

Charity Registration No. 326361

NARCOLEPSY UK
TRUSTEES' REPORT AND UNAUDITED ACCOUNTS
FOR THE PERIOD ENDED 9 JANUARY 2012

NARCOLEPSY 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
Thomas Bamford

Chair William Harris

Executive officer - Director John Cherry

Secretary John Cherry

Charity number 326361

Principal address PO Box 13842
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EH26 8WX

Independent examiner J O Matthews
Ensors
Cardinal House
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Ipswich
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Bankers Royal Bank of Scotland
747 Attercliffe Road
Sheffield
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Solicitors The Trustees are indebted to the Honorary Solicitor for his support over the last year. The Honorary Solicitor will continue to attend meetings and give advice when required.

NARCOLEPSY UK

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NARCOLEPSY UK

TRUSTEES' REPORT

FOR THE PERIOD ENDED 9 JANUARY 2012

The Trustees (Narcolepsy UK) present their report and accounts for the 9 month period ended 9 January 2012.

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.

After a period of consultation with the members at the AGM in August 2011 a vote approved the formal adoption of the Board decision to become a Charitable Company with a new constitution. Further details of this are provided later in the report.

Narcolepsy UK is a registered Charity (326361)

The Trustees who served during the period were:

William Harris

Edmund Coates

Michael Armstrong

Graeme Moir

Jenny Taylor

Zoe Shardlow

Tim Kavanagh

Nicola Rule

Hugh Davies-Webb

Thomas Bamford

(Appointed 4 August 2011)

Under its existing Constitution Narcolepsy UK activity is directed by a Management Committee. All of the above Trustees serve on that committee.

Executive Officers

Director and Charity Secretary - John Cherry

Administrator - Margaret Roxburgh

NARCOLEPSY UK

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

Narcolepsy UK is governed by its Constitution adopted in 1983 and last amended at an EGM on 13th December 2009.

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.

The Trustees have a number of standing sub committees which continue to operate, they are:

- 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.

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.

NARCOLEPSY UK

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

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

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

Change of status

In 2010 the Trustees of the Charity began a process of reviewing how the Charity operated and what would make it fit for purpose in the 21st Century. The Trustees took soundings from the members and held a series of meetings to discuss the plans; they also took legal advice from Solicitors and Accountants. The discussions led to a strategic document being presented to the Trustees in January 2011 suggesting the best way forward. After discussion and reworking this was approved by the Trustees and in August 2011 by the membership of the Charity at the Charity AGM.

The Trustees decided that the Charity would be better served if it moved from being an Unincorporated Association to a Charitable Company limited by guarantee. As a company the Charity could employ people and take out contracts in its own right; something that might be required by certain funding streams. In addition in limiting the liability of Trustees it was believed that this might increase the numbers of the Trustee body.

The changes involved producing a new set of Articles and Memorandum of Association that were based on the standard model approved by the Charity Commission. It also involved registering as a company at Companies House. On September 28th 2011 the Charity was registered as Narcolepsy UK at Companies House; the Trustees took the opportunity not to have limited added to the name. The company number is 7790071.

On October 19th 2011 the Charity Commission approved the Constitution and Articles and Memorandum of the new Charity and the Charity was registered with them. The new Charity number is 1144342 and can be viewed by typing this number into the Charity Commission website.

The Trustees decided that the new Charity and the new company would be held dormant until January 9th 2012 at which time the old Charity would cease operating. It is the will of the Trustees to merge both old and new charitable organisations together at some stage during 2012. It is also the desire of the Trustees to apply to the Scottish Charity Regulator for registration during 2012. It is the will of the Trustees that the new Charity will run on a calendar year basis rather than financial year.

The objectives, vision and principle activities of Narcolepsy UK (reg. 1144342) remain the same as Narcolepsy UK (reg. 326361). The Constitution and Articles & Memorandum have been changed to comply with Scottish Charity regulations and to reflect changes suggested by the model documents issued by the Charity Commission. The new Constitution and Articles and Memorandum of Association can be viewed on the Narcolepsy UK website or a copy can be posted to anyone requiring a copy by sending a stamp addressed envelope to the office address.

The activities and aims from the previous Annual Report will be reflected on briefly in this report. As the Charity has not completed a full working year several of the aims have not been met; this is to be expected. As this is the last report for Narcolepsy UK (326361) it is impossible to set aims for the new Charity in this report. The Trustees are reporting on the first nine months of 2011 and confirm aims not met will be placed as aims for Narcolepsy UK (1144342). To aid supporters and those who take an interest in the Charity to understand what is planned for 2012 a section detailing activity for the coming year is laid out at the end of this report.

