

# Foundation for Assistive Technology

Annual Report 2010-11

333:184

SATURDAY



\*AT5X5YS0\*  
A30 29/10/2011 277  
COMPANIES HOUSE

## 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	7
Independent Examiners Report to the trustees	11
Statement of financial activities for year ended 31st March 2011	12
Balance Sheet as at 31 <sup>st</sup> March 2011	13
Notes to the Accounts for the year ended 31st March 2011	14

**Report and Accounts**for the year ended 31<sup>st</sup> March 2011***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

Prof Brian Andrews – Co-chair  
Mr Ray Hodgkinson  
Prof Helen Petrie – Co-chair  
Dr Donna Cowan  
Ms Denise Stephens  
Dr Derek Naysmith  
Ms Linda MacCallum-Stewart (appointed December 2010)  
Ms Ivona Poyntz (appointed December 2010)

Patron and President	His Grace the Duke of Marlborough
Vice-President	Sir Bert Massie CBE
Executive Director	Ms Keren Down
Charity Number	1061636
Company Number	3331184 (England and Wales)
Principal Address	302 Tower Bridge Business Centre 46-48 East Smithfield, London E1W 1AW
Registered Address	St John's House, 5 South Parade, Summertown, Oxford OX2 7JL
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	Chris Frost Insurance Services Ltd 21 York Road, Maidenhead, Berkshire SL6 1SQ Registered Office Lynton House, 7-12 Tavistock Square, London WC1H 9LT

## ***Director's Report***

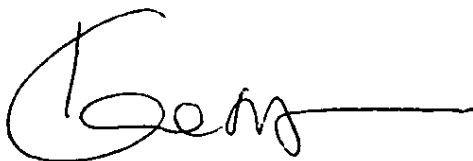
The past year has presented challenges to many third sector bodies as the restrictions on public sector funding begin to impact on the availability of grants and contracts from government departments. FAST has in previous years depended on a range of government contracts and grants, supplemented by contracts for services and participation in research and development activity. A goal set by the Trust Board over the past five years has been for FAST to seek a diverse range of income sources and to increase our level of reserves. The aim of this strategy is to ensure FAST has a robust financial base to allow the organisation to survive during periods of restricted availability of funding.

Therefore it is reassuring to note that, despite increasing the number of full-time staff just prior to the start of the financial year, FAST has pretty much maintained the level of reserves over the year, finishing the year with a reserves level of £75,059 compared to a figure of £76,700 brought forward into the year. This level approximates to five and a half months' running costs. The breadth of income sources has also increased. Much of the activity over the year has been focused on seeking new sources of income through applications to a range of charitable funding bodies and submission of funding proposals to major research funding organisations. Considerable resources and energy was spent on this activity over the year and the outcome has been the securing of one relatively large contract for work on the European Union-funding i2Web project focused on web-accessibility and participation in a number of UK research projects in the area of telecare and telehealth.

The Technology Strategy Board's Assisted Living Innovation Platform (ALIP) has also extended the contract with FAST to act as project monitor for a new round of projects and FAST has been invited to act as reviewer and evaluator for some of the other programmes funded by major research organisations. Alongside unfunded work in many of the professional and sector research and standards bodies, this activity enables FAST to understand the innovation and research context. FAST brings to this work an independent perspective, representing the interests and views of disabled and older people, with a primary focus on supporting projects to present well-designed assistive technology onto the market, rapidly and at as low a cost as possible.

FAST continues to deliver the Annual Report to Parliament which documents the research and development activity funded by the UK government. As the cornerstone of FAST's financial security the team delivering the publication are constantly seeking ways to improve the report and maximise the benefit of this information-gathering activity for the sector. FAST is grateful to the Department of Health for their continued support.

While the coming year is likely to present a number of challenges in terms of income generation, we look forward to a stimulating year working with partners across the sector to ensure disabled and older users of assistive technology can access the latest innovative products and services that enable them to remain independent.



