

# Foundation for Assistive Technology

## Annual Report 2011-12

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**Report and Accounts**for the year ended 31<sup>st</sup> March 2012***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 funding landscape for many third sector organisations has become extremely challenging over the past year. For some organisations this has led to a decision to merge and, for others, a decision to close. Despite substantial effort put towards securing funding and the submission of funding applications, FAST has also experienced a funding shortfall over the past year. Fortunately FAST has worked hard over previous years to build up sufficient reserves to manage this shortfall and to give the team time to secure future funding.

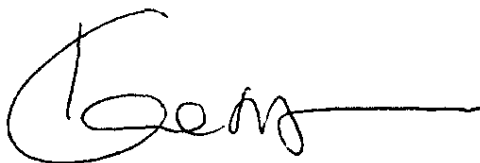
FAST is looking forward to participation in a range of contracts and grants over the next year which will provide an opportunity to influence major national research programmes and to work with sector partners to develop service improvement initiatives. The opportunities open to FAST promise to provide a level of funded activity which will support the organisation to rebuild reserve levels and ensure a sustainable future.

As FAST addresses the challenges to funding for the organisation, the wider perspective for disabled and older people is one of change in the way that health, income and independence support programmes are delivered. The national discussion around how to support the increasing numbers of people who are living into older age and those with ill health and independence support needs is significantly impacting on assisted living services. Increasing numbers of people will want, or will be required, to access services through private or third sector partners. FAST believes there is a significant role for the organisation in working with sector partners to identify the optimal private purchase approaches that embed quality standards for the workforce and for service delivery.

Long term work undertaken by the organisation to highlight the need for a structured approach to workforce development for the sector is now resulting in activity by Skills for Care. Building on the development of training programmes for volunteers undertaken over the past couple of years, FAST is working with teams in the East Midlands to develop a training programme for staff supporting people with complex disability. We believe that this offers great potential for work that can be expanded to other regional groups in future.

FAST continues to deliver the Annual Report to Parliament which documents the research and development activity funded by the UK government. This year's report highlights many of the innovative technologies that are now becoming available on the market. FAST has supported the drive to translate research and development activity, particularly that taking place in universities, into commercially available services. This commercialisation activity enables disabled and older people to get hold of the technologies that can transform their lives from dependence to independence, from passive receivers of services to active participants in communities.

We look forward to a year marked by change to how the organisation delivers services and in relation to the opportunities that will enable FAST to drive forward activities that deliver innovative technologies into the hands of disabled and older people.



Keren Down  
Director, FAST

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

The Trustees are pleased to present their report for the year ended 31st March 2012. 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 2012 the staff team consists of the executive director, Keren Down, a project manager, Sam Collin and the senior researcher, Pat Sweet. A consultant, David Wardle, worked part time during the year as editor of the AT Policy News bulletin and to contribute policy expertise to a range of projects. Sam Collin will be leaving the organisation at the end of June 2012 to take up her previous work within the charity finance field.

### **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 DAP Connect project, 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 this project 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. 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 for disabled people.

**Engagement with funding bodies** FAST's Director works as a project monitor on behalf of ALIP, for projects that are looking at the Economic and Business modelling of telecare and telehealth services. 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 66% return rate.

FAST continues to provide free information for the sector on research activity, funding opportunities, jobs and events. FAST's free monthly e-bulletin on research and development activity is warmly received by the sector and the numbers of subscribers has risen from the original 364 to 1003 at April 2012. The newly launched R&D bulletin has also risen from the original 256 to 644 subscribers at April 2012.

**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 a range of sector interest groups.

## 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:

#### AAC Specialised Services

Commissioned by the Office of the Communication Champion FAST authored a report, with input from sector experts, which aims to inform arrangements for commissioning of specialised Augmentative and Alternative Communication (AAC) services under new NHS arrangements. The Communication Champion recommends that the models proposed in the report are adopted by the NHS Commissioning Board and by local NHS and local authority commissioners. The report is freely downloadable from the FAST website and is provided alongside a model NHS Service Specification for specialised AAC services which is provided as a template for regional services to use to commission services. Through the publication of this report FAST aims to support the provision of quality services for disabled and older people with both simple and complex needs.

