conference and AGM expenses	10,419	7,363
Office costs	3,788	3,065
Telephone and fax	169	159
Trustees expenses	3,140	3,487
Subsistence	490	338
Independent examiners fees	1,101	986
Bank charges	256	-
	<u>20,641</u>	<u>16,057</u>

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

8 Employees

Number of employees

The average monthly number of employees during the year was:

	2011	2010
	Number	Number
Administrative staff	<u>2</u>	<u>1</u>

Employment costs

	2011	2010
	£	£
Wages and salaries	<u>57,778</u>	<u>30,876</u>

9 Debtors

	2011	2010
	£	£
Trade debtors	<u>37</u>	<u>37</u>

10 Creditors: amounts falling due within one year

	2011	2010
	£	£
Bank overdrafts	325	4,351
Trade creditors	<u>2,043</u>	<u>1,449</u>
	<u>2,368</u>	<u>5,800</u>

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2011

11 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes to be used in full in the next five years:

	Movement in funds			Balance at 31 March 2011
	Balance at 1 April 2010	Incoming resources	Resources expended	
	£	£	£	£
Publication and Postage	-	30,000	-	30,000
Salaries and Scottish Office costs	-	30,000	-	30,000
Meetings and Conferences	-	30,000	-	30,000
Website development and Governance costs	-	10,000	-	10,000
	<u>-</u>	<u>100,000</u>	<u>-</u>	<u>100,000</u>

12 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Total
	£	£	£
Fund balances at 31 March 2011 are represented by:			
Current assets	160,368	-	160,368
Creditors: amounts falling due within one year	(2,368)	-	(2,368)
Provisions for liabilities	(100,000)	100,000	-
	<u>58,000</u>	<u>100,000</u>	<u>158,000</u>

13 Related parties

8 Trustees were paid a total of £2,809 for mileage claims in the year. (2010: 7 Trustees were paid £3,070).

In addition a further £944 was paid by way of reimbursed expenses to 6 trustees (2010: 7 Trustees were paid £690).

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

MANAGEMENT INFORMATION

FOR THE YEAR ENDED 31 MARCH 2011

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

NARCOLEPSY UK FORMERLY NARCOLEPSY ASSOCIATION (UK)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2011

	Unrestricted funds		Total	Total
	General	Designated	2011	2010
	£	£	£	£
INCOME				
Donations	14,822	-	14,822	10,260
Bank interest receivable	2,171	-	2,171	1,720
Conference and AGM	5,724	-	5,724	2,374
Publications	14	-	14	26
Subscriptions	884	-	884	3,512
TOTAL INCOME	23,615	-	23,615	17,892
MANAGEMENT AND ADMINISTRATION				
Costs of generating funds				
Wages and salaries	10,000	-	10,000	30,876
Other costs	5,728	-	5,728	4,221
Charitable activities				
Catnap	4,373	-	4,373	2,863
Wages and salaries	37,000	-	37,000	-
Total charitable expenditure	41,373	-	41,373	2,863
Governance costs				
Wages and salaries	10,778	-	10,778	-
Room hire	465	-	465	245
Printing postage and stationery	813	-	813	414
Conference and AGM expenses	10,419	-	10,419	7,363
Office costs	3,788	-	3,788	3,065
Telephone and fax	169	-	169	159
Trustees expenses	3,140	-	3,140	3,487
Subsistence	490	-	490	338
Independent examiners fees	1,101	-	1,101	986
Bank charges	256	-	256	-
Total resources expended	88,520	-	88,520	54,017
Net outgoing resources before transfers	(64,905)	-	(64,905)	(36,125)
Gross transfers between funds	(100,000)	100,000	-	-
Net (expenditure)/income for the year	(164,905)	100,000	(64,905)	(36,125)