Keren Down  
Director, FAST

## ***The Trustees' report***

The Trustees are pleased to present their report for the year ended 31st March 2011. This report is prepared in accordance with current statutory requirements, the memorandum and articles of association, the Statement Of Recommended Practice, Accounting and Reporting by Charities (SORP revised 2005) and the Small companies' regime of the Companies Act 2006.

## **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 2010 the staff team consisted of the executive director, Keren Down (full time), a project manager, Sam Collin (full time) and the senior researcher, Pat Sweet (part time at 80% FTE). A consultant, David Wardle, worked 2 days per month during the year as editor of the AT Policy News bulletin and on an ad hoc basis to contribute policy expertise to a range of projects.

### **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 the Trust Board meeting held at the start of each calendar year.

## **Objectives, Activities and Public Benefit**

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.

The Trustees have reviewed the charity's objects and activities and are of the view that the public benefit test continues to be totally satisfied. In forming this opinion, the Trustees have considered the guidance issued by the Charity Commission with regard to public benefit.

## Research and development to meet user needs

### Aims and Objectives

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

### Achievements and Performance

**The development of innovative products and good practice guidance** FAST is currently participating in the HealthHub project and the DAP Connect projects, both funded by the Technology Strategy Board's (TSB's) Assisted Living Innovation Platform (ALIP) working with a range of national level organisations. FAST's participation in these projects is aimed at ensuring maximum practical benefit to disabled and older people in the form of the market delivery of effective and appealing AT services. FAST has also led work with partners to develop guidance on the incorporation of digital services in a Lifetime Homes framework to support good practice. In this way FAST aims to use our limited resources to maximum impact through the imbedding of good practice in national standards. Through participation in the EU-funded i2Web project which is looking at accessibility standards for Web 2.0 applications, FAST also hopes to support European-wide good practice on digital inclusion.

**Engagement with funding bodies** The contract for FAST's Director to work as a project monitor on behalf of ALIP, has been extended to a new round of projects. These projects are looking at the Economic and Business modelling of telecare and telehealth services. The ALIP programme aims to establish the market intelligence that will inform proposals to implement innovative telecare and telehealth services at scale in the forthcoming ALIP programme, DALLAS. This work not only helps to support projects to meet the needs of disabled and older people, but extends FAST's knowledge of the sector and of opportunities to participate in initiatives to influence future service delivery.

**Information provision** Delivery of this year's Annual Report to Parliament has been completed on time and the final draft has been submitted to the Department of Health. FAST works productively with the research community to gather the information for the report, which is held in the freely available database on FAST's website. This year there was a strong response to FAST's request for information from research teams with a 59% return rate.

FAST continues to provide free information for the sector on funding opportunities, jobs and events. FAST's free monthly e-bulletin on research and development activity, launched in 2009, has been welcomed by the sector and the numbers of subscribers has risen from the original 364 to 575 at April 2011. The bulletin provides information on the latest outcomes from projects, funding opportunities and jobs and events in the field.

**Knowledge transfer** FAST continues to support RAATE, the only interdisciplinary UK conference showcasing the latest developments in AT. FAST takes an active role on the organising committee, helping to secure a high number and quality of papers submitted for presentation. FAST's team contributes to conferences, and editorial and advisory panels across the sector, supporting sector interest groups such as PMG and the AAC Standards group.

## Service delivery improvement

### Aims and Objectives

FAST works to improve the delivery of assistive technology services and so increase the use of effective assistive technology by disabled and older people

### Achievements and Performance:

**Supporting the participation of disabled and older people in developing technology enabled services** A significant level of work was undertaken over the past year to apply for funding so that FAST can develop a user-participation programme. Work begun in November on the i2Web programme has led to the engagement of disabled and older people by FAST in web testing and the aim is that this activity will form the basis of further engagement work with users in future.

**Information provision** Over the past year FAST participated in the Information Alliance led by the Disabled Living Foundation (DLF) with partners Ricability and Assist UK. The aim of this initiative is to increase the availability of high quality information about assistive technology to the public with the aim that this will support people to get hold of technology through statutory services and private purchase. Over the past year FAST led on the drafting of the 3rd year report that sets out the learning from the project and will participate in the presentation of project outcomes in a workshop in June 2011.

