

REGISTERED COMPANY NUMBER 2202260 (England and Wales)  
REGISTERED CHARITY NUMBER: 327735

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**  
**FOR**  
**T.O.F.S.**



Lemans  
29 Arboretum Street  
Nottingham  
NG1 4JA



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**T.O.F.S.**  
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**FOR THE PERIOD ENDED 31 DECEMBER 2011**

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**T.O.F.S.**  
**REPORT OF THE TRUSTEES**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period ended 31 December 2011. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

2202260 (England and Wales)

**Registered Charity number**

327735

**Registered office**

St George's Centre  
91 Victoria Road  
Netherfield  
Nottingham  
NG4 2NN

**Trustees**

Duncan Jackson	Chair
John Pearce	Vice-Chair
Sandra Hawkins	Treasurer
Graham Slater	Company Secretary
Dennis Harvey	
Sue Lewis-Jones	
Sophie Smallwood	
Gill Jackson	
Caroline Love	(appointed 13 05 12)
Wendy Colbeck	(appointed 13 05 12)

**Independent Examiner**

K Mealand FCCA  
Lemans  
29 Arboretum Street  
Nottingham  
NG1 4JA

**Bankers**

Lloyds TSB  
Northfield Branch  
Ariel House  
2138 Coventry Road  
Sheldon  
Birmingham  
B26 3JW

**T.O.F.S.**  
**REPORT OF THE TRUSTEES**  
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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**CONSTITUTION**

T O F S is a charity which was also established as a Company Limited By Guarantee and not having a Share Capital on October 20<sup>th</sup>, 1987. Its Articles of Association describes its constitution, its Memorandum of Association summarises its objects as relieving in cases of needy children and young persons suffering from tracheo oesophageal fistula, oesophageal atresia and oesophageal and related disorders including the vater association.

**ORGANISATIONAL STRUCTURE**

The overall direction and management of TOFS is overseen by the Trustees who form the Council of Management (C O M ), and who are also Directors of the Company. This Council is accountable and legally responsible for the work of the organisation and for ensuring that all aspects of the management and work comply with current legislation. The Council is supported by administrative staff headed by the Office Manager, and by volunteers.

**POLICIES AND DOCUMENTATION**

Appropriate policies and procedures are in place to support the effective operation of TOFS. These include, but are not limited to Health & Safety, Protection of vulnerable children, Financial Management, Personnel, Guidance & Training, IT & Data Protection, and Communications.

**RISK MANAGEMENT**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error.

Risks are reviewed and mitigated by

- An organisational commitment to standards of good management and operational practice
- Established policies which commit to compliance with all relevant legislation and good practice
- Regular review of all policies and procedures
- Establishing adequate financial reserves

**RECRUITMENT AND APPOINTMENT OF TRUSTEES**

TOFS welcomes eligible people who have an interest in helping the organisation achieve its objectives by becoming a Trustee. Whilst the majority of TOFS members are parents or grandparents of TOFS children, TOFS welcomes potential trustees from all walks of life.

The Articles of Association state the eligibility of Trustees, which, in summary, state that those eligible must

- be over the age of 18
- already be or become members of the organisation
- not be undischarged bankrupts



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- not previously have been removed from trusteeship of a charity by a Court or the Charity Commissioners
- not be under a disqualification order under the Company Directors' Disqualification Act 1986
- not be disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee
- undertake to fulfil their responsibilities and duties as a trustee of TOFS in good faith and in accordance with the law and within the objectives of TOFS
- not have financial interests in conflict with those of TOFS (either in person or through family or business connections) except where formally notified in a conflict of interest statement

**INDUCTION AND TRAINING OF NEW TRUSTEES**

To ensure Trustees are fully competent, TOFS will

- Provide an up-to-date Trustee Induction Pack
- Support induction, in a manner tailored to the experience of the individual, by the use of a 'buddy' system whereby each new Trustee is guided by an experienced Trustee or recently retired Trustee
- Provide access to – and where appropriate cover the costs of – induction training
- Conduct de-briefing of retiring Trustees in order to review, and amend where necessary, the Induction of new Trustees
- Provide a job description for honorary officers

