

Charity Registration Number: 1144342 (*England & Wales*); SCO43576 (*Scotland*)

Company Registration Number: 07790071 (*England & Wales*)

NARCOLEPSY UK

(A CHARITABLE COMPANY LIMITED BY GUARANTEE)

TRUSTEES' ANNUAL REPORT & STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDING 31st December 2012

(AS RESTATED)



Legal and Administrative Information

Trustees	William Harris Edmund Coates Graeme Moir Jenny Taylor Zoe Shardlow Tim Kavanagh Nicola Rule Hugh Davies-Webb Thomas Bamford Matt O'Neill Michael Armstrong	Appointed 08-12-12 It is with sadness the Trustees report the death of Mike Armstrong during the year, we shall miss his valued contribution
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Chair William Harris

Executive Officer John Cherry

Secretary John Cherry

Company Number 07790071

Charity Number 1144342

Scottish Charity Number SCO43576

Principal Address PO Box 13842
Penicuik, Midlothian EH26 8WX

Registered Office Cardinal House, 46 St.Nicholas Street, Ipswich IP1 1TT

Independent Examiner R P Williams FCA
Ensors, Warwick House, Ermine Business Park,
Huntingdon, Cambridgeshire PE29 6XY

Bankers Royal Bank of Scotland
747 Attercliffe Road, Sheffield S9 3RF
CAF Bank Ltd,
25 Kings Hill Avenue, Kings Hill, West Malling
Kent ME19 4JQ

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Trustees Report

The Trustees present their report and accounts for the near 12 month period ended 31 December 2012 to align future year ends with the calendar year.

Structure, Governance and Management

Narcolepsy UK was incorporated as a Company Limited by Guarantee (*no:07790071*) on 28 September 2011 and registered as a charity in England & Wales (*no:1144342*) on 19 October 2011. The charitable company commenced charitable activities on 9th January 2012 when it took over the assets of the unincorporated association Narcolepsy UK (*no:326361*).

On 17 October 2012 the unincorporated charity (*no:326361*) was amalgamated with the charitable company (*no:1144342*), thus creating one legal entity.

On 20th November 2012 Narcolepsy UK received Scottish Charitable Status (*SCO43576*).

Brief History

Narcolepsy UK originated in 1983 as UKAN, an unincorporated association governed by a constitution. On 13 December 2009 the name of The Charity was changed to Narcolepsy UK. The Board continues to acknowledge Dorothy Hand as Honorary Vice President and Founder of The Charity.

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 12. The majority of Trustees and the Chair of The Charity are required by the constitution to be diagnosed narcoleptics. 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 yet has the positive result that a considerable number of Trustees have first-hand knowledge of the condition. 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 & Risk Committee; Marketing Committee (including Fundraising); General Purpose Committee. The number of sub committees is projected to increase, in line with our three-year strategic plan & the increasing successful support Narcolepsy UK is able to offer.

The Trustees who served during the period were:

William Harris	Appointed 28 September 2011
Edmund Coates	Appointed 28 September 2011
Tim Kavanagh	Appointed 28 September 2011
Graeme Moir	Appointed 28 September 2011
Jenny Taylor	Appointed 28 September 2011
Nicola Rule	Appointed 28 September 2011
Zoe Shardlow	Appointed 28 September 2011
Hugh Davis-Webb	Appointed 28 September 2011
Thomas Bamford	Appointed 28 September 2011
Matt O'Neill	Appointed 8 December 2012
Michael Armstrong	It is with sadness the Trustees report the death of Mike Armstrong during the year, we shall miss his valued contribution

New Trustees receive an induction pack containing detailed information about The Charity, its organisation and its work. They are then invited to spend time liaising with current Trustees and the Executive Officer 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 appoints 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 Executive Officer and the Board of Trustees. The systems of internal control are designed to provide reasonable assurances against material misstatement or loss. They include:

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

A revised Strategic Plan for the next 3 years has been adopted. This new Strategic Plan will build on the work already delivered and reflect a vision which acknowledges the UK's current financial profile and how this may impact upon small charities, thus ensuring Narcolepsy UK recognises its continued need to maximise value for money.

