

COMPANIES HOUSE

REGISTERED NUMBER:

2202260

England and Wales

CHARITY NUMBER:

327735

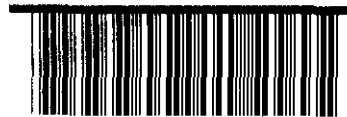
T.O.F.S.

A CHARITABLE COMPANY LIMITED BY GUARANTEE

ABBREVIATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30TH NOVEMBER 2003

J W SCRIVENS & CO.
Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ
ENGLAND



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COMPANIES HOUSE

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15/07/04

J W Scrivens & Co.

T.O.F.S.

COMPANY INFORMATION FOR THE YEAR ENDED 30TH NOVEMBER 2003

The Organisation is a Charitable Company Limited by Guarantee, incorporated on 3rd December 1987 and registered as a Charity on 3rd March 1988, and is governed by its Memorandum and Articles of Association.

Council of Management:	Gren Shepherd	Honorary Chairman
	Roger Ducat	Vice Chairman
	Christine Shepherd	Honorary Secretary
	Roger Ducat	Honorary Treasurer to 30.11.03
	Sandra Hawkins	Honorary Treasurer from 1.12.03
	Lynne Boyce	
	Mike Brown	
	Graham Bulpitt	
	Catherine Clay	
	Penny Derham	Resigned 13.07.2003
	Pat Fergusson	
	Vicki Martin	
	Enyd Michel	
	Mark Derham	
	Duncan Jackson	

The Members of the Council of Management are also Directors of the Charity for the purposes of the Companies Act.

Registered Office and Administrative Office: St George's Centre
91 Victoria Road
Netherfield
Nottingham
NG4 2NN

Telephone: 0115 961 3092
Fax: 0115 961 3097
E-Mail: office@tofs.org.uk
Website: www.tofs.org.uk

Company Registration Number: 2202260

Charity Registration Number: 327735

Patrons:

Medical Patrons
Mr Raymond Buick MB Bch FRCS
Mr J A S Dickson FRCS FRCSE FRCPCP
Mr Bruce Jaffray MMedBiol ChM FRCS
(Glas) FRCS (Paed)
Miss Leela Kapila OBE FRCS
Professor Lewis Spitz PhD FRCS

Non-Medical Patrons
Mr Richard Briers OBE CBE
Mr Dennis Foxon BA
Mr David Griffiths MA (Oxon)
Mr David Scott

T.O.F.S.

COMPANY INFORMATION FOR THE YEAR ENDED 30TH NOVEMBER 2003
(Continued)

Accountants:

J W Scrivens & Co.
Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ

Bankers:

Lloyds TSB Plc
Bristol Road South
Northfield
Birmingham B31 2NP

Solicitor:

Mr D Griffiths
Edwards Geldard
44 The Ropewalk
Nottingham
NG1 5EL

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ACCOUNTANTS' REPORT

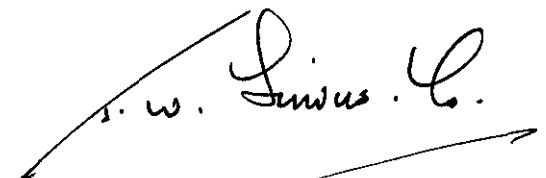
Report of the Accountants to the Council of Management
of
T.O.F.S.

The following reproduces the text of the report prepared for the Council of Management in respect of the Company's Annual Financial Statements, from which the Abbreviated Financial Statements (set out on pages 4 to 7) have been prepared.

"As described on the Balance Sheet you are responsible for the preparation of the Financial Statements for the year ended 30th November 2003, set out on pages 8 to 13, and you consider that the Company is exempt from an Audit.

In accordance with your instructions, we have compiled these Unaudited Financial Statements in order to assist you to fulfil your statutory responsibilities, from the accounting records and information and explanations supplied to us".

Imperial House
350 Bournville Lane
Bournville
Birmingham
B30 1QZ


J W SCRIVENS & CO
Chartered Accountants

12.7.2004

T.O.F.S.