**Supporting confident adoption of technology** Work concluded in March 2011 on the development of a self care course aimed at supporting older people to 'Choose and use equipment for active aging' after three year's funding from the Department of Health. Work over the past year focused on linking with partner organisations such as the WRVS to develop and trial a half day training course with different groups, including older people, volunteers and service providers. A finding from this work was that the materials had to be made relevant to the local context. The course materials were adapted to enable delivery by non-experts and have been made freely available online to enable wide-spread adoption.

### *Financial Review of the Year*

A review of the financial position of the charity at the end of the year remains relatively unchanged with a small reduction in reserves despite increased monthly expenditure levels. The principal financial management policies were unchanged over the year. Financial processes continue to improve with the adoption of Quickbooks software enabling more rapid and accurate reporting of costs.

Total incoming resources for the year amounted to £160,167, an income level slightly below the £170,444 received in 2009-10. Expenditure levels over this year rose to £161,808, compared to £142,651 in 2009-10.

Of the income received over the year, £30,061 was an advance sum to cover work to be carried out on the i2Web programme. Approximately £20,000 of eligible expenditure was due to be claimed at the 6 month claim period at end of April 2011 and consequently a sum of £10,000 is marked to be brought forward into 2011-12 to cover eligible costs that will be incurred within this period. Taking this accrued amount into consideration, the balance for the year therefore amounts to -£1,641 in comparison to a surplus in 2009-10 of £27,793. The unrestricted funds are therefore slightly reduced with an amount to be carried forward to 2011-12 of £75,059 compared to £76,700 brought forward into 2010-11. There are no restricted funds carried forward to 2011-12, and there were none in 2010-11.

Expenditure which varied significantly from the previous year relates to the following items

- Office equipment costs for 2010-11 were £4,184 (compared to £574 in 2009-10) and IT support and maintenance costs were £3,851 (compared to £1,824 in 2009-10) These costs were incurred due to the purchase and installation of a server, two laptops, assistive technology devices and software for staff and for project purposes
- The purchase of office furniture raised the level of spending on stationery and furniture to £2,558 in 2010-11 compared to £1,774 in 2009-10
- The costs for office rent and rates for 2010-11 at £13,057 included the costs of office removal and a sum equal to two months' license fee as a deposit (£1,440) This compares to £10,193 in the previous year
- Partner fees for 2010-11 are substantially higher at £8,436 than the previous year (£1,581) due to one project that was led by FAST for which project work was carried out with two partner organisations Innovations in Dementia and Trent Dementia Services Development Centre
- Printing and reproduction fees were higher in 2010-11 at £995 compared to £230 in the previous year due to the printing of the AT guide for people with dementia
- Costs for policy consultancy increased from £6,000 for 2009-10 to £6,790 for 2010-11 due to a slight increase in daily rates and due to increase in the use of the consultant on a range of projects
- Legal fees were lower, reducing from £1,322 in 2009-10 to £50 in 2010-11 as there were no legal fees incurred due to the office move as the license was a standard document
- Subscription fees were slightly lower in 2010-11 at £190 compared to £444 in 2009-10 as more online resources were available
- Staff welfare was separately identified in the 2010-11 accounts for the first time and stand at £212 representing the costs of meals, drinks, hospitality, etc for the FAST staff and consultancy team
- Costs of £409 were incurred in 2010-11 on reimbursement, travel and support costs for user participation in project work, whereas none were incurred in 2009-10

### **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 Trustees requested that effort was made to reach this level of reserves due to anticipated uncertainty in relation to future funding 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

Over 2010-11 the organisation's monthly expenditure increased slightly to £13,500 per month compared to a monthly average in 2009-10 of approximately £11,900 Unrestricted funds reserve at the end of March 2011 of £75,059 equates to approximately 5.5 months' reserves, with the desired reserve level of six months' overheads standing at approximately £81,100