**Objectives and aims**

The principal objective of TOFS is to improve the lives of individuals (hereinafter referred to as "TOF individuals" or "TOFs") suffering from tracheo-oesophageal fistula, oesophageal atresia and oesophageal and related disorders including the VACTERL Association (hereinafter referred to as "oesophageal disorders"), as well as the families of such TOF individuals

Tracheo-oesophageal fistula and oesophageal atresia (OA) are rare congenital conditions of the oesophagus (food pipe) and/or trachea (airway) that affect newborn babies. Babies with TOF/OA need to have intensive neo-natal care prior to corrective surgery, normally within days of birth. Some children have to undergo additional surgical interventions later on in their lives.

**Activities and Achievements**

***Pastoral support and information exchange***

During the year our membership increased by 81 members. We continued to supply information both to these new members and to existing TOF parents and carers with leaflets, brochures, 'The TOF Child' book and our quarterly newsletter, 'CHEW'.

The TOFS website received 63,631 visits, predominantly from the UK but also from all over the world. Many members were instrumental in offering sound advice and guidance to new parents and the community forum played a key role in facilitating mutual support for members. There has also been a considerable increase by many of our members in the use of the TOFS 'Facebook' group which continues to provide a more informal and more 'real-time' means by which our members can exchange their experiences. By the end of this current financial year, the TOFS facebook group had over 280 members.

We held a successful TOFS conference in Birmingham in October 2011. This was focussed on the concerns and needs of TOF children and attended by 45 families. Again we are grateful to our patron Miss Leela Kapila who moderated the day's proceedings. We featured presentations from medical consultants, Trustees and members, including Mr Gordon McKinlay, Mr Anthony Lander, Mr John Duffy and Mr Charles Shaw-Smith.

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We continued our efforts to produce a second edition of 'The TOF Child' We also committed to including chapters on the transition to adult care and additional material relevant to the growing number of adult TOFS

The additional chapters and the need for a very significant update of the existing material has meant that we have needed to increase the extent to which we solicit external assistance – notably from the medical profession - and as a result we are delaying the publication date for this second edition to 2013 However we are confident that this will result in a more comprehensive publication, with up-to-date medical and surgical content and with topical non-medical content of interest to TOF patients and their families

In April 2011, we held a Children's party at Corams 'Fields in London This was attended by 28 families and proved so successful that this event will be repeated in 2012

In May 2011 we held our AGM We also held a Northern England Children's party for 10 families at Kirklees Light Railway in Yorkshire

A large number of TOF families enjoyed a summer's day out at Newbury Racecourse in August 2011, as guests of the Racecourse TOFS was the racecourse's official charity of the day, and again this proved a very successful fund-raising event

In September we held a children's party in Blackburn, which was attended by 11 families who were mainly from Lancashire and the Greater Manchester area

In November we held a further Children's party in Brighton We had 17 families present and this was also attended by the neonatal surgical team from the Royal Sussex County Hospital Miss Avoirt and her colleagues gave a presentation to the adults present, and held a much-appreciated question-and-answer session

At all of the children's parties at least one trustee was in attendance, the Trustees believe this is an important means by which we retain contact with our Volunteers and our membership in each region

Finally, Volunteers continue to play a key role in the support TOFS offers new parents and carers We would not be the organisation we are without the valuable support from our parental telephone support team, our web, hospital and birthday fairies, forum moderators and users, and our volunteer members who assist with educational and benefits information

**Liaison with the medical profession**

We continued in our commitment to disseminating information to practitioners from health, education and social care We were assisted by members in distributing posters to hospitals to display in their neo-natal ward to increase awareness of TOFS when new parents and carers most need help

In April, we exhibited at the RCPCH Annual Conference at the University of Warwick to raise awareness amongst medical professionals of TOFS Our stand was visited by a number of such professionals from both the UK and overseas We also exhibited at the BAPS annual conference held in July in Belfast with a similar outcome

