

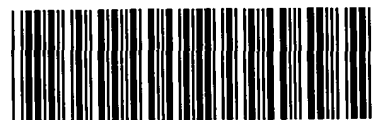
Foundation for Assistive Technology

Annual Report 2014-15

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COMPANIES HOUSE

Report and Accountsfor the year ended 31st March 2015***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
Mrs Keren Worsley

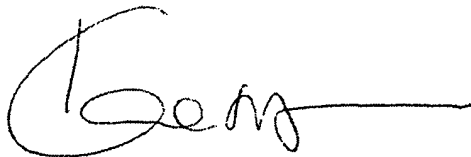
Charity Number: 1061636**Company Number:** 3331184 (England and Wales)**Principal Address:** 19 Kennington Park House
Kennington Park Place, London SE11 4JT**Registered Address:** St John's House,
5 South Parade, Summertown, Oxford OX2 7JL**Solicitors:** Russell-Cooke Solicitors, Charities Team
2 Putney 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 was a challenging one for the organisation with the decision by the Department of Health to take in-house the contract to draft the annual report to Parliament on Activity Relating to Assistive Technology Research and Development. The team at FAST undertook a sustained campaign to make the case to policy makers, Parliamentarians and Peers that the Department's decision was short-sighted and would result in the loss of a valuable national resource for the sector. The campaign received widespread support from the sector, particularly researchers whom FAST has supported through publicity and professional resources over many years. However it was not possible to secure a change in the decision.

Combined with the decision by one of the major funding organisations, Innovate UK, to put on hold funding in the area of assistive technology, there was insufficient opportunity for the organisation to secure sufficient income to continue to employ staff. Following redundancy of the Director in January 2015, the Board has operated on a voluntary only basis. The intention for 2015-16 is to review the potential for alternative funding for the organisation or to seek merger with another organisation.

FAST is one of many organisations working in the field of assistive technology that has closed over the past year and it is concerning that, at a time that disabled and older people are being urged to achieve independence and move into work that the support that has previously been made available is no longer being funded. The Trustees of FAST will continue to work to re-establish FAST so that it continues the work that has been so valued by the sector.



Keren Worsley
Trustee, FAST

The Trustees' Report

The Trustees are pleased to present their report for the year ended 31st March 2015. 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 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 2015 there are no staff employed by the organisation and all work is undertaken on a voluntary basis.

Related parties:

FAST aims to operate 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:

Key areas of risk are assessed and reviewed regularly at Trust Board meetings. The key risk in relation to financial sustainability was actively managed throughout the year enabling the staff to be consulted throughout this process and for the organisation to continue to employ staff and campaign for funding for as long as possible.

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 BOLD and UTOPIA projects funded by the Academic Health Science Networks FAST has been focusing on how to support the introduction of innovative technologies into health and social care services. While there has been growing awareness of the need for the NHS and social care to adopt new ways of delivering services, both sectors find this a significant challenge, particularly if it disrupts traditional ways of delivering services. The reluctance to adopt innovation has been exacerbated by the pressures both services are under to deliver more services with reduced funding.

During 2014-15 FAST's Director also worked as a project monitor on behalf of ALIP, for projects funded under the dallas programme to demonstrate telecare and telehealth services at scale. 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.

FAST was not able to provide access to free information for the sector on research activity, funding opportunities, jobs and events following November 2014 due to the lack of funding received from June 2014 onwards. FAST's free monthly e-bulletin on policy and service innovation activity had been warmly received by the sector but this had to be discontinued in autumn 2014.

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:

Throughout the year FAST continued 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 significant reduction in reserves over the year, due to not securing contracts for the Parliamentary Report or alternative funding. 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 £26,878, an income level lower than the £115,241 received in 2013-14. Expenditure levels over this year reduced to £88,216, compared to £120,445 in 2013-14.

The net loss for the year therefore amounts to £61,338 in comparison to a loss in 2013-14 of £5,204. The unrestricted funds are therefore reduced, with an amount to be carried forward to 2015-16 of £1,889 compared to £63,227 brought forward into 2014-15. There are no restricted funds carried forward to 2015-16, and there were none in 2014-15.

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

- Salary and associated costs were reduced in 2014-15, down to £59,458 compared to £85,115 in 2013-14, due to staff leaving during 2014-15.
- Office rent and rates were slightly lower at £10,585 in 2014-15 compared to £12,155 in 2013-14 due to moving out in January 2015.
- Travel and subsistence costs were considerably lower in 2014-15 at £1,990 compared to £9,120 in 2013-14, mainly due to reduced costs incurred in relation to project activity.
- IT support and maintenance was slightly higher at £2,048 in 2014-15 compared to £1,065 in 2013-14 due to the costs of moving IT systems and ensuring data integrity.