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 specifically throughout the year.

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 Executive Officer:

The Executive Officer 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

Narcolepsy UK's objectives continue to be 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
- Creating the funding strategies that make this work possible
- Arranging and providing exhibitions, meetings, lectures, classes and training courses
- Collecting and distributing information via our publication "Catnap" and the Narcolepsy UK website
- Assisting 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:

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

Change of Status

In 2010 the Trustees of the former unincorporated charity began a process of reviewing how it operated and how to ensure it is 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 former unincorporated charity at its AGM.

The Trustees have 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 it limited the liability of Trustees and it was believed that this might increase the numbers of the Trustee body by providing Trustees with reduced personal exposure.

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 07790071.

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.

The Trustees decided that the new charity and the new company would be held dormant until 9th January 2012 at which time the old charity would cease operating. On 17th October 2012 the merger between the old charity (no:326361) and the new one (no:1144342) was effected, thus creating one legal entity. Furthermore on 20th November 2012 Narcolepsy UK received Scottish Charitable Statutes (SC043576).

The objectives, vision and principal activities of (the new) Narcolepsy UK (no:1144342) remain the same as (the old) Narcolepsy UK (no:326361). The Constitution and Articles 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 it by sending a stamp addressed envelope to the office address.

To aid supporters and those who take an interest in The Charity to understand what is planned for 2013 a section detailing activity for the coming year is laid out at the end of this report.

Achievements and Performance

Core Activities

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

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

This was achieved not once but THREE times during 2012. Conferences were held in Edinburgh, Leicester and Bristol with highly influential speakers at each event.

At Edinburgh Dr Markku Partinen joined the Conference by Video Link from Finland and provided an intriguing insight into his research into what is often referred to as Pandemrix Narcolepsy presenting in children following vaccination. Not only was the topic interesting, it also leads the way for more key note speakers to join Conference at greatly reduced cost to The Charity.

At Leicester Dr Andrew Hall, a leading Consultant in the field of Narcolepsy treatment, delivered a presentation and indulged Members in a lengthy Q&A session which continued throughout the lunch break.

At Bristol the emphasis was on Children with Narcolepsy, particularly as there appears to be a cluster of cases in the South West. The Consultant at this meeting was Prof Adam Zeman and Trustee Ed Coates had prepared a well-received PowerPoint presentation aimed at helping parents support their children through the school system. This is to be made available for download from the Narcolepsy UK website.

Members and Trustees also came together at a Manchester conference held by the International Paediatric Sleep Association, where Narcolepsy UK was invited to join the Klein Levin Syndrome Foundation during a visit by Mali Einen, Clinical Research Co-Ordinator at Stanford University, Centre for Narcolepsy. Being a narcoleptic herself, Mali gave a fascinating insight into the condition and on-going research which was well received especially by parents of children recently diagnosed with the condition. This was followed by a short informal meeting between Trustees, parents and young people.

At all Conferences a valuable part of the day is for Supporters, existing and new, to compare experiences:-

To quote one young lady, 'I have the most vivid dreams that terrify me'

Trustee, 'Has no one mentioned to you that this is typical among narcoleptics?'

Young lady, 'NO! But it is such a relief to know it's the condition, not me'

It is the coping strategies people share with each other that really have a profound effect on Supporters

- Update the information packs and leaflets available to our Supporters

More new literature was produced during 2012 which has been distributed to Sleep Centres, made available at Conferences and is available for download from the Narcolepsy UK website. Further initiatives follow for 2013.

- Increase the awareness and profile of The Charity

On the cusp of 2011/12 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. The focus of attention continues as answers are sought on this matter. Ed Coates was interviewed in Manchester in December 2012 for a further Inside Out programme to be shown on 28 January 2013.