NARCOLEPSY UK

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

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 whether these core activities were met.

o Hold a major Conference with international speakers and at least one local conference

This was achieved. In September 2011 the Charity held a conference at Robinson College, Cambridge that was attended by 186 delegates. Dr A Mignot the world's leading researcher on narcolepsy spoke at the meeting as did Dr J Shneerson the UK's leading narcolepsy clinician. In addition the British Sleep Society held a cross over meeting with its members the following day where delegates from the Narcolepsy UK conference were invited to attend and speak. In April 2011 the Charity held a local conference at Sheffield Hallam University in Sheffield that was attended by 80 delegates.

o Update the information packs and leaflets available to our members

This was partially achieved. Two new leaflets on Narcolepsy had been written by January 2012 and one on understanding narcolepsy had been produced. The second is due in 2012.

o Increase the awareness and profile of the Charity

This was achieved though not through the methods we thought. While the 30th anniversary of the Charity did see some media interest, this was overshadowed by the requests for information and advice on the Pandemrix issue. On December 12th 2011 the BBC ran an Inside Out film on narcolepsy and Pandemrix and in total over 120 articles on narcolepsy appeared in local and national press.

o Update the Charity website

The new website went live in October 2010. Since then it has been visited by over 60,000 UK visitors, has over 1,000 contributors on its Forum site and the Forum alone has been viewed by over 11,000. On one day (December 12th 2011) the site welcomed its highest number of visitors in a day yet recorded with 396 people logging in for information. 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. At one stage the Charity had 28 support groups scattered over the country but this was before the internet and social media. While aiming for a similar number in the future is unrealistic the Trustees recognise the importance of a support network and will continue in their efforts to maximise its impact.

All other targets have been covered in other sections of this report.

NARCOLEPSY UK

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

Fundraising

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

o We aimed to make giving easier

This was achieved and a number of internet portals were made available for donations. The Charity is looking at text donations and a number of other opportunities in 2012. The proposed leaflet on raising income for the Charity was not completed but a section on the website describing how to fundraise and providing tools to do that appeared in August 2011.

o Apply to at least 500 grant giving trusts for donations

This was achieved with two large batches of requests going out in 2011. However the income generated from grant giving trusts did not reach the expected levels. A number of reasons exist for this, not least the significant savings of the Charity; over the last two years these have been reduced in a planned way and the belief is that 2012 will provide better income figures.

o Review the Charity stance to corporate donations

This was achieved and the Charity decided that it would accept donations from corporate bodies - in reality these will be from drug companies. However to retain the independence for which it is well known it was decided that the Charity would not accept general donations or donations for advocacy work.

o Appoint a part time fundraiser

This was achieved with Clare Baldwin joining us in April 2011. The fundraiser works two days a week contacting Trusts for donations.

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

Financial review

Financial Review and Results for the Period

The Statement of Financial Activities, set out on page 11, reflects all incoming resources receivable in the period irrespective of when income is spent. This has been another unusual period 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 period, our gross income increased by 11% to £26,184 and charitable expenditure increased by 2% to £42,044 against the previous years figures. A further £54,411 was expended on generating funds and governance costs.

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.

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TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

Reserve policy (continued)

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 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.

NARCOLEPSY UK

TRUSTEES' REPORT (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

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.

During 2012 the Charity expects to hold three major regional meetings with Scotland, the Midlands and South West earmarked as potential areas for these to be held. Once the merger has taken place the Charity will commence application for Scottish Charity status.

The website, now one of the leading portals for information on narcolepsy in the world, will go through a major reworking in 2012 to provide updated access via all media applications. The Charity will also increase its commitment to social media.

In terms of activity we expect a significant increase in requests for advocacy both on line and as a direct presence. The Charity will be introducing extra hours for its helpline that now operates two evenings per week. In addition major sections on the website related to benefit support and how to obtain the medication needed will be introduced or reworked.

The need to work closer with General Practitioners has been identified as a key objective for 2012 and beyond. GPs are the "gate keepers" to healthcare and the continued lack of training in all areas of sleep medicine remains a key problem and one that must change in the future.

The ongoing Pandemrix situation and the fight for adequate support and compensation will continue to energise the Charity in 2012. While Pandemrix is on the Vaccine Damage Compensation Scheme the burden of proof does seem to remain firmly in favour of the Government. With seasonal flu vaccination for children planned, what is given to vulnerable children will take up much Charity time.