### **Funding sources:**

#### **AT Research and Development:**

- This work is funded through a contract for the production of the annual Parliamentary Report (Section 22 funding) and through grants and contracts for partner work on research projects and for project monitoring for ALIP The financial year 2010-11 was the second year of a renewed Section 22 five-year contract period which runs to March 2014
- Department of Health funding has enabled the continued provision of online information about research and development activity through the [www.fastuk.org](http://www.fastuk.org) website This includes a comprehensive database which can be freely searched by the public and



researchers, in addition to the production of the annual Parliamentary report to decision makers, funders and Parliament

- The European Commission funding for the i2Web project commenced in November 2010. The standard practice is for projects to receive an advance on expenditure and then to invoice in arrears on a yearly basis once that advance payment is accounted for. Trustees and staff are conscious of the need for careful cash flow management as a result of these financing arrangements and this will be monitored carefully over 2011-12
- Contracts to act as research development partners, as project monitors and evaluators, as sub-contractors and on a consultancy basis have been secured with a range of organisations including UK and European research funding councils, government departments, regional development organisations and local authorities

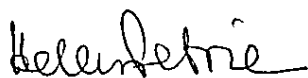
#### **AT Service Improvement**

- FAST's project to develop a course aimed at Supporting People to Choose and Use Technology for Self Care was funded by the Department of Health and this funding finished in March 2011 with the successful completion of the course and partnership work with the WRVS to embed the course in the volunteer support programme. Further work will be undertaken over 2011-12 to explore options for developing the course further

#### **Plans for Future Periods**

- Plans for the next year are focusing on securing project funding from the forthcoming Technology Strategy Board DALLAS Call for Proposals to which aims to implement telecare and telehealth services at scale
- Plans will also include securing further funding to develop approaches to supporting people to choose and use technology for self care
- There is a renewed interest in workforce development and in training and education and FAST's expertise in this area will be used as the basis for proposals for contract and research activity

#### **Approved by the trustees and signed on their behalf**



Professor Helen Petrie (Co-Chair)

Date 1st June 2011



Professor Brian Andrews (Secretary and Co-Chair)

Date 1st June 2011


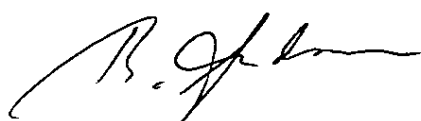
**Statement of Trustees' Responsibilities****For the Year Ended 31st March 2011**

The Trustees are required by law 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 its results for that period. In preparing those financial statements the Trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that the financial statements comply with the Companies Act 1985. 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.

**By Order of the Board of Directors  
and Trustees**

## Accounts for the year ended 31st March 2011

**Independent Examiners Report to the trustees**

I report on the accounts of the charity for the year ended 31st March 2011, which are set out on pages 12-18

**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 386 of the Companies Act 2006, and
  - b) to prepare accounts which accord with the accounting records and to 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 our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Date 25th October 2011

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 2011**

**Summary Income and Expenditure Account**

	Unrestricted Funds 2011	Restricted Funds 2011	Total Funds 2011	Total Funds 2010	Note
	£	£	£	£	
<b>Incoming resources</b>					1
<b>Incoming resources from generated funds</b>					
Voluntary Income	45,818	-	45,818	60,601	2
<b>Incoming resources from charity activity</b>					
AT Research & Development	-	62,133	62,133	58,124	
AT Service Improvement	-	52,102	52,102	49,900	
<b>Other incoming resources (refunds)</b>	114	-	114	1,819	
<b>Total incoming resources</b>	45,932	114,235	160,167	170,444	
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	0	0	0	0	
<b>Charitable activities</b>					3
AT Research & Development	37,933	62,133	100,066	60,285	4
AT Service Improvement	7,875	52,102	59,977	80,473	4
<b>Governance costs</b>	1,765	-	1,765	1,893	5
<b>Total resources expended</b>	47,573	114,235	161,808	142,651	
<b>Net (outgoing) incoming resources being net (expenditure) /income Transfers</b>	(1,641)	0	(1,641)	27,793	
	-	-		-	8
<b>Net movement in funds</b>	(1,641)	0	(1,641)	27,793	
<b>Total funds brought forward</b>	76,700	0	76,700	48,907	
<b>Total funds carried forward</b>	75,059	0	75,059	76,700	