The Trustees of The Charity are keen to continue promotion of The Charity, in particular at events where there are a mixture of people, and will be displaying their banner and T-shirts promoting The Charity at various events throughout the UK in 2013 thus promoting to all sectors and raising awareness of the condition.

Further attention is being given to social media 'advertising' which is a no-cost means of promoting The Charity, its activities and those of supporters - in all instances the remit is to educate more people into understanding the condition by both overt and subliminal means.

- Update The Charity website

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 with news and information as regularly as possible within current funding & resource levels. The Forum provides a regular, private-to-supporters, facility to ask questions, discuss personal circumstances and receive advice from the administrators of the site. In 2013 the website will be refreshed as Trustee Tom Bamford puts a younger, more dynamic perspective on the way the site reacts, making it quicker and more easily navigated. It is intended this will be in place by the end of the last quarter of 2013.

- Re-invigorate the Narcolepsy UK branch network

Whilst the London Branch continues under the guidance of Executive Officer John Cherry, it has proven harder to establish physical groups in other areas. The Trustees have concluded this is due to the potential difficulty people with narcolepsy may have in transportation, especially outside the larger conurbations. There seem to be few areas where numbers of people with narcolepsy are within just a few miles of one another and in some more remote areas travel of 10 - 30 miles between members is required.

In 2013 the Trustees are endeavouring to secure more volunteer supporters in localised areas to form very small contact groups and network on a countywide basis. Prior to securing persons to operate these groups there is the necessity for referencing and CRB checking to ensure probity.

It is clear that younger members' means of regular contact are becoming more and more apparent via mobile phones, computers, etc., which is something Narcolepsy UK is reviewing to ensure accessibility.

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

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.

We aimed to make giving easier

The creation of the incorporated charitable company and the change in bankers to Charities Aid Foundation mean that during 2013 it will be possible to attract funding from more varied sources by utilising CAF's Not-For-Profit sector experience and on-line functionality.

The existing leaflet on 50 ways to raise money was well received and is to be updated.

Whilst it had not been possible to produce a Fundraising Guide during 2012 this was for good reason as Trustees with narcolepsy who had fundraised found the challenges for them different to those for most people. Hence the Fundraising Pack will now be pertinent to people both with and without narcolepsy, thus acknowledging the different challenges narcoleptics may face. This Guide is anticipated between the first and second quarter of 2013.

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

The Charity was proactive in focusing on increasing income, with its first (part-time) fundraiser achieving her target of making 450 funding applications to trusts and foundations in 2012. This strategy is in its infancy in terms of strong donations growth. However, The Charity also encouraged support from supporters and service users who showed their appreciation with an increase in volume across both fundraising events and individual, one-off donations. Building on this range of funding streams, alongside a focus in 2013 on harnessing new-media funding opportunities, is considered a robust fundraising strategy.

Electronic Giving & Payment Functionality in plan for 2013

- Direct Payment functionality.
- "Give As You Earn (GAYE) schemes promoted.
- Options to download "Give As You Live" internet links that generate a % income from supporters' transactions with many on-line retailers.
- A direct link to an outsourced greeting card company where income is generated for The Charity on a per card basis, removing costs associated with internal production/administration of charity cards.

Financial Review

Financial Review and Results for the year:

The Statements of Financial Activity reflects all incoming resources receivable in the period irrespective of when income is spent. The trustees are satisfied with the results for the period, but would point out that they are influenced by the one-off transfer of assets from the unincorporated charity Narcolepsy UK (no:326361)

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. 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.

Employees and Pensions

Employees

Narcolepsy UK aims to be an organisation where employees enjoy a sense of fulfilment 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 and will certainly broker the Government Scheme.