I would like to thank my fellow Trustees who have provided exceptional support and hard work over the past year. Moving to incorporation led to many more meetings than usual and much extra work; in addition the heavy workload caused by the Pandemrix issue led to significant extra Trustee involvement. Unlike other, larger charitable organisations, we can't employ extra resources to cover additional work; the busier the charity becomes the more work the Trustees must undertake and being a national charity this work can occur in any part of the country.

On behalf of the board of Trustees



William Harris

Chair

Dated: 18/8/12

NARCOLEPSY 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 period.

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 2011, 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

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NARCOLEPSY UK

I report on the accounts of the Association for the period ended 9 January 2012, which are set out on pages 11 to 16.

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 period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) 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 130 of the 2011 Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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 C Matthews

Ensors
Cardinal House
46 St Nicholas Street
Ipswich
IP1 1TT

Dated: 23 August 2012.

NARCOLEPSY UK

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 9 JANUARY 2012

	Notes	Unrestricted funds £	Designated funds £	Restricted funds £	Total 2012 £	Total 2011 £
Incoming resources from generated funds						
Donations and legacies	2	15,630	-	2,200	17,830	14,822
Investment income	3	888	-	-	888	2,171
		16,518	-	2,200	18,718	16,993
Incoming resources from charitable activities	4	4,650	-	-	4,650	5,738
Other incoming resources	5	2,816	-	-	2,816	884
Total incoming resources		23,984	-	2,200	26,184	23,615
Resources expended						
Costs of generating funds	6					
Costs of generating donations and legacies		14,288	-	-	14,288	15,728
Net incoming resources available		9,696	-	2,200	11,896	7,887
Charitable activities						
Charitable activities		30,177	8,271	-	38,448	37,000
Catnap		-	3,596	-	3,596	4,373
		30,177	11,867	-	42,044	41,373
Governance costs		23,590	16,533	-	40,123	31,419
Total resources expended		68,055	28,400	-	96,455	88,520
Net (expenditure)/income for the year/ Net movement in funds		(44,071)	(28,400)	2,200	(70,271)	(64,905)
Fund balances at 1 April 2011		58,000	100,000	-	158,000	222,905
Fund balances at 9 January 2012		13,929	71,600	2,200	87,729	158,000


NARCOLEPSY UK

BALANCE SHEET

AS AT 9 JANUARY 2012

	Notes	2012 £	2011 £
Current assets			
Debtors	9	185	37
Cash at bank and in hand		93,929	160,331
		<u>94,114</u>	<u>160,368</u>
Creditors: amounts falling due within one year	10	(6,385)	(2,368)
Total assets less current liabilities		<u>87,729</u>	<u>158,000</u>
Income funds			
Restricted funds		2,200	-
Unrestricted funds:			
Designated funds	11	71,600	100,000
Other charitable funds		13,929	58,000
		<u>87,729</u>	<u>158,000</u>

The accounts were approved by the Trustees on 18/8/12


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William Harris
Chair

NARCOLEPSY UK

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 9 JANUARY 2012

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 2011.

2 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2012 £	Total 2011 £
Donations	15,630	2,200	17,830	14,822

3 Investment income

	2012 £	2011 £
Interest receivable	888	2,171

4 Incoming resources from charitable activities

	2012 £	2011 £
Conference and AGM	4,300	5,724
Publications	350	14
	4,650	5,738

5 Other incoming resources

	2012 £	2011 £
Subscriptions	2,816	884

NARCOLEPSY UK

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

6 Total resources expended

	Staff costs £	Other costs £	Total 2012 £	Total 2011 £
Costs of generating funds				
Costs of generating donations and legacies	11,504	2,784	14,288	15,728
Charitable activities				
Catnap	-	3,596	3,596	4,373
Activities undertaken directly	35,106	3,342	38,448	37,000
Governance costs				
	8,595	31,528	40,123	31,419
	<u>55,205</u>	<u>41,250</u>	<u>96,455</u>	<u>88,520</u>

Other costs totalling £2,784 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 decreased by 18% to £3,596. The Charity continued their advocacy service for members with benefit problems and who were attempting to gain changes in their medication. This new service cost a total of £38,448 this period.