**Supporting confident adoption of technology** Building on work to develop a self care course aimed at supporting older people to 'Choose and use equipment for active aging' which had received funding from the Department of Health, FAST undertook development of training courses for practitioners. Work was undertaken in the year to develop a course for Elmbridge Council and work is about to commence developing a course for practitioners and commissioners in the East Midlands. Work was also undertaken during the year to develop guidance on installation practice for the installation workforce for next generation telecare systems. Work was undertaken with Skills for Care to support their work to develop a structured approach to workforce development for telecare and telehealth.

### *Financial Review of the Year*

A review of the financial position of the charity at the end of the year indicates a significant reduction in reserves due to a reduced level of income against expectation. The principal financial management policies were unchanged over the year. Financial processes continue to be improved with the majority of reporting undertaken in-house and review by external book-keepers at regular intervals.

Total incoming resources for the year amounted to £116,855, an income level below the £160,167 received in 2010-11. Expenditure levels over this year fell slightly to £150,642, compared to £161,808 in 2010-11.

Of the income received over the year, £10,000 was part of an advance sum to cover work to be carried out on the i2Web programme. Approximately £20,000 of eligible expenditure was claimed by the end of March 2011 and consequently a sum of £10,000 was brought forward into 2011-12. Taking this accrued amount into consideration, the balance for the year therefore amounts to -33,787 in comparison to a loss in 2010-11 of -£1,641. The unrestricted funds are therefore reduced with an amount to be carried forward to 2012-13 of £41,272 compared to £75,059 brought forward into 2011-12. There are no restricted funds carried forward to 2012-13, and there were none in 2011-12.

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

- IT support and maintenance costs were £2,521 (compared to £3,851 in 2010-11 which had been high due to the installation of a server, two laptops, assistive technology devices and software for staff and for project purposes )
- Also reduced are the costs for office equipment at zero compared to £4,184 in the previous year IT software was down from £2,869 in 2010-11 to £289 in 2011-12
- Office telephone and broadband are now costing £1,816 compared to £503 for charges in 2010-11, the increase partly as a result of increased costs charged by Lenta Property Services
- The cost for office rent and rates for 2011-12 is £11,835, and this includes lighting, heating, meeting room and concierge costs This compares to £13,057 in the previous year which included a sum equal to two months' license fee as a deposit (£1,440)
- Partner fees for 2011-12 are substantially lower at £3,000 than the previous year (£8,436) due to the variable requirement for partner support in projects
- Costs for policy consultancy reduced from £6,790 in 2010-11 to £4,185 for 2011-12 due to bringing the activity to produce the policy bulletin in-house
- Legal fees were incurred during 2011-12 for advice in relation to the correct way to approach staff in relation to managing the work shortfall resulting in costs of £841 during 2011-12, with no legal fees incurred during the previous year
- Staff costs rose to £114,908 during 2011-12 (from £109,385 during 2010-11) due to correction of an overpayment to a staff member's salary during 2010-11 and increased national insurance costs during 2011-12

### **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 during 2010-11 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 Unrestricted funds reserve at the end of March 2011 of £75,059 equated to approximately 5.5 months' reserves

At the end of 2011-12 the reserves level stands at £41,272, equating to just over 3 months' running costs at levels incurred during 2011-12, but equivalent to 4½ months' running costs with the reduced staff levels

### **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 2011-12 was the third 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 has been 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 contract to develop a course aimed at practitioners was funded by Elmbridge Council
- A contract to draft a report on Specialised AAC Services was commissioned by the Communication Champion, Jean Gross, through funds administered by the Royal College of Speech and Language Therapists

**Plans for Future Periods**

- Plans for the next year are focusing on securing project funding from the Technology Strategy Board DALLAS seed communities which have received funding to implement telecare and telehealth services at scale
- Plans will also include securing further funding to develop approaches to supporting practitioners to gain confidence in delivering assistive technology services using a person-centred approach
- 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 23<sup>rd</sup> July 2012