Plans for the Future

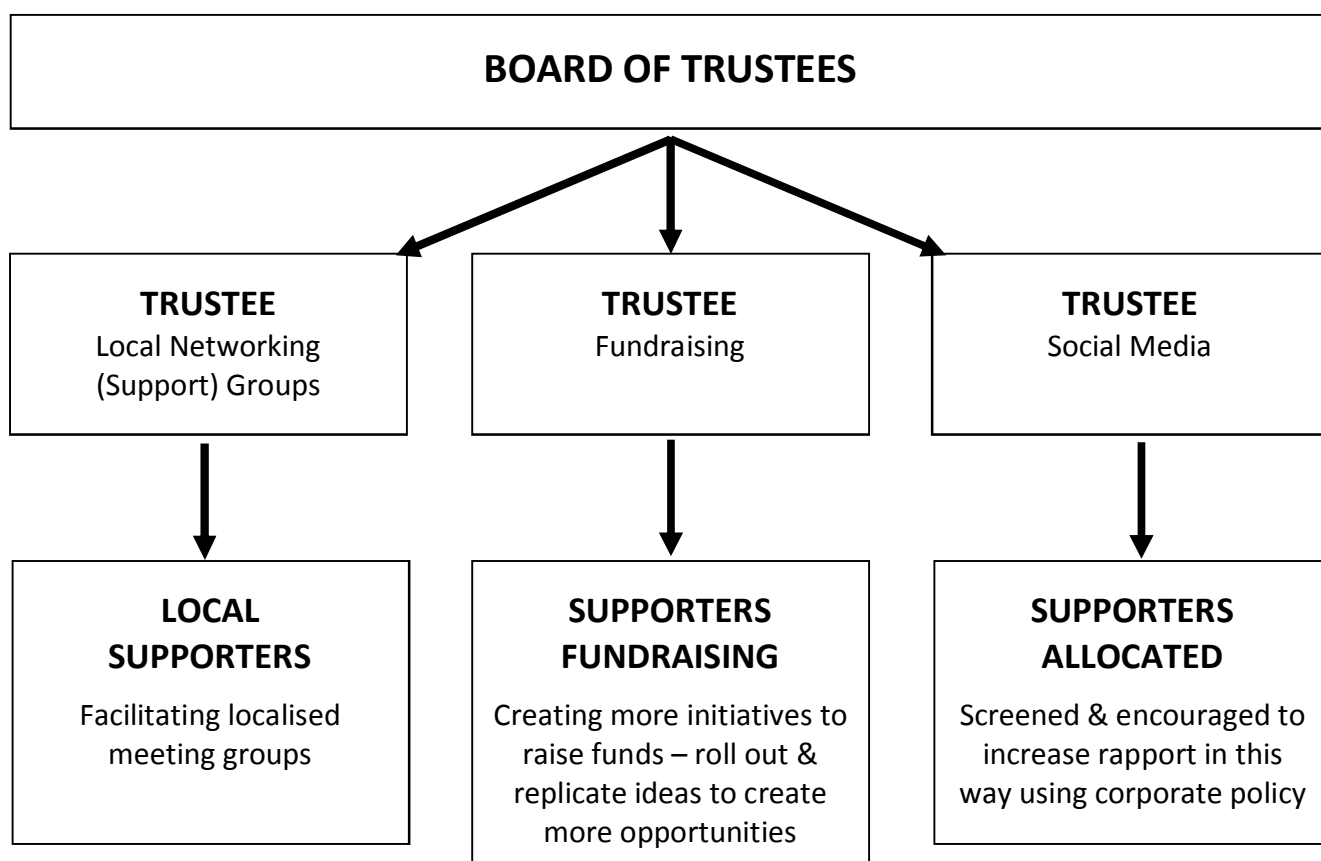
The Trustees believe that Narcolepsy UK has a sound basis upon which to build for the future. We continue to strengthen and develop existing services yet further to reach even more people with narcolepsy, their families and carers.

During 2013 Narcolepsy UK expects to hold a major conference in the South of England as well as small informal meetings with supporters on an *ad hoc* basis dependent on supporters' wants and needs. Informal meetings may be facilitated by regional trustees supporting such events.

The website, now one of the leading portals for information on narcolepsy in the world, is going through a major reworking to provide updated access via all media applications later in 2013.

Narcolepsy UK will also increase its commitment to social media.

