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Foundation for Assistive Technology

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COMPANIES HOUSE

Annual Report 2006-7

Index

Report and Accounts	2
Reference and administrative details of the Charity, its Trustees and Advisers	2
Director's Report	3
The Trustees' report	4
Financial Review of the Year	8
Independent Examiners Report to the trustees	11
Statement of financial activities for year ended 31st March 2007	12
Balance Sheet as at 31 st March 2007	13
Notes to the Accounts for the year ended 31st March 2007	14

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COMPANIES HOUSE

Report and Accountsfor the year ended 31st March 2007***Reference and administrative details of the Charity, its Trustees and Advisers*****Working name:** FAST**Directors and Trustees:**

The directors of the charitable company ("the charity") are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees. The trustees serving during the year and since the year end were as follows

Dr Alan Turner-Smith - Chair
Prof Brian Andrews
Mr Ray Hodgkinson
Prof Helen Petrie
Prof Martin Ferguson-Pell
Mr Bob Empson
Mr Robin Gibbons

Patron and President His Grace the Duke of Marlborough

Vice-President Mr Bert Massie CBE

Executive Director Ms Keren Down

Charity Number 1061636

Company Number 3331184 (England and Wales)

Principal Address 12 City Forum
250 City Road
London EC1V 8AF

Solicitors Russell-Cooke Solicitors
Charities Team
2 Putney Hill
London SW15 6AB

Independent Examiners King Loose and Co
Accountants
St John's House
5 South Parade
Summertown
Oxford OX2 7JL

Insurance brokers Spink Insurance Consultants Ltd
2 Cherwell Drive
Headington Oxford OX3 0LY

Director's Report

Welcome to the Foundation for Assistive Technology (FAST)

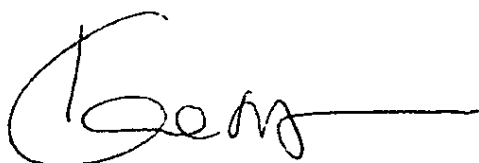
Annual Report This Report charts FAST's achievements over the past year and reflects on the challenges facing the organisation in the coming year

The achievements of 2006-7 show the potential of FAST to contribute towards significant improvement in the services offered to disabled and older people. Work to promote a coherent career and educational framework in AT for practitioners in all sectors, as proposed by FAST in their recent report for the Sector Skills Councils, would substantially increase the AT provided to people as an effective way to maximise independence. The work being undertaken in partnership with NHS Innovations London will potentially lead to a centre of excellence in AT product development, business support and implementation over the coming decade.

However 2006-7 saw a significant reduction in the funding that FAST received from the Department of Health and a rejection of the bid for continued core funding from April 2007. This was not unexpected as the focus of much Department of Health funding has been on the achievement of quite narrowly focused outcomes to support initiatives defined by particular population groups or illness conditions. The strategic planning and implementation of assistive technology service improvement requires a whole system approach that cuts across narrowly defined project objectives. The potential of assistive technology is that it can support a wide range of health and social care objectives. The challenge is that much of the recent planning in relation to assistive technology has been piecemeal and, at times, contradictory.

This situation may change, both in terms of service planning and in relation to a whole-system focus for funding objectives. In the meantime the challenge for FAST over the past year has been to maintain a broad focus, appropriate to a cross-sector organisation, while maintaining the organisation's continued existence by securing funding from service contracts for specific pieces of work. This was achieved in 2006-7 and it appears likely that it can be achieved in 2007-8. The challenge lies in securing sufficient medium-long term income to enable the employment of adequate administrative and project support within the team. Without this, FAST will not continue to be viable in the longer term.

The rest of this report gives you more detail on all aspects of FAST's work over 2006-7. If you require any more information about FAST, please see our website at www.fastuk.org or contact us by email at info@fastuk.org or at the address below.



Keren Down
Director, FAST

The Trustees' report

The Trustees are pleased to present their report for the year ended 31st March 2007. This report is prepared in accordance with current statutory requirements, the memorandum and articles of association and the Statement Of Recommended Practice, Accounting and Reporting by Charities (SORP revised 2005).