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

**Balance Sheet as at 31<sup>st</sup> March 2011**

Balance Sheet	2011 £	2010 £	Note
Fixed Assets			
Tangible Assets	0	0	9
Total fixed assets	0	0	
Current Assets			
Debtors	12,429	26,478	10
Cash at bank or in hand	93,155	56,341	11
Total current assets	105,584	82,819	
Current Liabilities			
Creditors amounts falling due within one year	30,525	6,119	12
Net current assets	75,059	76,700	
Net assets	75,059	76,700	
The funds of the charity			
- Restricted income funds	0	0	
- Unrestricted income funds	75,059	76,700	13
Total charity funds	75,059	76,700	

The trustees consider that for the year ended 31st March 2011 the company was entitled to exemption from audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

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

The accounts on pages 12-18 were approved by the Board of directors and trustees on 1st June 2011 and signed on its behalf by



Helen Petrie (Co-Chair)



Brian Andrews (Secretary and Co-Chair)

**Notes to the Accounts for the year ended 31st March 2011****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. Only capital purchases over £2000 are Capitalised
- d **Pensions** FAST operates a money purchase scheme, costs are accounted for on a paid basis

**2) Voluntary income**

Includes contract fees for work with partners, for dissemination support to partners, refunds and donations

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

	Restricted Funds			Unrestricted Funds	Total Funds	
	Grant Sect 22	Grant Self Care	Grant AT Guide	Services		
	2011	2011	2011	2011	2011	2010
	£	£	£	£	£	£
Catering & hospitality	106	276	4	161	547	0
IT support and maintn	1,494	385	0	1,972	3,851	1,824
Office tel/ broadband	195	108	93	107	503	621
Office post and delivery	50	0	65	15	130	60
Office IT s/ware & services	1,144	196	430	1,099	2,869	2,389
Office stationery & frnitre	992	128	384	1,054	2,558	1,774
Office equipment	2,092	0	0	2,092	4,184	574
Office storage					0	371
Office rent & rates	7,702	3,234	1,959	162	13,057	10,193
Partner fees	0	1,000	7,436	0	8,436	1,581
Printing & reproduction	0	0	995	0	995	230
Policy consultancy	4,844	350	0	1,596	6,790	6,000
Prof fees - Insurance	151	72	67	46	336	358
Prof fees - Legal	50	0	0	0	50	1,322
Prof fees - Payroll	353	169	118	144	784	680
Recruitment	0	0	0	0	0	878
Salaries, Pension & NI	41,220	28,114	6,052	33,999	109,385	106,828
Subscriptions, research	143	0	0	47	190	444
Staff welfare	0	0	0	212	212	0
Training	441	26	0	104	571	411
Travel and subsistence	841	313	0	2,613	3,767	3,858
User costs & reimbursemt	0	65	0	344	409	0
Web developmt & hosting	315	63	0	41	419	362
<b>Total</b>	<b>62,133</b>	<b>34,499</b>	<b>17,603</b>	<b>45,808</b>	<b>160,043</b>	<b>140,758</b>

**Notes to the Accounts for the year ended 31st March 2011 – Cont'd****4) Allocation of unrestricted funding**

	AT R&D	AT Service Improvement	Total
	£	£	£
Support Costs	995	175	1,170
Other expenditure funded by unrestricted income	36,938	7,700	44,638
Sub-total	37,933	7,875	45,808
Expenditure directly attributable to charitable activities, minus governance costs which are separately identified	62,133	52,102	114,235
Total	100,066	59,977	160,043

Support costs consist of office insurance costs, accounts, legal and payroll administration  
Support costs have not been allocated against fundraising costs

**5) Governance costs**

	2011	2010
Trustee Board costs	207	373
Trustee and Professional Indemnity Insurance	580	781
Accounts and Independent examiners fees	978	739
<b>Total</b>	<b>1,765</b>	<b>1,893</b>

The change in governance costs reflects reduced professional indemnity (including trustee insurance) required as we are no longer sub-contractors under an LDA contract which required substantial cover, though cover is still required for continuing consultancy activity  
The reduced professional indemnity cover is balanced by an increase in year end accounts and independent examiners fees