It is anticipated that a large Family Tree will be created during the next 12 months along the lines of:-



In terms of activity we expect a significant increase in requests for advocacy both on line and as a direct presence. The Charity has introduced extra hours for its helpline to reflect changes in benefits, as a result of the Welfare Reform Act 2012 and its impact on individuals.

The website has had new information uploaded and this is regularly reviewed and renewed to take account of change.

The Charity continues to consider the best means of generating information directly to General Practitioners who are already busy. A discussion is taking place on the viability of creating a means of training that could attract a CPD award for GPs undertaking the course. This is not a simple task and more detail is required to make this viable and deliverable around the country. It is vital that

GPs and Practice Nurses have greater understanding of Sleep Medicine, especially as even access to a GP may now be initiated by a Triage Nurse. In particular the impact of narcolepsy on children and adolescents is significant yet is frequently overlooked as symptoms of age – there needs to be more blue-sky thinking as to why a child or young person is sleeping for much of the day without obvious cause.

The on-going Pandemrix situation and the fight for adequate support and compensation will continue to energise The Charity until results are achieved. 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.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006

On behalf of the Board of Trustees

A handwritten signature in blue ink that reads "W. Harris". The signature is written in a cursive style and is positioned above a horizontal line.

William Harris, Chair

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' report and the financial statements 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 financial statements for each financial year which give a true and fair view of the state of affairs of The Charity and of the incoming resources and application of resources of The Charity for that period. In preparing these financial statements the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the Charities SORP.
- Make judgments 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 financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that The Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of The Charity and enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts Reports) Regulations 2008, and 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. The Trustees are responsible for the maintenance and integrity of The Charity and financial information included on The Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Independent Examiner's Report

To the Trustees of Narcolepsy UK

I report on the accounts of the Trust for the year ended 31 December 2012, which are set out on pages Statement of Financial Activities 15 to 22.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- 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
- 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

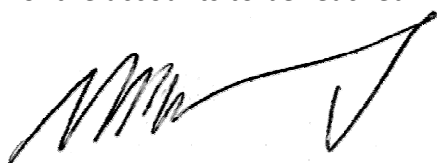
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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



R P Williams FCA

Ensors,

Warwick House, Ermine Business Park, Huntingdon, Cambridgeshire PE29 6XY

13/8/2013

Date

Statement of Financial Activities

Incoming and Outgoing Resources

Note:

As this is the first year of operation of the charitable company there are no figures for a previous year's financial activity.

Narcolepsy UK has no Endowment Funds.

Narcolepsy UK has no recognised gains or losses, eg: revaluations of fixed assets or investment assets.

	Note	Unrestricted Funds	Restricted Funds	Total 2012
		£	£	£
INCOMING RESOURCES				
From Generated Funds				
Voluntary Income	3a	36,413	-	36,413
Income Generation	3b	22,459	13,900	36,359
Investment Income	3c	393	-	393
Charitable Activities	4	<u>1,190</u>	<u>-</u>	<u>1,190</u>
Total Incoming Resources		<u>60,455</u>	<u>13,900</u>	<u>74,355</u>
RESOURCES EXPENDED				
Generating Funds	5	19,542	-	19,542
Charitable Activities	6	51,395	9,400	60,795
Governance	7	<u>17,932</u>	<u>-</u>	<u>17,932</u>
Total Resources Expended		<u>88,869</u>	<u>9,400</u>	<u>98,269</u>
Net Incoming/-Outgoing Resources				
Before Transfers		(28,414)	4,500	(23,914)
Gross Transfers Between Funds	14	<u>5,000</u>	<u>(5,000)</u>	<u>-</u>
Net Movement in Funds		<u>(23,414)</u>	<u>(500)</u>	<u>(23,914)</u>
Brought Forward from Previous Year		-	-	-
Assets Transferred from Old Charity	16	<u>85,529</u>	<u>2,200</u>	<u>87,729</u>
Total Funds Carried Forward to 2013		<u>62,115</u>	<u>1,700</u>	<u>63,815</u>

Balance Sheet

Note:

Narcolepsy UK has no Tangible, Investment or Stock & Current Work in Progress Assets.