**Use of Information Technology (IT)**

The use of IT continues to be a powerful tool in support of our operations Whilst our web-site (and the associated members' forum) remain well visited, we note the ever growing use of Facebook as a means by which members and non-members communicate on TOF matters During 2011 we made efforts to ensure that Facebook content was suitably moderated but this remains a difficult area to manage given the very nature of IT-enabled social networking



**T.O.F.S.**  
**REPORT OF THE TRUSTEES**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

***Co-operation with other organisations***

During 2011 we further developed relationships with similar organisations in Germany, Switzerland, Austria, France and The Netherlands. TOFS was amongst seven founder members of the EAT (the Federation of Esophageal Atresia – Tracheo-oesophageal fistula support groups), which was formally founded and registered in October 2011. Its head office is in Stuttgart and TOFS trustee, Graham Slater, was elected as first Chairman of this new organisation.

Following our attendance and presentation (together with the other support groups who now form EAT) at the first ever international medical conference on Oesophageal Atresia in May 2010, an article based on our presentation was published in the Journal of Pediatric Gastroenterology and Nutrition in May 2011.

***Funding, Financial Management and Governance***

Until 2011, TOFS had reported in financial years starting Dec 1st and ending Nov 30th. During 2011, the trustees decided to move the financial reporting year to align with Calendar years, so this report covers a 13 month period from Dec 1st 2010 to Dec 31st 2011. The charity's next report will cover the period Jan 1st 2012 to Dec 31st 2012.

During 2011 we further reviewed our sub-committee structure and addressed the scope and terms of reference of our Adult TOFS Hospital/Medical Liaison and Communications sub-committees. We also established an Editorial Board for our quarterly newsletter, CHEW. In addition we also appointed our Office Manager, Diane Stephens, to be Editor of CHEW and dis-continued our use of a third-party editor.

We also updated our three-year strategic plan (as part of a twice-yearly review process) to ensure that we meet the objectives of

- Presenting – to both our members and relevant external bodies – our objectives, strategic direction and financial plans
- Establishing our priorities in a structured fashion
- Outlining our planned activities over the three year period

In 2010, TOFS had great success in fund-raising, largely due to the success of its members' efforts during the awareness week. The trustees felt it unfair to expect such a large fundraising effort again in 2011, and consequently decided upon a deficit budget in 2011.

We ensured that our Finance sub-committee reviewed performance against the pre-set budget on a quarterly basis and made appropriate budget changes at the half-year.

The resulting deficit for 2011 was close to the level that had been planned for. As at the end of 2011, TOFS carries forward slightly more money than is necessary to meet its reserves policy.

It should be noted that – as in recent years – TOFS receives no funding from public-sector sources. The vast bulk of the organisation's income is in the form of either donations from members or fund-raising activities by members and their friends and relations.

During 2011 we employed an additional part-time member of staff on a temporary basis, a situation which will be reviewed during the first half of 2012. TOFS now employs three part time office staff, who stagger their hours so that the office is open for enquiries from Monday to Friday.

***Public benefit***

The Trustees have had due regard to the guidance published by the Charity Commission on public benefit when reviewing the charity's aims and objectives and in planning future activities.

**Financial Review and Reserves policy**

TOFS requires reserves in order to operate in the short term and to satisfy legal obligations in the event of the end of funding, a major reduction of funding or a delay in further funding becoming available. The reserves will enable proper notice to be given to the beneficiaries and staff and for all legally due payments to be made to staff, volunteers and the organisations with which we do business. Trustees have set the minimum level of reserves at an amount sufficient to cover trading for a six month period.

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**REPORT OF THE TRUSTEES**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

Investment policy and objectives

Deposits are held at Lloyds TSB Bank Ltd and COIF Charities Investment Fund. These are organisations which identify with the Charity Sector and which are secure and pay interest on sums invested.

On behalf of the Council

A handwritten signature in black ink, appearing to be 'D Jackson', with a long horizontal line extending to the right.