**6) Trustees remuneration, benefits and expenses**

The trustees received no remuneration in the year, likewise in 2009-10 Three of the trustees were reimbursed travel expenses over the course of the year for a total of £206 87

**7) Staff Costs**

	2011	2010
Salary cost	94,101	91,891
Employers national insurance	9,121	9,639
Pension	6,163	5,298
<b>Total</b>	<b>109,385</b>	<b>106,828</b>

The charity employed two full-time members of staff, and one part-time member of staff  
There were no staff members with emoluments above £60,000 No temporary staff were employed during the year

There was no expenditure on consultants other than David Wardle to supplement staff activity The standing sub-contract for policy consultancy and e-bulletin (noted separately) continues

## Notes to the Accounts for the year ended 31st March 2011 – Cont'd

**8) Transfers**

	Unrestricted General	Restricted Fund
	£	£
2011 no transfers	-	-
2010 no transfers	-	-
Total	-	-

**9) Tangible Fixed Assets**

	Total
Cost	£
As at 1 <sup>st</sup> April 2010	4,775
Additions	0
Disposals	-1,235
As at 31 <sup>st</sup> March 2011	3,540
Depreciation	
As at 1 <sup>st</sup> April 2010	4,775
Charge for year	0
Disposals	-1,235
As at 31 <sup>st</sup> March 2011	3,540
Net book value at 31 <sup>st</sup> March 2011	0
Net book value at 1 <sup>st</sup> April 2010	0

**10) Debtors**

	2011	2010
	£	£
Sehta	2,000	-
BRE Ltd	3,675	2,541
PLS	27	-
TSB ALIP	6,727	5,218
Dept of Health	-	14,694
DLF	-	4,025
Total	12,429	26,478

**11) Current assets – money in bank and in hand**

Bank statement and petty cash float at 31st March 2011, less unpresented cheques



**Notes to the Accounts for the year ended 31st March 2011– Cont'd****12) Creditors**

	2011	2010
	£	£
Sundry creditors	221	1,138
Office storage	-	29
Rent & furniture	3,518	-
Payroll and pensions	2,256	3,152
Independent examiner's fees	978	-
Partner fees	7,436	1,500
Policy consultancy	1,860	300
Print & reproduction	995	-
IT maintenance	3,261	-
i2Web_EU deferred sales	10,000	-
<b>Total</b>	<b>30,525</b>	<b>6,119</b>

**13) Analysis of assets between funds**

	Unrestricted 2011	Restricted 2011	Total 2011
	£	£	£
Fixed assets	0	0	0
Net current assets	75,059	0	75,059
<b>Total</b>	<b>75,059</b>	<b>0</b>	<b>75,059</b>

**14) Outline Summary of Restricted Fund Movements**

	Restricted Funds			Total Funds
	DH Section 22 Report 2011	DH Self Care 2011	DH AT Guide 2011	2011
	£	£	£	£
Incoming resources	62,133	34,500	17,602	114,235
Resources expended	62,133	34,500	17,602	114,235
Net resources incoming	0	0	0	0
Transfers	0	0	0	0
Funds brought forward	0	0	0	0
<b>Funds carried forward</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**15) Related Parties**

During the year FAST secured project work from the European Commission to work on a project, i2Web, led in the UK by Professor Helen Petrie at the University of York. Professor Petrie is FAST's Co-Chair of the Trust Board.

**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.

**Notes to the Accounts for the year ended 31st March 2011 – Cont'd**

The charity was required to take out Professional Indemnity Cover (that includes Trustee Indemnity Insurance) during the year which amounted to £580 (including broker fees)

**17) Capital Commitments**

There were no capital commitments at 31st March 2011

**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.

**19) Commitments**

The annual rent commitment for the new premises in Tower Bridge Business Centre is approximately £10,308. There is a one month notice period. This figure is inclusive of irrecoverable VAT. The rental amount for Tower Bridge Business Centre includes rates, heat, lights, electricity, office services, but not telephone or broadband services.