Structure, Governance and Management

Constitution:

FAST is a company limited by guarantee and a registered charity governed by its memorandum and articles of association registered with Companies House.

Trustee Recruitment:

New trustees are recruited and appointed by Board members by a vote at a Board meeting. The method used to identify potential new Trustees was reviewed in 2005 to relate more closely to the objectives of the business plan. The aim is that trustees will be given an induction which includes meeting other Trustees and staff members; they will be provided with a Trustee pack providing information on the organisation and a job description which outlines their role on the Board, generally as a Trustee of the organisation and, specifically, their responsibility and role in relation to helping to deliver the business plan.

Organisation:

The board of trustees, who meet quarterly, administer the charity. An executive director is appointed by the trustees to manage the day-to-day operations of the charity. Sub-committees of the Trust Board review issues relating to income generation, governance and human resources in more detail and meet on a quarterly basis on average, or as required.

At the start of April 2007 the staff team consisted of the executive director, Keren Down (full time) and the senior researcher, Pat Sweet (part time at 60% FTE). During the year Helene Igwebuikwe (Admin and Web officer 60% FTE) had worked for 6 months and been on maternity leave for six months (leaving at the end of March 2007), Aidan Parr (Senior Researcher full time) had worked for four months and Moira Mitchell (Project Officer 60% FTE) had worked for 6 months of the year to cover Helene's absence on maternity leave. The staff team is supplemented by consultants. Consultants working for short periods of time within the 2006-2007 year were Mr David Wardle (producing the monthly email bulletin and working on the Standards project), Miss Moira Mitchell (Standards project), Mrs Ann Stead and Mrs Gerda Loosemoore (workforce development), Mr Aidan Parr (database development) and Mrs Maggie Winchcombe (workforce development).

Related parties:

FAST operates as an information resource, networking organisation and as the organisation leading on providing standards and guidelines for practitioners in the area of assistive technology. FAST is independent and co-operates with related organisations in order to pursue its charitable objectives.

Risk Management:

A risk assessment template has been established. With reference to it, the key areas of risk have been assessed and are considered to be adequately managed. These areas are reviewed regularly at trustees meetings and looked at in detail at the January Trustees Meeting.

Objectives and Activities

The aims of the charity are to promote and facilitate collaboration in the research and development of products and services and also to support effective assistive technology.

service provision. These have led to the objectives and activities described in the following pages

Research and Development Information

Aims and Objectives

FAST aims to raise awareness of emerging assistive technology (AT), supporting the rapid development of innovative products to ensure their quick adoption. In this way the organisation seeks to directly assist disabled and older people to maximise their independence.

A key activity to achieve this aim is to collate information on research and development activity and then disseminating this information freely online to the public and professionals and through publications to decision makers and Parliament.

FAST began work over the course of the 2006-7 year to support the NHS Innovations London bid for funding to develop ATCare, a design and development centre for AT. The aim of this centre will be to provide product development, regulatory and business support and advice required by innovators, the NHS, universities and industry to bring AT to market.

Achievements and Performance

Research and development information

At the end of July 2006 the Researcher, Aidan Parr, left to train as an occupational therapist. Aidan had been responsible for maintaining the quality and scope of the information held on the database, for drawing the information together and helping to draft the Annual Report to Parliament, and for disseminating the information online to the public and professionals. We have been fortunate that his successor, Pat Sweet, who was appointed in September 2006, has been able to maintain the quality of information on the database and was able to take much responsibility for drafting the Annual Report to Parliament. The 2006-7 report was laid before Parliament in July 2007.

This year's Report has expanded, as a result of discussions with the Department of Health, to include a comprehensive listing of government funded research and development activity underway over the year, with links through to projects on the FAST database. The public profile of this report continues to grow and informal feedback from the Department is that FAST's work in drafting the Report is valued.