	Note	Unrestricted Funds £	Restricted Funds £	Total 2012 £
CURRENT ASSETS				
Debtors	10	14,351	-	14,351
Cash at Bank and in Hand		<u>52,564</u>	<u>1,700</u>	<u>54,264</u>
Total Current Assets		<u>62,115</u>	<u>1,700</u>	<u>63,815</u>
LIABILITIES				
Creditors Due Within One Year	11	4,800	-	4,800
		<u>62,115</u>	<u>1,700</u>	<u>63,815</u>
NET ASSETS		<u>62,115</u>	<u>1,700</u>	<u>63,815</u>
FUNDS OF THE CHARITY				
Unrestricted Funds				
General Funds	12	10,000	-	10,000
Designated Funds				
Large Legacies & Donations		52,115	-	52,115
Restricted Income Funds				
Advocacy Services	12	-	700	700
Local & Regional Support		<u>-</u>	<u>1,000</u>	<u>1,000</u>
TOTAL FUNDS		<u>62,115</u>	<u>1,700</u>	<u>63,815</u>

For the year ending 31 December 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476,
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.'

The accounts were approved by the Board on 12/08/13



William Harris,
Chair

Notes To The Accounts

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in March 2005, applicable accounting standards and the Companies Act 2006.

The trustees believe that The Charity has adequate resources to continue in operational existence for the foreseeable future. Therefore they have continued to adopt the going concern basis in preparing these financial statements.

Company Status

Narcolepsy UK is a charitable company limited by guarantee and has no share capital. The members of the company are the Trustees named on page 2.

In the event of the charitable company being wound up, the liability of each member in respect of the guarantee is limited to £1.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charitable company and which have not been designated for other purposes.

Designated funds form part of the general funds set aside by the Trustees for specific purposes. Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charitable company for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charitable company is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources. All expenses incurred with the intention of raising funds for The Charity are allocated to costs of generating voluntary income.

NOTES TO THE ACCOUNTS (Continued)

	Unrestricted Funds £	Restricted Funds £	Total 2012 £
3a Voluntary Income			
Donations	36,413	-	36,413
Subscriptions	-	-	-
Gift Aid Recovered	-	-	-
	<u>36,413</u>	<u>-</u>	<u>36,413</u>
3b Income Generation			
Fundraising/Grants - Trusts	22,459	13,900	36,359
Fundraising/Grants - Corporate	-	-	-
Fundraising - Events	-	-	-
	<u>22,459</u>	<u>13,900</u>	<u>36,359</u>
3c Investment Income			
Bank Interest	393	-	393
Other	-	-	-
	<u>393</u>	<u>-</u>	<u>393</u>
4 Income from Charitable Activities			
Conference	1,190	-	1,190
Other	-	-	-
	<u>1,190</u>	<u>-</u>	<u>1,190</u>
5 Costs of Generating Funds			
Staff Costs	14,915	-	14,915
Other Costs	4,627	-	4,627
	<u>19,542</u>	<u>-</u>	<u>19,542</u>
6 Costs of Charitable Activities			
Advocacy Services*	37,402	1,500	38,902
Local & Regional Services	-	600	600
Conferences & Meetings	2,927	5,000	7,927
Website development & maintenance	6,958	2,300	9,258
Catnap	4,108	-	4,108
Other Activities	-	-	-
	<u>51,395</u>	<u>9,400</u>	<u>60,795</u>

* Support and advice (excluding medical advice) services for beneficiaries with state benefits problems and/or were attempting to change their medication.

