

Foundation for Assistive Technology

Annual Report 2013-14

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Report and Accounts

for the year ended 31st March 2014

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
Mr Ray Hodgkinson
Prof Helen Petrie
Dr Donna Cowan – Co-chair
Ms Denise Stephens
Dr Derek Naysmith
Ms Linda MacCallum-Stewart – Co-chair
Ms Ivona Poyntz

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

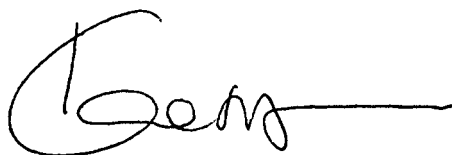
The past year has been a challenging one for disabled and older people as a number of welfare and benefits reforms impact on their lives and proposals for health and social care indicate significant change to how services will be delivered. It is not clear whether these reforms will deliver the intended positive outcomes. Disabled and older people are working with their families, friends and social networks to face these challenges and build capacity to benefit from the proposed reforms. FAST is working to ensure greater access to innovative technologies is built into proposals aimed at supporting self-care of health and self-management of independence.

Over the year FAST has continued to work with research funding organisations and with government departments to understand the implications of these reforms for increasing access to well-designed assistive technologies. The Technology Strategy Board has invested in projects to understand the changing state funded and consumer market for digital health and care services. FAST has been central to drawing the learning from these programmes together and, working with partners, published a report summarising the learning and looking at future market models. The team are currently undertaking further work to support the development of a consumer market for appealing, well-designed technologies.

While there has been continued interest from government and research funding organisations in supporting the growth of digital health and care services and the underpinning technology sector, there is a concerning drop in focus on the wide range of assistive technologies that are required by disabled and older people to live independent lives. Good design of everyday technologies around the home, for work and for leisure makes the difference between independence and dependence. At this point in time, where disabled and older people are being urged to take up or return to work and to take greater control of their health and independence, it is crucial that well-designed technology that supports all aspects of life is made available, easily and affordably and this requires good research and innovative service design.

As well as straightforward equipment to support large numbers of disabled and older people to live independently, there are more specialised ranges of equipment that require assessment by, and support from, professional technology services. Specialised equipment services are now being commissioned by NHS England and FAST welcomes their recent announcement of £15m and on-going funding for the establishment of specialised communication aid services. The service model to be commissioned is closely based on a model proposed by FAST on behalf of the Communication Champion Jean Gross in 2011.

FAST will continue to work with partners, as thought-leaders and service designers, to support greater access for disabled and older people to both specialised assistive technologies and technologies that support everyday life; a role that is unique in the sector.



Keren Down
Director, FAST

The Trustees' Report

The Trustees are pleased to present their report for the year ended 31st March 2014. 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 as required. At the start of April 2014 the staff team consists of the executive director, Keren Down and the senior researcher, Aidan Parr. A consultant, David Wardle, works part time as editor of the AT Policy News bulletin and 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 across 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 development of innovative products and working to ensure their rapid adoption. In this way the organisation seeks to directly assist disabled and older people to maximise their independence.

Achievements and Performance

Development of greater public access to innovative technology: Through participation in the Dap Connect project which was funded by the Technology Strategy Board (TSB) Assisted Living Innovation Platform (ALIP) project FAST has been focusing on how to develop a consumer market for assisted living (telecare and telehealth) products. Currently the public has little awareness about these technologies and there are very few products aimed at the consumer. FAST, working with partners has proposed new ways for suppliers to work together to provide attractive, low cost and diverse products that can be personalised to meet the needs of a wide range of people.

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. Over the year FAST has undertaken a review of these projects and highlighted the learning that will help to shape the new consumer markets. This information is now being shared with companies who are seeking advice about how to enter the marketplace.

Standards: Through participation in the EU-funded i2Web project which looked at accessibility standards for Web 2.0 applications, FAST aims to support European-wide good practice on digital inclusion for disabled people.

Information provision: Delivery of this year's Annual Report to Parliament has been completed on time and the final draft will be 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.

FAST continues to provide free information for the sector on research activity, funding opportunities, jobs and events. FAST's free monthly e-bulletin on policy and service innovation activity is warmly received by the sector and the numbers of subscribers continue to rise. FAST also produces a regular twitter feed which provides a round up of timely information on the AT sector.

Knowledge transfer: In addition to working as a project monitor and assessor for a range of research and development funding programmes, FAST continues to support researchers by helping to organise 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 support innovation and improve the delivery of assistive technology services and so increase the use of effective assistive technology by disabled and older people.

Achievements and Performance:

FAST continues to provide expert advice and support to organisations developing service innovation proposals, including those looking at workforce development, specialised services development and to bring together sector bodies to agree on standards and to undertake co-operative working.

Financial Review of the Year

A review of the financial position of the charity at the end of the year indicates a slight reduction in reserves over the year, partly as a result of the advance payment arrangements for European projects and partly due to reduced working by staff due to illness. The principal financial management policies were unchanged over the year. Financial processes are based on the majority of reporting being undertaken in-house and review by external book-keepers at regular intervals.