The report is disseminated widely on publication and through free download from the FAST website where it has proved extremely popular. Between 300-600 copies of last year's report have been downloaded every month from the FAST website since its publication in November 2006. The report is also available for download from the Department of Health web site.

The FAST website

A key achievement over the course of the year was the complete redevelopment of the FAST website, which went live at the end of November 2006. This provides greater accessibility for users, provides a more robust and efficient process for updating and posting information and provides greater information about site users' requirements to enable further development.

The redevelopment and testing process was a substantial challenge as it came during a period of induction for the new Researcher. There is on-going work to improve the performance of the site for users but much has been achieved and there have been undoubted benefits in efficiency and ease of use for staff.

It is now possible to get statistics on site use that can provide feedback on performance and achievements over the year

The Parliamentary report is drawn from the free online database of projects which is kept up to date on the FAST website. On average there appear to be 18,000 visitors viewing project information pages on the FAST website, from a total of around 40,000-45,000 visitors each month

Roughly a further 20,000 visitors view information on the organisations involved in research and development in AT across the UK. This would indicate that the database provides a useful tool for industry and academics when seeking appropriate partners to develop products

Innovation in AT

FAST believes that sustaining networks of knowledge and enabling partnership building is necessary to support innovation in AT. Developing bright ideas into well-designed, useable products available on the market brings concrete benefits to disabled and older people. Recognition of the leading role played by FAST and the unparalleled resources held on the database has led to the development of closer partnership work with NHS Innovations London. This has provided contracted work to develop the business case for ATCare in 2007-8

Knowledge transfer

FAST has continued to support RAATE, the only interdisciplinary UK conference showcasing the latest developments in AT. FAST took an active role on the organising committee over 2006-7 helping to secure an unprecedented number and quality of papers submitted for presentation

Support to AT community services

Aims and Objectives

FAST also works to support the increased and effective use of AT by disabled and older people to enable them to maximise independence and life opportunities. The main activity to achieve this objective over the past year has been to draft a feasibility study of AT workforce development for the Sector Skills Councils, Skills for Care and Skills for Health. This also involved drafting a discussion paper proposing an innovative approach to Self Care in Assistive Technology. In addition to the activity to promote workforce development, FAST works to promote coherent policy development in relation to AT and to encourage the AT community to participate in health and social care policy consultation

Achievements and Performance:

Workforce Development

Work continued over 2006-7 to draft the feasibility study for AT workforce development. The Director has focused much of her time on the project and has drawn substantially on the expertise of AT Forum members. The activities included consultation with the executive planning group, AT Forum working party and holding meetings with potential partners for taking forward the report recommendations.

The AT National Occupational Standards framework approach proposed in the study report, builds on core competences that are relevant to all practitioners and should act to reduce the fragmentation and uneven workforce practice across the sector. It should facilitate increased business efficiency and service remodelling, such as that proposed for Community Equipment Services. It is also likely to help individual initiatives for training and education provision to become sustainable due to the increased numbers of staff for whom mandatory training would then be a requirement of their job role.

AT Forum e-bulletin

Since first publication in May 2004, subscription for this free monthly bulletin has risen steadily from an initial level of 125 in November 2003 to 640 subscribers in April 2007. The bulletin focuses on AT and reports on policies which will impact on health, social care, education, housing and employment sectors, with updates on research findings, publications and activity by voluntary sector organisations and professional and industry bodies.

The bulletin was originally funded through the Department of Health grant that supported the AT Forum. During 2006-7 replacement funding was sought directly from AT Forum members and through sponsorship of banner advertisements. There was also fundraising activity focused on gaining sponsorship and support for the e-bulletin. There has been a good level of success over the year in that the Disabled Living Foundation will be sponsoring the bulletin to cover core costs and to enable its continued production. Occasional sponsorship of advertisements will continue to be sought.