NOTES TO THE ACCOUNTS (Continued)

	Unrestricted Funds £	Restricted Funds £	Total 2012 £
7 Costs of Governance			
7a Independent Examiner's Fees	5,167	-	5,167
Room hire	1,082	-	1,082
Printing and stationary	563	-	563
7b Trustee expenses			
(Travel & accommodation to attend meetings)	3,182	-	3,182
AGM expenses	-	-	-
Trustee training	-	-	-
Subsistence	-	-	-
Phone & Fax	562	-	562
Trustee recruitment	-	-	-
Office & Miscellaneous	1,151	-	1,151
<i>Sub-total</i>	<u>11,707</u>	<u>-</u>	<u>11,707</u>
Staff costs	6,225	-	6,225
	<u>17,932</u>	<u>-</u>	<u>17,932</u>
8 Employees			
8a Number of Employees			
The average monthly number of employees during the period was:			
Administrative staff, part time			3
8b Employment Costs (Wages and salaries)			
Cost of generating funds	14,915	-	14,915
Advocacy services	36,456	-	36,456
Website development & maintenance	5,428	2,300	7,728
Governance costs	6,225	-	6,225
	<u>63,024</u>	<u>2,300</u>	<u>65,324</u>
<i>Total INCLUDES National Insurance contributions of:</i>			<u>4,759</u>
9 Trustees			
9a No remuneration was paid to Trustees during the period.			
9b Total expenses for the period reimbursed to 5 Trustees			5,721
10 Debtors			
Trade debtors	<u>14,351</u>		<u>14,351</u>
11 Creditors: Amounts falling due within one year			
Other creditors	<u>4,800</u>		<u>4,800</u>

12 Income Restricted Funds

12a Narcolepsy UK has no Permanent or Expendable Income Restricted Funds.

12b Names & Purposes of Other Restricted Funds

Advocacy Services

These funds have been donated to cover the cost, mostly staff salaries, of providing one-to-one support to people with narcolepsy (and related conditions), their families and carers who, due to lack of knowledge about the causes and consequences of narcolepsy (and related conditions) in their local health and social services are finding it difficult to get adequate access to skilled professional clinical care and to appropriate social benefits and services.

Website Development & Maintenance Restricted Fund

These funds have been donated specifically to allow The Charity to develop and maintain up-to-date a credible and respected website which will be universally recognised as a primary source of information for everyone who has an interest in narcolepsy and related conditions.

As well as contributing to the technical costs of hosting the website, ensuring that its content is relevant, accurate & up-to-date, and ensuring that it remains compatible with evolving trends in internet communications and social media, the fund will from time-to-time also be used to sponsor original contributions to the website.

Conferences & Meetings Restricted Fund

These funds have been donated specifically to allow The Charity to run conferences and meetings, both nationally and regionally, for the dissemination of information on narcolepsy and related conditions both formally through presentations, displays and publications and informally through networking and break-out discussion groups.

The funding will be used to keep the costs of attending and participating in conferences and meetings as low as possible, particularly for people with narcolepsy (and related conditions), their families and carers.

Local & Regional Support Restricted Fund

These funds have been donated specifically to allow The Charity to provide support and information services within a particular region, both through enabling the creation and development of local volunteer/supporter sub-groups who are better able to focus on local needs and through the provision of a local & regional support infrastructure to ensure that such groups operate efficiently and effectively in a coordinated manner to the highest standards.

12c Movements in Income Restricted Funds

<i>Name of Fund</i>	<i>Balance BFwd</i>	<i>Incoming Resources</i>	<i>Outgoing Resources</i>	<i>Transfers</i>	<i>Balance CFwd</i>
	£	£	£	£	£
Advocacy Services	2,200*	-	1,500	-	700
Website Development	-	2,300	2,300	-	0
Conferences & Meetings	-	10,000	5,000	5,000	0
Local & Regional Support	-	<u>1,600</u>	<u>600</u>	-	<u>1,000</u>
TOTAL FUNDS	<u>2,200</u>	<u>13,900</u>	<u>9,400</u>	<u>5,000</u>	<u>1,700</u>

*Note: £2,200 in Restricted Income Funds was brought forward from the predecessor unincorporated charity into the current charitable company, Narcolepsy UK (see note 15).