D Jackson (Chair)  
13 May 2012



**INDEPENDENT EXAMINER'S REPORT**  
**TO THE TRUSTEES OF**  
**T O F.S.**

I report on the financial statements for the period ended 31 December 2011 set out on pages 8 to 14

**Respective responsibilities of trustees and examiner**

The Charity's trustees, who are also the directors for the purposes of company law) 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 required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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 statement**

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 statements below.

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 of the Companies Act 2006, and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charitieshave 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

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13 May 2012

**T.O.F.S.**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

		Unrestricted funds £	Restricted funds £	1 12 10 to 31 12 11 Total funds £	Year ended 30 11 10 Total funds £
	Notes				
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generated funds</b>					
Donations and gifts	2	56,109	-	56,109	75,844
Subscriptions	2	-	-	-	80
Sale of TOFS goods and other income		425	-	425	533
Investment income	3	335	-	335	(85)
Conference income		1,995	-	1,995	540
Activities for generating funds		1,820	-	1,820	1,525
<b>Incoming resources from charitable activities</b>					
Grant – Awards For All		-	-	-	6,835
<b>Total incoming resources</b>		<b>60,684</b>	<b>-</b>	<b>60,684</b>	<b>85,272</b>
<b>RESOURCES EXPENDED</b>					
Charitable activities					
Costs of TOFS goods sold		680	-	680	235
Fundraising and publicity		21,919	278	22,197	16,721
Administration costs		38,751	-	38,751	28,571
Other operating costs		19,719	-	19,719	19,399
<b>Total resources expended</b>		<b>81,069</b>	<b>278</b>	<b>81,347</b>	<b>64,926</b>
<b>NET (OUTGOING)/INCOMING RESOURCES before transfers</b>					
		(20,385)	(278)	(20,663)	20,346
<b>Gross transfers between funds</b>					
		-	-	-	-
<b>Net movement in funds</b>					
		(20,385)	(278)	(20,663)	20,346
<b>TOTAL FUNDS BROUGHT FORWARD</b>					
		68,901	278	69,179	48,833
<b>TOTAL FUNDS CARRIED FORWARD</b>					
		48,516	-	48,516	69,179

**T.O.F.S. – COMPANY NUMBER 2202260**  
**BALANCE SHEET**  
**AT 31 DECEMBER 2011**

	Notes	Unrestricted funds £	Restricted funds £	31 12 11 Total funds £	30 11 10 Total funds £
<b>FIXED ASSETS</b>					
Tangible asset	7	-	-	-	626
		<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	626
<b>CURRENT ASSETS</b>					
Stock		910	-	910	468
Debtors amounts falling due within one year	8	628	-	628	4,518
Cash at bank		51,534	-	51,534	65,223
		<hr/>	<hr/>	<hr/>	<hr/>
		53,072	-	53,072	70,209
<b>CREDITORS</b>					
Amounts falling due within one year	9	4,556	-	4,556	1,656
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET CURRENT ASSETS</b>		48,516	-	48,516	68,553
		<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		48,516	-	48,516	69,179
		<hr/>	<hr/>	<hr/>	<hr/>
<b>NET ASSETS</b>		48,516	-	48,516	69,179
		<hr/>	<hr/>	<hr/>	<hr/>
<b>FUNDS</b>	10				
Unrestricted funds				48,516	68,901
Restricted funds				-	278
				<hr/>	<hr/>
<b>TOTAL FUNDS</b>				48,516	69,179
				<hr/>	<hr/>

The notes form part of these financial statements

**T.O.F S**  
**BALANCE SHEET - CONTINUED**  
**AT 31 DECEMBER 2011**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 December 2011

The trustees have not required the charitable company to obtain an audit of its financial statements for the period ended 31 December 2011 in accordance with Section 476 of the Companies Act 2006

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Section 386 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial period and of its surplus or deficit for each financial period in accordance with the requirements of Section 396 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the Board of Trustees on 13 May 2012 and were signed on its behalf by