Financial Review of the Year

Review of the financial position of the charity and a statement of the principal financial management policies adopted in the year

Total incoming resources for the year amounted to £144,779, an income level slightly below the £155,269 received in 2005-6. This reduction is as a result of receiving the third year of a three year award of core funding from the Department of Health that was set by the Department at a slightly lower level than the previous year's level, down from £70,000 to £65,000, and the loss of Section 64 project funding at the end of March 2006. To make up for the loss of Section 64 Project funding for the AT Forum (for approximately £35,000 p a) a contract for services to the Sector Skills Councils was bid for and received during the year. This brought in £30,000 unrestricted funding. Expenditure fell in line with income to £138,823, down from £150,901 in 2005-6.

The surplus for the year amounted to £5,956 compared to a surplus of £4,368 in 2005-6. This surplus arose from income received for services to the Sector Skills Councils, plus small amounts received for speaking at conferences. The unrestricted funds carried forward to 2006-7 are £48,489 compared to £42,533 last year. There are no restricted funds carried forward to 2007-8, and there were none in 2005.

One item of expenditure which varied significantly from the previous year was for temporary staff. These staff were employed for short periods of time to

- provide admin support to lessen the impact of the absence on maternity leave of one member of staff from September 2006,
- to cover during the period of recruitment of the Researcher,
- for assistance with distributing the Annual Report to Parliament in Summer 2006,
- and to work on the workforce development project in Autumn 2006.

Expenditure under this heading increased from £8,886 in 2005-6 to £10,651.

Another variance was the lack of expenditure on training and conference fees. This was partly due to pressure of work for staff newly in post, lack of time to identify and attend training courses, and the ability to attend free conferences and exhibitions. Conference attendance during the year has also been funded through participation as speakers rather than as delegates.

The only other significant variances in expenditure between 2006-7 and 2005-7 were

- expenditure for recruitment of the Researcher, no recruitment exercise had been undertaken in the previous year,
- there was no expenditure on web development during the year as payment had been allocated in the year 2005-6 but held back until satisfactory delivery of the work, finally being paid out at the end of the financial year 2006-7,
- IT maintenance increased due to expenditure on maintaining the Xerox colour A3 printer which is now over 4 years old,
- Equipment expenditure went up, office phones were renewed, a conference phone was purchased to support remote conferencing and a PDA was purchased for the Director,
- fundraising activity cost £1,300, this was a new activity.

Reserves Policy

The policy on reserves is to maintain a minimum level equivalent to three months' running costs and to aim to increase the reserve level to cover a minimum of six months' running costs. Uncertainties in relation to future funding has led to this decision. A level of reserves equivalent to six months' running costs would give the organisation the opportunity to identify and secure alternative funding if a funding stream finishes.

The unrestricted funds reserve the end of March 2007 (at £48,489) exceeded the minimum reserve level of three months' overheads which are approximately £33,000. Unallocated unrestricted funding received for services during the year (£5,956) has been allocated towards the reserves.

Funding sources:

- **Unrestricted:** Section 64 core funding from the Department of Health finished at the end of March 2007. Despite a strong case for funding, the second round bid was unsuccessful. This may reflect the recent focus on narrowly defined project outcomes and a lack of strategic overview of assistive technology service provision within the Department of Health.
- Core funding has been essential to provide administrative support to underpin the achievement of substantial pieces of work in the area of AT community services support, enabling the Director to focus on this work over the year.

Research and Development Information Services:

- This work is funded through core funding and by funding granted for the production of the annual Parliamentary Report (Section 22 funding). The financial year 2006-7 was the third year of the Section 22 five-year grant period.
- Section 22 funding has enabled the continued provision of free online information on research and development activity to the public and to researchers, in addition to the production of a report to decision makers, funders and Parliament. Funding from unrestricted income and Section 22 funding has enabled technical update and increased functionality for the site, facilitating consultation with researchers and the public.