7 Governance costs

	2012 £	2011 £
Other governance costs comprise:		
Unrestricted		
Room hire	545	465
Printing postage and stationery	406	813
Conference and AGM expenses	-	10,419
Office costs	1,463	3,788
Telephone and fax	93	169
Trustees expenses	4,983	3,140
Subsistence	378	490
Independent examiners fees	1,353	1,101
Legal and professional fees	6,064	-
Bank charges	258	256
Designated		
Conference and AGM expenses	15,985	-
	<u>31,528</u>	<u>20,641</u>

NARCOLEPSY UK

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

8 Employees

Number of employees

The average monthly number of employees during the period was:

	2012 Number	2011 Number
Administrative staff - Full time	2	2
Administrative staff - Part time	1	-
	<u>3</u>	<u>2</u>

Employment costs

	2012 £	2011 £
Wages and salaries	<u>55,205</u>	<u>57,778</u>

9 Debtors

	2012 £	2011 £
Trade debtors	<u>185</u>	<u>37</u>

10 Creditors: amounts falling due within one year

	2012 £	2011 £
Bank overdrafts	5,252	325
Trade creditors	1,133	2,043
	<u>6,385</u>	<u>2,368</u>

NARCOLEPSY UK

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 9 JANUARY 2012

11 Designated funds

The income funds of the Charity include the following designated funds which were set aside out of unrestricted funds by the Trustees for specific purposes in the year to 31 March 2011 to be used in full within five years:

	Movement in funds			Balance at 9 January 2012
	Balance at 1 April 2011	Incoming resources	Resources expended	
	£	£	£	£
Publication and Postage	30,000	-	(3,596)	26,404
Salaries and Scottish Office costs	30,000	-	(5,477)	24,523
Meetings and Conferences	30,000	-	(15,985)	14,015
Website development and Governance costs	10,000	-	(3,342)	6,658
	<u>100,000</u>	<u>-</u>	<u>(28,400)</u>	<u>71,600</u>

12 Analysis of net assets between funds

	Unrestricted funds	Designated funds	Restricted funds	Total
	£	£	£	£
Fund balances at 9 January 2012 are represented by:				
Current assets	120,314	(28,400)	2,200	94,114
Creditors: amounts falling due within one year	(6,385)	-	-	(6,385)
Provisions for liabilities	<u>(100,000)</u>	<u>100,000</u>	<u>-</u>	<u>-</u>
	<u>13,929</u>	<u>71,600</u>	<u>2,200</u>	<u>87,729</u>

13 Related parties

7 Trustees were paid a total of £3,876 for mileage claims in the period. (2011: 8 Trustees were paid £2,809).

In addition a further £1,243 was paid by way of reimbursed expenses to 3 Trustees (2011: 6 Trustees were paid £944).

NARCOLEPSY UK

MANAGEMENT INFORMATION

FOR THE PERIOD ENDED 9 JANUARY 2012

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

NARCOLEPSY UK

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

FOR THE PERIOD ENDED 9 JANUARY 2012

	Unrestricted funds		Restricted funds	Total 2012	Total 2011
	General	Designated			
	£	£	£	£	£
INCOME					
Donations	15,630	-	2,200	17,830	14,822
Bank interest receivable	888	-	-	888	2,171
Conference and AGM	4,300	-	-	4,300	5,724
Publications	350	-	-	350	14
Subscriptions	2,816	-	-	2,816	884
TOTAL INCOME	23,984	-	2,200	26,184	23,615
MANAGEMENT AND ADMINISTRATION					
Costs of generating funds					
Wages and salaries	11,504	-	-	11,504	10,000
Other costs	2,784	-	-	2,784	5,728
Total generating funds expenditure	14,288	-	-	14,288	15,728
Charitable activities					
Catnap	-	3,596	-	3,596	4,373
Wages and salaries	30,177	8,271	-	38,448	37,000
Total charitable expenditure	30,177	11,867	-	42,044	41,373
Governance costs					
Wages and salaries	8,047	548	-	8,595	10,778
Conference and AGM expenses	-	15,985	-	15,985	10,419
Room hire	545	-	-	545	465
Printing postage and stationery	406	-	-	406	813
Office costs	1,463	-	-	1,463	3,788
Telephone and fax	93	-	-	93	169
Trustees expenses	4,983	-	-	4,983	3,140
Subsistence	378	-	-	378	490
Independent examiners fees	1,353	-	-	1,353	1,101
Legal and professional fees	6,064	-	-	6,064	-
Bank charges	258	-	-	258	256
Total governance expenditure	23,590	16,533	-	40,123	31,419
TOTAL RESOURCES EXPENDED	68,055	28,400	-	96,455	88,520
Net (expenditure)/income for the period	(44,071)	(28,400)	2,200	(70,271)	(64,905)