Total incoming resources for the year amounted to £115,241, an income level lower than the £162,786 received in 2012-13 but similar to previous years. Expenditure levels over this year fell slightly to £120,445, compared to £135,627 in 2012-13.

The net loss for the year therefore amounts to £5,204 in comparison to a surplus in 2012-13 of £27,159. The unrestricted funds are therefore reduced, with an amount to be carried forward to 2014-15 of £63,227 compared to £68,431 brought forward into 2013-14. There are no restricted funds carried forward to 2014-15, and there were none in 2013-14.

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

- Salary and associated costs were reduced in 2013-14, down to £85,115 compared to £90,331 in 2012-13 due to staff leaving during 2012-13.
- There was no requirement to pay partner fees during 2013-14 whereas in 2012-13 partner fees were £5,000.
- There was also no requirement to pay legal fees during 2013-14 whereas in 2012-13 costs of £3,370 were incurred in relation to securing advice on restructuring.
- The costs of IT support and maintenance were slightly reduced in 2013-14 at £1065 in comparison to costs of £2,475 incurred in 2012-13 with a bigger team.

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.

Unrestricted funds reserve at the start of the year in March 2013 of £68,431 equated to approximately 7 months' running costs. At the end of 2013-14 the reserves level stands at £63,227, equating to over approximately 6 and a half months' running costs at levels predicted to be incurred over 2014-15.

Funding sources:

AT Research and Development:

the fifth year of a renewed Section 22 five-year contract period which runs to March 2014.

- 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.
- The European Commission funding for the i2Web project concluded at the end of April 2013.


AT Service Improvement

- FAST was funded to act a partner on the Dap Connect project, funded by the TSB ALIP programme, which concluded in September 2013.
- FAST is working with a number of partners on a consultancy basis to support development of the consumer market for assisted living services.

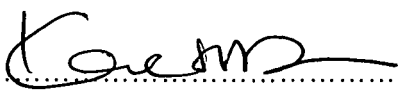
Plans for Future Periods

- Plans for the next year are focusing on securing continuation of the contract to draft the annual report to Parliament on behalf of the Department of Health.
- Plans will also include securing further funding to provide expert advice to the i-focus dallas community and for opportunities arising from the at-scale deployment of assisted living services.

Approved by the trustees and signed on their behalf


.....
Linda Maccallum-Stewart (Co-Chair)

Date: 12/06/14


.....
Keren Down (Secretary)

Date: 14/06/14

Statement of Trustees' Responsibilities**For the Year Ended 31st March 2014**

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:

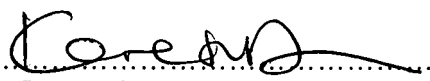
- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare 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**


.....
Linda Maccaffum-Stewart (Co-Chair)

Date: 12/06/14


.....
Keren Down (Secretary)

Date: 14/06/14

Accounts for the year ended 31st March 2014

Independent Examiners Report to the trustees

I report on the accounts of the charity for the year ended 31st March 2014, which are set out on pages 10-16.

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: 17th June 2014

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 2014

Summary Income and Expenditure Account

	Unrestricted Funds 2014	Restricted Funds 2014	Total Funds 2014	Total Funds 2013	Note
	£	£	£	£	
Incoming resources					1
Incoming resources from generated funds					
Voluntary Income	46,100	-	46,100	93,921	2
Incoming resources from charity activity					
AT Research & Development	-	68,268	68,268	67,865	
AT Service Improvement	-	-	-	-	
Other incoming resources (refunds and donations)	873	-	873	1,000	
Total incoming resources	46,973	68,268	115,241	162,786	
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	-	-	-	-	
Charitable activities					3
AT Research & Development	24,132	68,268	92,400	115,234	4
AT Service Improvement	26,242	-	26,242	18,491	4
Governance costs	1,803	-	1,803	1,902	5
Total resources expended	52,177	68,268	120,445	135,627	
Net (outgoing)/ incoming resources before transfers being net (expenditure)/ income	(5,204)	-	(5,204)	27,159	
Transfers	-	-	-	-	8
Net movement in funds	(5,204)	-	(5,204)	27,159	
Total funds brought forward	68,431	-	68,431	41,272	
Total funds carried forward	63,227	-	63,227	68,431	

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

Balance Sheet as at 31st March 2014


Balance Sheet	2014 £	2013 £	Note
Fixed Assets			
Tangible Assets	0	0	9
Total fixed assets	0	0	
Current Assets			
Debtors	37,937	6,902	10
Cash at bank and in hand	28,767	66,185	11
Total current assets	66,704	73,087	
Current Liabilities			
Creditors: amounts falling due within one year	3,477	4,656	12
Net current assets	63,227	68,431	
Net assets	63,227	68,431	
The funds of the charity			
- Restricted income funds			
- Unrestricted income funds	63,227	68,431	
Total charity funds	63,227	68,431	

The Board of directors and trustees consider that for the year ended 31st March 2014 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.

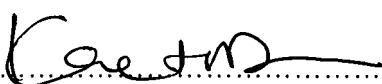
These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime.