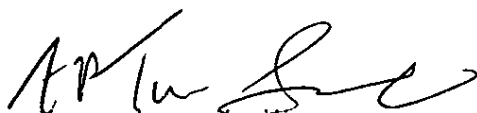
Support to AT Community Services

- Funding to continue activity to take forward workforce development was secured through a contract for services to Skills for Health and Skills for Care.
- The funding for work in this area enabled the delivery of a feasibility study for a workforce development strategy that, if implemented, would substantially increase cohesion of AT provision between services and promote good practice.

Plans for Future Periods

- Plans for the next year include securing further funding to support the implementation of the workforce development strategy, funding to support the development of ATCare a joint project with NHS Innovations London and to secure funding for the 2008-9 period to take forward a Section 64 project to develop Self Care in AT.
- Over the next 5 to 10 years, the organisation needs to be able to secure significantly greater levels of funding, including unrestricted or core funding to develop a stronger administrative and project team.

Approved by the trustees and signed on their behalf



Dr Alan Turner-Smith (Chair)

Date 8th October 2007



Professor Brian Andrews (Secretary and Trustee)

Date 8th October 2007

Accounts for the year ended 31st March 2007

Independent Examiners Report to the trustees

I report on the accounts of the charity for the year ended 31st March 2007, which are set out on pages 12-17

Respective Responsibilities of trustees and the examiner

As the charity's trustees you are responsible for the preparation of the accounts, you consider that the audit requirement of section 43 (2) of the charities act 1993 (the act) does not apply. It is my responsibility to state, on the basis of procedures specified in the general directions given by the charity commissioners under section 43 (7) (b) of the act, whether particular matters have come to my attention.

Basis of independent examiners report

My examination was carried out in accordance with the general directions given by the charity commissioners. 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 we do not express an audit opinion on the view given by the accounts.

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
 - a) to keep accounting records in accordance with section 41 of the act, and
 - b) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the acthave not been met, or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Date 8th October 2007

Name *Heather C. Fanthome* (Heather C Fanthome FCA)

Firm King Loose and Co
5 South Parade
Summertown
Oxford OX2 7JL

Statement of financial activities for year ended 31st March 2007**Summary Income and Expenditure Account**

	Unrestricted Funds 2007	Restricted Funds 2007	Total Funds 2007	Total Funds 2006	Note
	£	£	£	£	
Incoming resources					1
Incoming resources from generated funds					
Voluntary Income	96,181	-	96,181	73,206	2
Incoming resources from charity activity					
Research and development information	-	48,054	48,054	45,766	
AT community services support		-	-	35,000	
Other incoming resources (refunds)	544	-	544	1,297	
Total incoming resources	96,725	48,054	144,779	155,269	
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	1,300	-	1300	-	
Charitable activities					3
Research and development information	30,440	48,054	78,494	86,931	4
AT community services support	56,531	-	56,531	62,444	4
Governance costs	2,499	-	2,499	1,526	5
Total resources expended	90,769	48,054	138,823	150,901	
Net incoming/outgoing resources	5,956	-	5,956	4,368	
Transfers	-	-	-	-	8
Net movement in funds	5,956	-	5,956	4,368	
Total funds brought forward	42,533	0	42,533	38,165	
Total funds carried forward	48,489	0	48,489	42,533	

All activities are continuing There are no gains or losses other than those recognised above

Balance Sheet as at 31st March 2007

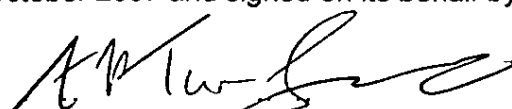
Balance Sheet	2007 £	2006 £	Note
Fixed Assets			
Tangible Assets	0	0	9
Total fixed assets	0	0	
Current Assets			
Debtors	6,139	6,019	10
Cash at bank or in hand	47,446	44,737	11
Total current assets	53,585	50,756	
Current Liabilities			
Creditors amounts falling due within one year	5,096	8,223	12
Net current assets	48,489	42,533	
Net assets	48,489	42,533	
The funds of the charity			
- Restricted income funds	0	0	
- Unrestricted income funds	48,489	42,533	13
Total charity funds	48,489	42,533	


The trustees consider that for the year ended 31st March 2007 the company was entitled to exemption under sub-section (1) of section 249A of the Companies Act 1985. No notice from members requiring an audit, has been deposited under section 249B(2) of the Companies Act.