Professor Brian Andrews (Secretary and Co-Chair)

Date 23<sup>rd</sup> July 2012



**Statement of Trustees' Responsibilities****For the Year Ended 31st March 2012**

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 2006. 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**



Helen Petrie (Co-Chair)



Brian Andrews (Secretary and Co-Chair)

## Accounts for the year ended 31st March 2012

**Independent Examiners Report to the trustees**

I report on the accounts of the charity for the year ended 31st March 2012, which are set out on pages 11-17

**Respective Responsibilities of trustees and the examiner**

The trustees (who are also the directors of the company 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 needed

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to

- 1 examine the accounts under section 145 of the 2011 Act,
- 2 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
- 3 to state 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, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below

**Independent Examiner's Statement**

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

- 1 which gives me reasonable cause to believe that in any material respect the requirements
  - 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, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice, Accounting and Reporting by Charities (revised 2005) have 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 14th December 2012

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 2012**

**Summary Income and Expenditure Account**

	Unrestricted Funds 2012	Restricted Funds 2012	Total Funds 2012	Total Funds 2011	Note
	£	£	£	£	
<b>Incoming resources</b>					1
<b>Incoming resources from generated funds</b>					
Voluntary Income	51,256	-	51,256	45,818	2
<b>Incoming resources from charity activity</b>					
AT Research & Development	-	65,266	65,266	62,133	
AT Service Improvement	-	-	-	52,102	
<b>Other incoming resources (refunds)</b>	333	-	333	114	
<b>Total incoming resources</b>	51,589	65,266	116,855	160,167	
<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	69,458	65,266	134,724	100,066	4
AT Service Improvement	12,257	-	12,257	59,977	4
<b>Governance costs</b>	3,661	-	3,661	1,765	5
<b>Total resources expended</b>	85,376	65,266	150,642	161,808	
<b>Net (outgoing) resources before transfers being net (expenditure)</b>	(33,787)	0	(33,787)	(1,641)	
<b>Transfers</b>	-	-	-	-	8
<b>Net movement in funds</b>	(33,787)	0	(33,787)	(1,641)	
<b>Total funds brought forward</b>	75,059	0	75,059	76,700	
<b>Total funds carried forward</b>	41,272	0	41,272	75,059	

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

**Balance Sheet as at 31<sup>st</sup> March 2012**


Balance Sheet	2012 £	2011 £	Note
Fixed Assets			
Tangible Assets	0	0	9
Total fixed assets	0	0	
Current Assets			
Debtors	2,273	12,429	10
Cash at bank or in hand	43,333	93,155	11
Total current assets	45,606	105,584	
Current Liabilities			
Creditors amounts falling due within one year	4,334	30,525	12
Net current assets	41,272	75,059	
Net assets	41,272	75,059	
The funds of the charity			
- Restricted income funds	0	0	
- Unrestricted income funds	41,272	75,059	13
Total charity funds	41,272	75,059	

The Board of directors and trustees consider that for the year ended 31st March 2012 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 11-17 were approved by the Board of directors and trustees on 5<sup>th</sup> June 2012 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 2012

### 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 deferrals 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	Total Funds
	Grant Sect 22	Services		
	2012	2012	2012	2011
	£	£	£	£
Catering & hospitality	20	15	35	547
IT support and maintn	1,454	1,067	2,521	3,851
Office tel/ broadband	1,089	727	1,816	503
Office post and delivery	118	93	211	130
Office IT s/ware & services	161	128	289	2,869
Office stationery & furniture	126	99	225	2,558
Office equipment	0	0	0	4,184
Office rent & rates	7,374	4,461	11,835	13,057
Partner fees	0	3,000	3,000	8,436
Printing & reproduction	0	400	400	995
Policy consultancy	3,285	900	4,185	6,790
Prof fees - Insurance	281	120	401	336
Prof fees - Legal, regulatory	589	252	841	50
Prof fees - Payroll	532	177	709	784
Salaries, Pension & NI	48,446	66,462	114,908	109,385
Subscriptions, research	0	0	0	190
Staff welfare	0	311	311	212
Training & conference	231	182	413	571
Travel and subsistence	1,348	2,613	3,961	3,767
User costs & reimbursement	0	541	541	409
Web development & hosting	212	167	379	419
<b>Total</b>	<b>65,266</b>	<b>81,715</b>	<b>146,981</b>	<b>160,043</b>