D Jackson (Chair) – Trustee



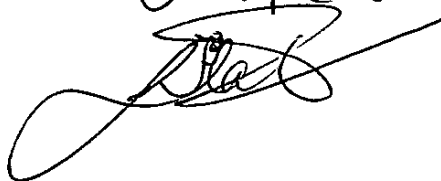
S Hawkins (Treasurer) – Trustee



J Pearce (Vice-Chair) – Trustee



G Slater (Company Secretary) - Trustee



The notes form part of these financial statements

**T.O.F.S.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

**1. ACCOUNTING POLICIES**

**Accounting Convention**

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 requirements of the Statement of Recommended Practice, Accounting and Reporting by charities, SORP 2005, the Companies Act 2006 and applicable accounting standards

**Incoming Resources**

Voluntary income is received by way of donation and gifts and is included in full in the Statement of Financial Activities when received. The value of services provided by volunteers has not been included

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources

**Tangible Fixed Assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Office equipment	33% on cost
------------------	-------------

From 1<sup>st</sup> January 2012, the Trustees have decided to write off the cost of office equipment in full in the year of purchase

**Taxation**

The charity is exempt from corporation tax on its charitable activities

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements



**T O.F.S.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

**2. DONATIONS AND GIFTS**

	1 12 10 to 31 12 11 £	Year ended 30 11 10 £
Charitable Trusts	3,961	8,936
Individuals	4,927	8,716
In Memoria	1,293	1,240
Members and Friends	23,692	33,747
Other	22,236	23,205
	<hr/>	<hr/>
	56,109	75,844
	<hr/>	<hr/>

The sum received by TOFS in respect of members and friends' events includes an amount of £3,099 24 which was subsequently passed on to two other charities. A TOFS member held a sponsored event, and attracted sponsorship on the basis that the money would be split equally between TOFS and two other charities. The total sum that she raised (£4,648 87) was passed to TOFS, which then passed the £3,099 24 on to two other charities. This payment falls under "Fundraising & Publicity – printing, postage, stationery and publicity".

Other donations and gifts include donations made by members in respect of their membership.

**3. INVESTMENT INCOME**

Interest receivable	335	(85)
	<hr/>	<hr/>
	335	(85)
	<hr/>	<hr/>

**4. NET INCOMING RESOURCES**

Net resources are stated after charging		
Depreciation – owned assets	626	626
Independent examiner's fees	1,170	1,137
	<hr/>	<hr/>

**5. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the period ended 31 December 2011 nor for the year ended 30 November 2010.

**Trustees' Expenses**

All the trustees received reimbursed expenses in the period of £3,292 (2010 - £3,462). The majority of these were donated back to TOFS by the Trustees.

**6. STAFF COSTS**

The average number of full time equivalent employees during the period was 1 ½ (2010 – 1).

No employee received emoluments of more than £60,000.

Employees' emoluments can be analysed as follows:

Wages & NI - £36,059 (2010 - £26,070)

**T.O.F.S.**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

**7 TANGIBLE FIXED ASSETS**

	<u>Office Equipment</u> £
<b>COST</b>	
At 1 December 2010	13,125
Additions	-
	<hr/>
At 31 December 2011	13,125
	<hr/>
<b>DEPRECIATION</b>	
At 1 December 2010	12,499
Charge for year	626
	<hr/>
At 31 December 2011	13,125
	<hr/>
<b>NET BOOK VALUE</b>	
At 31 December 2011	-
	<hr/>
At 30 November 2010	626
	<hr/>

**8 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<u>31 12 11</u> £	<u>30 11 10</u> £
Accounts receivable	345	286
Prepayments and other debtors	115	1,038
Gift Aid	168	3,194
	<hr/>	<hr/>
	628	4,518
	<hr/>	<hr/>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

Accountancy	1,170	1,140
Chew design and print costs	2,404	-
Social Security & other taxes	502	225
Accruals	480	291
	<hr/>	<hr/>
	4,556	1,656
	<hr/>	<hr/>