The trustees acknowledge their responsibility for ensuring the company keeps accounting records which comply with section 221 of the Companies Act 1985 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year, and for its profit or loss for the financial year, and in accordance with the requirements of section 226 and which otherwise comply with the requirements of the Companies Act relating to accounts, so far as applicable to the company.

The accounts are prepared in accordance with the special provisions in part VII of the companies Act 1985 relating to small companies.

The accounts on pages 12-17 were approved by the Board of directors and trustees on 8th October 2007 and signed on its behalf by


Alan Turner-Smith (Chair)


Brian Andrews (Secretary and Trustee)

Notes to the Accounts for the year ended 31st March 2007**1) Accounting policies**

The accounts have been prepared under the historical cost convention, in accordance with the SORP "Accounting by Charities" (revised 2005) and all applicable accounting standards. The following is a summary of the more important accounting policies,

- a Income Income, grants, donations and services are accounted for when receivable by the charity, i.e. in the period in which the charity is entitled to receipt, subject to any deferments or releases
- b Resources Expended Expenditure is included on the accruals basis and has been classified under headings that aggregate the costs related to the category
- c Fixed Assets Fixed Assets are depreciated on a straight line basis over four years
- d Pensions FAST operates a money purchase scheme, costs are accounted for on a paid basis

2) Voluntary income

Includes Section 64 Core funding, money for services to the Sector Skills Councils (SSC), Skills for Care and Skills for Health, for participating in conferences and, in 2007, donations

3) Costs of activities in furtherance of the Charity's Objects

	Unrestricted Funds		Restricted Funds	Total Funds	
	Services	Grant Sect 64 core	Grant Sect 22		
	2007	2007	2007	2007	2006
	£	£	£	£	£
Salaries	7,437	41,285	34,866	83,588	95,020
Temporary Staff	10,651	-	-	10,651	8,886
Consultants	6,381	6,037	2,921	15,339	13,595
Recruitment	-	961	641	1,602	-
Web maintenance	-	441	293	734	400
Web development	-	-	-	-	6,756
IT support and mainten	-	635	423	1,058	624
Organisation costs	-	159	-	159	65
Payroll admin	-	570	-	570	570
Bank fees	-	-	-	-	13
Insurance	-	395	-	395	379
Hospitality	-	544	362	906	1,400
Printing	-	1,915	1,277	3,192	5,084
Travel expenses	-	950	634	1,584	1,197
Office consumables	-	1,867	1,245	3,112	3,580
Postage	-	991	660	1,651	1,108
Office services	-	1,262	841	2,103	1,713
Rent	-	3,478	3,657	7,135	7,135
Conference/ training	-	-	-	-	860
Membership/subscriptn	-	350	234	584	662
Capital renewals/expenditure	-	662	-	662	-
Depreciation	-	-	-	-	328
Total	24,469	62,502	48,054	135,025	149,375

Notes to the Accounts for the year ended 31st March 2007 – Cont'd**4) Allocation of unrestricted funding**

	R&D information activity	AT Community support activity	Total
	£	£	£
Support Costs	393	731	1,124
Other expenditure funded by unrestricted income	30,047	55,800	85,847
Sub-total	30,440	56,531	86,971
Expenditure directly attributable to charitable activities, minus governance costs which are separately identified	48,054	0	48,054
Total	78,494	56,531	135,025

Support costs consist of office insurance costs and payroll administration, banking, and registration fees. Support costs have not been allocated against fundraising costs.

5) Governance costs

	2007	2006
	£	£
Trustee Board costs	494	312
Trustee Insurance	583	662
Independent examiners fees	1,422	552
Total	2,499	1,526

Increase in governance costs reflects inclusion this year of two years' fees for the Independent Examiner to more correctly comply with reporting good practice.