ABBREVIATED BALANCE SHEET AS AT 30TH NOVEMBER 2003

	Note	<u>2003</u>		<u>2002</u>	
		£	£	£	£
<u>FIXED ASSETS</u>					
Tangible Assets	2		-		172
Investment	3		5,226		5,070
			-----		-----
			5,226		5,242
<u>CURRENT ASSETS</u>					
Stock		2,139		2,139	
Debtors		3,061		2,328	
Cash at Bank and in Hand		50,727		50,986	
		-----		-----	
		55,927		55,453	
<u>CREDITORS:</u> amounts falling due					
within one Year		5,111		4,123	
		-----		-----	
<u>NET CURRENT ASSETS</u>			50,816		51,330
			-----		-----
<u>TOTAL ASSETS LESS CURRENT</u>					
<u>LIABILITIES</u>			56,042		56,572
			=====		=====
<u>CAPITAL AND RESERVES</u>					
MEMBERS FUNDS	4		56,042		56,572
			=====		=====

The Company is entitled to exemption from Audit under Section 249A(1) of the Companies Act 1985 for the year ended 30th November 2003.

The Members have not required the Company to obtain an Audit of its Financial Statements for the year ended 30th November 2003 in accordance with Section 249B(2) of the Companies Act 1985.

The Council of Management acknowledge their responsibilities for:

- (c) ensuring that the Company keeps accounting records which comply with Section 221 of the Companies Act 1985 and
- (d) preparing Financial Statements which give a true and fair view of the state of affairs of the Company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to Financial Statements, so far as applicable to the Company.

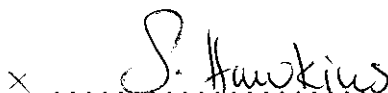
These Abbreviated Financial Statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small Companies

The Abbreviated Financial Statements on pages 4 to 7 were approved by the Council of

X Management on 29TH MAY 2004... and signed on its behalf by:



X HONORARY CHAIRMAN



X HONORARY TREASURER

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH NOVEMBER 2003

1. ACCOUNTING POLICIES

- (a) The Financial Statements have been prepared under the historical cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002), and follow the recommendations in Accounting and Reporting by Charities: Statement of Recommended Practice issued in October 2000.
- (b) Voluntary income in the form of donations and gifts is included in the Financial Statements when received. The value of services provided by volunteers has not been included.
- (c) Resources expended are recognised in the period in which they are incurred and include attributable VAT which cannot be recovered.
- (d) Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life:

Medical Equipment	33 1/3% on Cost
Office Equipment	33 1/3% on Cost
- (e) Investments held as Fixed Assets are revalued at mid market value at the Balance Sheet date and the gains or loss taken to the Statement of Financial Activities.
- (f) Stock consists of purchased goods for resale and is valued at the lower of cost and net realisable value.
- (g) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the Charity without further specified purposed and are available as general funds.
- (h) Designated funds are unrestricted funds earmarked by the Council of Management for particular purposes.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund, together with a fair allocation of management and support costs.
- (j) The Charity is a Company Limited by Guarantee. In the event of the Charity being wound up, the liability in respect of the Guarantee is Limited to £1 per Member. At 30th November 2003 there were 992 members (2002 : 967).

T.O.F.S.

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS
(Continued)

FOR THE YEAR ENDED 30TH NOVEMBER 2003

2. TANGIBLE FIXED ASSETS

	<u>Office Equipment</u> £
<u>Cost</u>	
At 30th November 2002	13,382
Additions	-
Disposals	(7,845)

At 30th November 2003	5,537
	=====
<u>Depreciation</u>	
At 30th November 2002	13,210
Charge for the Year	125
Eliminated on Disposal	(7,798)

At 30th November 2003	5,537
	=====
<u>Net Book Values</u>	
At 30th November 2003	-
	=====
At 30th November 2002	172
	=====

3. INVESTMENT

	<u>2003</u> £	<u>2002</u> £
COIF Charities Fixed Interest Fund 1322 Accumulation Shares		
Value at 30 th November 2002	5,070	4,824
Increase in Share Value	156	246
	-----	-----
Value at 30 th November 2003	5,226	5,070
	=====	=====

T.O.F.S.

NOTES TO THE ABBREVIATED FINANCIAL STATEMENTS
(Continued)

FOR THE YEAR ENDED 30TH NOVEMBER 2003

4. MOVEMENT IN FUNDS

	<u>Accumulated</u> <u>Fund</u>
Unrestricted Funds	
At 1 st December 2002	56,572
Excess of Outgoing Resources over Incoming Resources	(530)

At 30 th November 2003	56,042
	=====

Restricted Funds

During the year Donations were received for the restricted purposes as follows:-

	<u>Making the Connection</u> £	<u>Conference</u> £
At 1 st December 2002	-	-
Income Received during the Year	4,932	750
Expenditure	(2,849)	(750)
	-----	-----
At 30 th November 2003	2,083	-
	=====	=====

As the amounts are not considered to be material, no separate disclosure has been made on the Statement of Financial Activities.