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 2014 of £63,227 equated to approximately 6.5 months' running costs. At the end of 2014-15 the reserves level stands at £1,889, equating to over approximately 12 months' running costs at levels predicted to be incurred over 2015-16.

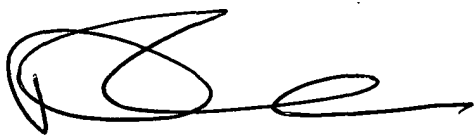
Funding sources:

- Contracts to act as research development partners, as project monitors and evaluators, as sub-contractors and on a consultancy basis had been secured with a range of organisations including UK and European research funding councils, government departments, regional development organisations and local authorities.
- Trustees decided that these contracts should be transferred to be either undertaken by the Director in a self-employed capacity, or transferred across to the Disabled Living Foundation, to be undertaken by Keren Worsley.

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.

Approved by the trustees and signed on their behalf



Donna Cowan (Co-Chair)

Date: 30/10/15



Keren Worsley (Trustee)

Date: 21/12/15

Statement of Trustees' Responsibilities**For the Year Ended 31st March 2015**

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.

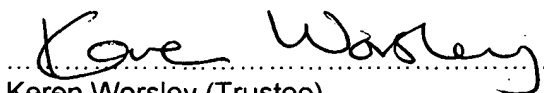
The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity, and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets 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**

Donna Cowan (Co-Chair)

Date:

30/12/15



Keren Worsley (Trustee)

Date:

21/12/15

Accounts for the year ended 31st March 2015

Independent Examiners Report to the trustees

I report on the accounts of the charity for the year ended 31st March 2015, which are set out on pages 9-15.

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: 21st December 2015

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 2015**Summary Income and Expenditure Account**

	Unrestricted Funds 2015	Restricted Funds 2015	Total Funds 2015	Total Funds 2014	Note
	£	£	£	£	
Incoming resources					1
Incoming resources from generated funds					
Voluntary Income	24,406	-	24,406	46,100	2
Incoming resources from charity activity					
AT Research & Development	-	-	-	68,268	
AT Service Improvement	-	-	-	-	
Other incoming resources (refunds and donations)	2,472	-	2,472	873	
Total incoming resources	26,878	-	26,878	115,241	
Resources expended					
Costs of generating funds					
Costs of generating voluntary income	-	-	-	-	
Charitable activities					3
AT Research & Development	37,840	-	37,840	92,400	4
AT Service Improvement	46,250	-	46,250	26,242	4
Governance costs	4,126	-	4,126	1,803	5
Total resources expended	88,216	-	88,216	120,445	
Net (outgoing) resources before transfers being net (expenditure)	(61,338)	-	(61,338)	(5,204)	
Transfers	-	-	-	-	8
Net movement in funds	(61,338)	-	(61,338)	(5,204)	
Total funds brought forward	63,227	-	63,227	68,431	
Total funds carried forward	1,889	-	1,889	63,227	

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

Balance Sheet as at 31st March 2015

Balance Sheet	2015 £	2014 £	Note
Fixed Assets			
Tangible Assets	372	0	9
Total fixed assets	372	0	
Current Assets			
Debtors	0	37,937	10
Cash at bank and in hand	3,231	28,767	11
Total current assets	3,231	66,704	
Current Liabilities			
Creditors: amounts falling due within one year	1,714	3,477	12
Net current assets	1,517	63,227	
Net assets	1,889	63,227	
The funds of the charity			
- Restricted income funds			
- Unrestricted income funds	1,889	63,227	
Total charity funds	1,889	63,227	

The Board of directors and trustees consider that for the year ended 31st March 2015 the company was entitled to exemption from the requirement to have an 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.

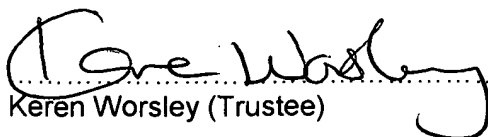
These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The accounts on pages 9-15 were approved by the Board of directors and trustees on 21st December 2015 and signed on its behalf by:



Donna Cowan (Co-Chair)

Date: 30/12/15



Keren Worsley (Trustee)