13 Designated Funds

13a Names & Purposes of Designated Funds

Transfer from Unincorporated Narcolepsy Charity

This was a short-term designated fund the purpose of which was to facilitate and clarify the management of the monies transferred from the former unincorporated charity Narcolepsy UK (no:326361) on its amalgamation with the current incorporated charity Narcolepsy UK (no:1144342). See note 16. It was closed within the period ended 31 December 2012.

Large Legacies & Donations Fund (LL&D Fund)

The purpose of this Designated Fund is to allow The Charity to avoid situations in which the occasional receipt of a large legacy or donation significantly inflates The Charity's reserves. Such situations can distort The Charity's priorities for meeting its charitable objects and lead to The Charity taking on commitments which are not sustainable once those legacy/donation funds have been exhausted.

By holding such monies in a Designated Fund from which they can be released back into The Charity's reserves in a controlled manner over a period of time The Charity is better able to ensure that it generates the maximum sustainable Public Benefit from its resources.

13b Movements in Designated Funds

<i>Name of Fund</i>	<i>Balance BFwd</i>	<i>Incoming Resources</i>	<i>Outgoing Resources</i>	<i>Transfers</i>	<i>Balance CFwd</i>
	£	£	£	£	£
Transfer from unincorporated Narcolepsy charity	85,529*	-	-	-85,529	0
Large Legacies & Donations	-	-	-	52,115	52,115
TOTAL FUNDS	85,529	-	-	-33,414	52,115

*Transfer from former unincorporated Narcolepsy UK (no:326361).

14 Transfers Between Funds

{R} indicates a Restricted Fund; {D} indicates a Designated Fund

<i>From Fund (Name)</i>	<i>To Fund (Name)</i>	<i>Reason</i>	<i>Amount £</i>
Conf & Mtgs {R}	General Fund	Transfer of monies received in FY12 as reimbursement of expenses incurred from the General Fund in the previous financial year of the unincorporated Narcolepsy UK	5,000
Former unincorporated Charity {D}	General Fund	Commitments brought forward from the unincorporated Narcolepsy UK	£13,929
Former unincorporated Charity {D}	General Fund	Controlled management of large income streams	£19,485
Former unincorporated Charity {D}	Large Legacies & Donations {D}	Controlled management of large income streams	£52,115

15 Analysis of Net Assets Between Funds

The fund balances at 31 December 2012 are represented by:

	<i>Unrestricted Funds</i>	<i>Designated Funds</i>	<i>Restricted Funds</i>	<i>Total</i>
	£	£	£	£
Current Assets				
Cash at Bank and in Hand				
<i>General Fund</i>	449	-	-	449
<i>Large Legacies & Donations {D}</i>	-	52,115	-	52,115
<i>Advocacy Services {R}</i>	-	-	700	700
<i>Local & Regional Support {R}</i>	-	-	1,000	1,000
Debtors	14,351	-	-	14,351
Creditors: Due within one year	<u>(4,800)</u>	<u>-</u>	<u>-</u>	<u>(4,800)</u>
	<u>10,000</u>	<u>52,115</u>	<u>1,700</u>	<u>63,815</u>

16 Related parties

On 9 January 2012, The Charity took over the management of the financial assets and commitments of the unincorporated charity Narcolepsy UK (no:326361) in anticipation of their subsequent amalgamation in October 2012.

The financial assets and commitments taken over comprised:-

	£
Cash at bank and in hand	93,929
Bank overdraft	<u>(5,252)</u>
Net Cash at Bank and in Hand	88,677
Trade Debtors	185
Trade creditors	<u>(1,133)</u>
	<u>87,729</u>

Those financial assets taken over were allocated to the funds of the incorporated charity Narcolepsy UK (no:1144342) in a manner consistent with their allocation in the unincorporated charity Narcolepsy UK (no:326361) as follows:-

	£
Restricted funds (See note 11)	2,200
Unrestricted funds (committed*)	13,929
Unrestricted funds (reserve)	<u>71,600</u>
	<u>87,729</u>

*Funds to meet specific activity commitments brought forward from the old charity.