**Notes to the Accounts for the year ended 31st March 2012 – Cont'd****4) Allocation of unrestricted funding**

	AT R&D	AT Service Improvement	Total
	£	£	£
Support Costs	2,424	427	2,851
Other expenditure funded by unrestricted income	67,034	11,830	78,864
Sub-total	69,458	12,257	81,715
Expenditure directly attributable to charitable activities, minus governance costs which are separately identified	65,266	0	65,266
Total	134,724	12,257	146,981

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

**5) Governance costs**

	2012	2011
Trustee Board costs	857	207
Trustee and Professional Indemnity Insurance	580	580
Accounts and Independent examiners fees	2,224	978
Total	3,661	1,765

The change in governance costs reflects increased Independent Examiner's fees incurred due to a requirement for audit of project accounts for the TSB funded Dap Healthhub project Trust Board costs increased due to increased costs for refunding travel expenses for trustees

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

The trustees received no remuneration in the year, likewise in 2010-11 Four of the trustees were reimbursed travel expenses over the course of the year for a total of £787 56

**7) Staff Costs**

	2012	2011
Salary cost	98,230	94,101
Employers national insurance	10,630	9,121
Pension	6,048	6,163
Total	114,908	109,385

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 drafting of the e-bulletin (noted separately) was brought in-house during the year

**Notes to the Accounts for the year ended 31st March 2012 – Cont'd****8) Transfers**

	Unrestricted General	Restricted Fund
	£	£
2012 no transfers	-	-
2011 no transfers	-	-
Total	-	-

**9) Tangible Fixed Assets**

	Total
Cost	£
As at 1 <sup>st</sup> April 2011	3,540
Additions	0
Disposals	-600
As at 31 <sup>st</sup> March 2012	2,940
Depreciation	
As at 1st April 2011	3,540
Charge for year	0
Disposals	-600
As at 31 <sup>st</sup> March 2012	2,940
Net book value at 31 <sup>st</sup> March 2012	0
Net book value at 1 <sup>st</sup> April 2011	0

**10) Debtors**

	2012	2011
	£	£
Sehta	-	2,000
BRE Ltd	-	3,675
PLS	-	27
TSB ALIP	2,173	6,727
Imperial College	100	-
Total	2,273	12,429

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

Bank statement and petty cash float at 31st March 2012, less unrepresented cheques

**Notes to the Accounts for the year ended 31st March 2012– Cont'd****12) Creditors**

	2012	2011
	£	£
Sundry creditors	40	221
Insurance	580	-
Rent & furniture	-	3,518
Payroll and pensions	2,922	2,256
Independent examiner's fees	-	978
Partner fees	-	7,436
Prof fees	792	1,860
Print & reproduction	-	995
IT maintenance	-	3,261
i2Web_EU deferred sales	-	10,000
<b>Total</b>	<b>4,334</b>	<b>30,525</b>

**13) Analysis of assets between funds**

	Unrestricted	Restricted	Total
	2012	2012	2012
	£	£	£
Fixed assets	0	0	0
Net current assets	41,272	0	41,272
<b>Total</b>	<b>41,272</b>	<b>0</b>	<b>41,272</b>

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

	Restricted Funds	Total Funds
	DH Section 22 Report	
	2012	2012
	£	£
Incoming resources	65,266	65,266
Resources expended	65,266	65,266
Net resources incoming	0	0
Transfers	0	0
Funds brought forward	0	0
<b>Funds carried forward</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 2012 – 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 2012

**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 premises in Tower Bridge Business Centre is now approximately £12,000. 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.