**T.O.F S**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

**10. MOVEMENT IN FUNDS**

	<u>At 1 12 10</u>	<u>Net Movement</u>	<u>Transfers</u>	<u>At 31 12 11</u>
	£	in funds	between funds	£
		£	£	
<b>Unrestricted funds</b>				
Accumulated Fund	60,901	(12,385)	-	48,516
Designated Fund re 2011 Conference	8,000	(8,000)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
	68,901	(20,385)	-	48,516
<b>Restricted funds</b>	278	(278)	-	-
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	69,179	(20,663)	-	48,516
	<hr/>	<hr/>	<hr/>	<hr/>

Net movement in funds, included in the above are as follows

	<u>Incoming</u>	<u>Resources</u>	<u>Gains and</u>	<u>Movement</u>
	resources	expended	losses	in funds
<b>Unrestricted funds</b>				
Accumulated Fund	60,684	(73,069)	-	(12,385)
Designated Fund re 2011 Conference	-	(8,000)	-	(8,000)
	<hr/>	<hr/>	<hr/>	<hr/>
	60,684	(81,069)	-	(20,385)
<b>Restricted funds</b>	-	(278)	-	(278)
	<hr/>	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	60,684	(81,347)	-	(20,663)
	<hr/>	<hr/>	<hr/>	<hr/>

The restricted fund arose as a result of funding from Awards for All with regard to the 2010 Conference  
The balance on this fund has been repaid in 2011

The designated fund was created as a result of money raised during the awareness week, which has been allocated toward the cost of the 2011 conference by the Trustees

**11. ULTIMATE CONTROLLING PARTY**

The charity is under the control of its trustees

**T.O.F.S.**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

	Period 1 12 2010 to 31 12 2011	Year ended 30 11 2010
	£	£
<b>Donations</b>		
Charitable Trusts	3,961	8,936
Individuals	4,927	8,716
In Memoria	1,293	1,240
Members and Friends	23,692	33,747
Other	22,236	23,205
	<hr/>	<hr/>
	56,109	75,844
<b>Other income</b>		
Subscriptions	-	80
Conference 2010	-	540
Conference 2011	1,995	-
Activities for generating funds - 200 Club	1,499	1,207
- Missionfish	61	25
- Other	260	293
Sale of TOFS Goods	425	533
Interest	335	(85)
Grant – Awards For All	-	6,835
	<hr/>	<hr/>
	4,575	9,428
<b>Total Incoming Resources</b>	<hr/>	<hr/>
	60,684	85,272
	<hr/>	<hr/>
<b>Cost of TOFS Goods Sold</b>		
Opening stock	468	703
Purchases	1,122	-
Closing stock	(910)	(468)
	<hr/>	<hr/>
	680	235
<b>Fundraising &amp; Publicity</b>		
Leaflets & newsletters	13,108	11,067
Printing, postage, stationery & publicity	9,089	5,654
	<hr/>	<hr/>
	22,197	16,721
<b>Administration costs</b>		
Wages	36,059	26,070
Accountancy	1,170	1,137
Professional charges	139	90
Telephone	1,383	1,274
	<hr/>	<hr/>
	38,751	28,571

**T.O.F.S.**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCLUDING INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE PERIOD ENDED 31 DECEMBER 2011**

	Period 1 12 2010 to 31 12 2011		Year ended 30 11 2010	
	£	£	£	£
<b>Other Operating costs</b>				
Conference expense	6,438		7,012	
Gifts and entertaining children	1,073		596	
Travel & meeting	2,733		4,176	
Rent & Insurance	6,226		4,162	
Sundry expenses	187		860	
Depreciation	626		626	
Research costs	-		-	
Computer costs	1,915		1,521	
Bank charges	-		-	
Credit card merchant service fees	521		446	
		19,719		19,399
<b>Total Resources Expended</b>		81,347		64,926
<b>NET (OUTGOING)/INCOMING RESOURCES</b>		(20,663)		20,346
Funds brought forward		69,179		48,833
Funds carried forward		48,516		69,179