The accounts on pages 10-16 were approved by the Board of directors and trustees on 12th June 2014 and signed on its behalf by:



 Linda Maccallum-Stewart (Co-Chair)

Date: 12/06/14



 Keren Down (Secretary)

Date: 14/06/14

Notes to the Accounts for the year ended 31st March 2014**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 £2,000 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 2013-14	Total Funds 2012-13
	Grant: Sect. 22	Services		
	£	£	£	£
IT support and maintn.	593	472	1,065	2,475
Office rent and rates	6,953	5,202	12,155	11,854
Office: tel /broadband	862	599	1,461	1,654
Office: postage	7	32	39	85
Office: stationery	87	118	205	575
Office equipment	0	0	0	462
Partner fees	0	0	0	5,000
Policy consultancy	3,983	2,767	6,750	7,319
Prof fees: legal	0	35	35	3,370
Prof fees: payroll	507	353	860	719
Prof fees: insurance	190	132	322	400
Salaries, NI and pension	51,884	33,231	85,115	90,331
Staff welfare	0	229	229	311
Training and conference	0	131	131	0
Travel and subsistence	2,935	6,185	9,120	8,370
User costs	0	270	270	386
Web & hosting	267	618	885	414
Total	68,268	50,374	118,642	133,725

Notes to the Accounts for the year ended 31st March 2014 – Cont'd**4) Allocation of unrestricted funding**

	AT R&D	AT Service Improvement	Total
	£	£	£
Support Costs	949	255	1,204
Other expenditure funded by unrestricted income	23,183	25,987	49,170
Sub-total	24,132	26,242	50,374
Expenditure directly attributable to charitable activities, minus governance costs which are separately identified	68,268	0	68,268
Total	92,400	26,242	118,642

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

5) Governance costs

	2014 £	2013 £
Trustee Board costs	137	123
Trustee and Professional Indemnity Insurance	636	636
Accounts and Independent examiners fees	1,030	1,143
Total	1,803	1,902

The changes in governance costs are minimal over the two years.

6) Trustees remuneration, benefits and expenses

The trustees received no remuneration in the year, likewise in 2012-13. One of the trustees was reimbursed travel expenses over the course of the year for a total of £107.95 and another had telephone expenses reimbursed at a cost of £12.43.

7) Staff Costs

	2014 £	2013 £
Salary cost	72,894	77,775
Employers national insurance	7,937	7,701
Pension	4,284	4,855
Total	85,115	90,331

At 31st March 2014 the charity employed two full-time members of staff. Over the year no members of staff left the organisation and no-one was recruited. There were no staff members with emoluments above £60,000 per annum. No temporary staff were employed during the year.

The standing sub-contract for drafting of the e-bulletin (noted separately) had been undertaken in-house at the start of the year and this is again being undertaken through a sub-contract by David Wardle. There was no expenditure on consultants other than David Wardle to supplement staff activity.

Notes to the Accounts for the year ended 31st March 2014 – Cont'd**8) Transfers**

	Unrestricted General	Restricted Fund
	£	£
2014: no transfers	-	-
2013: no transfers	-	-
Total	-	-

9) Tangible Fixed Assets

	Total £
As at 1st April 2013	3,402
Additions	0.00
Disposals	0
As at 31st March 2014	3,402
Depreciation	
As at 1st April 2013	3,402
Charge for year	0
Disposals	0
As at 31st March 2014	3,402
Net book value at 31st March 2014	0
Net book value at 1st April 2013	0

10) Debtors

	2014 £	2013 £
TSB ALIP	3,711	1,702
Dap Connect	13,598	5,120
Dept of Health	17,067	0
Rent deposit	80	80
EU AAL	726	0
ADI Ltd	2,577	0
Refunds	178	0
Total	37,937	6,902

11) Current assets – money in bank and in hand

Bank statement and petty cash float at 31st March 2014, less unrepresented cheques.

Notes to the Accounts for the year ended 31st March 2014– Cont'd**12)Creditors**

	2014	2013
	£	£
Insurance	636	-
Travel expenses	520	377
Payroll and pensions	2,249	2,226
Sundry creditors	72	103
Professional fees	-	1,950
Total	3,477	4,656

13)Analysis of net assets between funds

	Unrestricted	Restricted	Total
	2014	2014	2014
	£	£	£
Fixed assets	0	0	0
Net current assets	63,277	0	63,277
Total	63,277	0	63,277

14)Outline Summary of Restricted Fund Movements

	Restricted Funds	Total Restricted Funds
	DH Section 22 Report	
	2014	2014
	£	£
Incoming resources	68,268	68,268
Resources expended	68,268	68,268
Net resources incoming	0	0
Transfers	0	0
Funds brought forward	0	0
Funds carried forward	0	0

15)Related Parties

There were no activities with related parties over 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.

Notes to the Accounts for the year ended 31st March 2014 – Cont'd

The charity was required to take out Professional Indemnity Cover (that includes Trustee Indemnity Insurance) during the year which amounted to £636 (including broker fees).

17) Capital Commitments

There were no capital commitments at 31st March 2014.

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.