Date: 21/12/15

Notes to the Accounts for the year ended 31st March 2015**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 £400 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 2014-5	Total Funds 2013-4
	Grants	Services		
	£	£	£	£
IT support and maintn.	-	2,048	2,048	1,065
Office rent and rates	-	10,585	10,585	12,155
Office: tel /broadband	-	1,237	1,237	1,461
Office: postage	-	379	379	39
Office: stationery	-	220	220	205
Office equipment	-	497	497	0
Partner fees	-	0	0	0
Policy consultancy	-	6,900	6,900	6,750
Prof fees: legal	-	48	48	35
Prof fees: payroll	-	794	794	860
Prof fees: insurance	-	312	312	322
Prof fees: banking	-	26	26	0-
Salaries, NI and pension	-	57,458	57,458	85,115
Staff welfare	-	0	0	229
Training and conference	-	492	492	131
Travel and subsistence	-	1,990	1,990	9,120
User costs	-	0	0	270
Web & hosting	-	1,104	1,104	885
Total	-	84,090	84,090	118,642

Notes to the Accounts for the year ended 31st March 2015 – Cont'd**4) Allocation of unrestricted funding**

	AT R&D	AT Service Improvement	Total
	£	£	£
Support Costs	2,269	1,857	4,126
Other expenditure funded by unrestricted income	35,571	44,393	79,964
Sub-total	37,840	46,250	84,090
Expenditure directly attributable to charitable activities, minus governance costs which are separately identified	0	0	0
Total	37,840	46,250	84,090

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

5) Governance costs

	2015	2014
	£	£
Trustee Board costs	151	137
Trustee and Professional Indemnity Insurance	272	636
Accounts and Independent examiners fees	3,703	1,030
Total	4,126	1,803

The increase in governance costs over the two years was due to inclusion of the fee for Independent Examination of accounts as a creditor payment.

6) Trustees remuneration, benefits and expenses

The trustees received no remuneration in the year, likewise in 2013-14. 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

	2015	2014
	£	£
Salary cost	52,222	72,894
Employers national insurance	4,682	7,937
Pension	2,555	4,284
Total	59,459	85,115

At 31st March 2015 the charity employed no members of staff. Over the year two 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) was undertaken through a sub-contract by David Wardle at the start of the year and this ceased in July 2015. There was expenditure of £4,800 over the year on Whitehouse Consulting to support the campaign to secure another contract to produce the annual report to Parliament.

Notes to the Accounts for the year ended 31st March 2015 – Cont'd**8) Transfers**

	Unrestricted General	Restricted Fund
	£	£
2015: no transfers	-	-
2014: no transfers	-	-
Total	-	-

9) Tangible Fixed Assets

	Total
Cost	£
As at 1st April 2014	3,402
Additions	496
Disposals	0
As at 31st March 2015	3,898
Depreciation	
As at 1st April 2014	3,402
Charge for year	124
Disposals	0
As at 31st March 2014	3,526
Net book value at 31st March 2015	372
Net book value at 1st April 2014	0

10) Debtors

	2015	2014
	£	£
TSB ALIP	-	3,711
Dap Connect	-	13,598
Dept of Health	-	17,067
Rent deposit	-	80
EU AAL	-	726
ADI Ltd	-	2,577
Refunds	-	178
Total	-	37,937

11) Current assets – money in bank and in hand

Bank statement and petty cash float at 31st March 2015, less unrepresented cheques.

Notes to the Accounts for the year ended 31st March 2015– Cont'd**12) Creditors**

	2015	2014
	£	£
Insurance	-	636
Travel expenses	-	520
Payroll and pensions	-	2,249
Sundry creditors	214	72
Professional fees	1,500	-
Total	1,714	3,477

13) Analysis of net assets between funds

	Unrestricted	Restricted	Total
	2015	2015	2015
	£	£	£
Fixed assets	372	0	372
Net current assets	1,517	0	1,517
Total	1,889	0	1,889

14) Outline Summary of Restricted Fund Movements

	Restricted Funds	Total Restricted Funds
	2015	2015
	£	£
Incoming resources	0	0
Resources expended	0	0
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. Trustees agree to transfer contracts potentially worth £12,000 to the Disabled Living Foundation (DLF) team to be undertaken by Keren Worsley working as a DLF employee in order to minimise running costs to the organisation and ensure sufficient funds were available to pay statutory redundancy pay.

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 2015 – Cont'd

The charity was required to take out Professional Indemnity Cover (that includes Trustee Indemnity Insurance) during the year which amounted to £272 (including broker fees).

17) Capital Commitments

There were no capital commitments at 31st March 2015.

18) Pension Scheme

The charity operated a money purchase pension scheme and contributed 6% of gross pay for all eligible employees. The scheme assets are held separately and independently from the charity.

19) Commitments

There is no annual rent commitment following the move from Tower Bridge Business Centre in January 2015.