6) Trustees remuneration, benefits and expenses

The trustees received no remuneration in the year, likewise in 2006. Two of the trustees received travel expenses reimbursed over the course of the year, at a total of £8 and £24.56 respectively.

7) Staff Costs

	2007	2006
	£	£
Salary cost	75,081	82,225
Employers national insurance	7,406	8,384
Refund for Statutory Maternity Pay	-3,789	0
Pension	4,890	4,411
Total	83,588	95,020

The charity employed 1 full-time member of staff, 4 part-time members of staff and by sub-contract 6 part-time people over the course of the year. There were no staff members with emoluments above £60,000. The cost of temporary staff rose from £8,886 in 2005-6 to £10,651 in 2006-7.

Expenditure on consultants to supplement staff activity rose from £13,595 in 2005-06 to £15,338 in 2006-7. In addition to a standing sub-contract with David Wardle to edit the e-bulletin, the substantial requirement for contractors was in order to deliver project outcomes on the work for the Sector Skills Councils. One consultant, Moira Mitchell, a previous Director of FAST, was brought back part time as a member of staff to help manage the workload arising from Helene's absence on maternity leave.

Notes to the Accounts for the year ended 31st March 2007 – Cont'd

8) Transfers

	Unrestricted General £	Restricted I-Match Fund £
2007 no transfers	-	-
2006 no transfers	-	-
Total	-	-

9) Tangible Fixed Assets

	Total £
Cost	
As at 1 st April 2006	12,309
Additions	-
Disposals	-
As at 31 st March 2007	12,309
Depreciation	
As at 1 st April 2006	12,309
Charge for year	-
Disposals	-
As at 31 st March 2007	12,309
Net book value at 31 st March 2007	0
Net book value at 1 st April 2006	0

10) Debtors

	2007 £	2006 £
I-Match	6,019	6,019
(Payment from the EU for the I-Match project held till project end Approved June 2007, due August 2007)	120	0
Misc credits received in April 2007	6,139	6,019
Total	6,139	6,019

11) Current assets – money in bank and in hand

Bank statement and petty cash float at 31st March 2007, less unrepresented cheques

12) Creditors

	2007 £	2006 £
Hospitality	18	-
Rent	595	595
Payroll and pensions	1,985	2,351
Independent examiner's fees	600	-
Office consumables, postage, services, subscriptions	459	2,350
Web and IT	-	306
Consultancy fees	1,440	2,605
Travel	-	16
Total	5,096	8,223

Notes to the Accounts for the year ended 31st March 2007 – Cont'd**13) Analysis of assets between funds**

	Unrestricted 2007 £	Restricted 2007 £	Total 2007 £
Fixed assets	0	0	0
Net current assets	48,489	0	48,489
Total	48,489	0	48,489

14) Outline Summary of Restricted Fund Movements

	Restricted Funds Section 22 2007 £	Total Funds 2007 £
Incoming resources	48,054	48,054
Resources expended	48,054	48,054
Net resources incoming	0	0
Transfers	0	0
Funds brought forward	0	0
Funds carried forward	0	0

15) Related Parties

There were no related party transactions in the year

16) Trustees' Liability

As per the Memorandum and Articles, every member (trustee) undertakes to contribute such amount as may be required (not exceeding £1) to the charity's assets if it should be wound up while he/she is a member or within one year after he/she ceases to be a member, for payment of the charity's debts and liabilities contracted before he/she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves

The charity entered into Trustee Indemnity Insurance cover in the year which amounted to £582 75

17) Capital Commitments

There were no capital commitments at 31st March 2007

18) Pension Scheme

The charity operates a money purchase pension scheme and contributes 6% of gross pay for all eligible employees. The scheme assets are held separately and independently from the charity. When an employee chooses to enter the scheme after the formal date of entry the charity is committed to paying six months' back payment together with the employee's back contributions.

19) Commitments

On 1st April 2007 the annual rent commitment increased from £7,135 to £7,315 [inclusive of irrecoverable VAT] with a three month notice period