

4580873

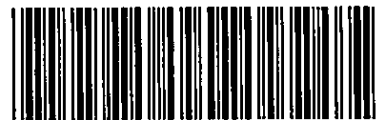
Advanced
Life
Support
Group

A charity dedicated to saving life by providing training

ALSG ANNUAL REPORT AND ACCOUNTS

31st December 2011

WEDNESDAY



A1ED4EAR

A35

01/08/2012

#189

COMPANIES HOUSE

ADVANCED LIFE SUPPORT GROUP
YEAR END 31ST DECEMBER 2011



CONTENTS

3 to 10	Trustees' Annual Report
11	Statement of Trustees' Responsibilities
12	Independent Auditor's Report
13	Statement of Financial Activities
14	Balance Sheet
15 to 20	Notes to the Accounts

TRUSTEES' ANNUAL REPORT

The Trustees present their annual report, together with the audited accounts for the year ended 31st December 2011.

The report and accounts have been prepared in accordance with the Charities Act 2011 and the Charities (Accounts and Reports) Regulations 2008, Section 419(2) of the Companies Act 2011, with the accounting policies set out on pages 15 & 16 of the attached accounts and comply with the charitable company's Memorandum and Articles of Association, applicable laws, and the requirements of the Statement of Recommended Practice on "Accounting and Reporting by Charities" issued in March 2005.

Charity name	Advanced Life Support Group is also known as - Advanced Life Support Courses (North West)
Registered numbers	Company No 4580873 Charity No. 1095478
Trustees	The Trustees, who all served during the year, are as follows: Mr Alan Charters Ms Kathy Doyle Mr Peter Driscoll (resigned Oct 11, reappointed Jan 12) Dr Peter-Marc Fortune (appointed Oct 11) Mr Kim Hinshaw Dr John Leigh (resigned Oct 11) Prof Kevin Mackway-Jones Dr Barbara Phillips Dr Martin Samuels (appointed Oct 11) Dr Chris Vallis (appointed Oct 11) Prof Terence Wardle
Secretary and Chief Executive Officer	Mrs Susan Wieteska
Principal and Registered Office	Advanced Life Support Group 29-31 Ellesmere Street Swinton, Manchester, M27 0LA Telephone 0161 794 1999 Fax: 0161 794 9111 Email ***@alsg.org Website www.alsg.org

TRUSTEES' ANNUAL REPORT (continued)

Professional advisors

Bankers

Royal Bank of Scotland PLC
Navigation House
Furness Quay
The Quays
Salford
M5 2XZ

Solicitors

Graham Leigh Pfeffer & Co
672 Bolton Road
Pendlebury
M27 8FH

Auditor

Harry Sager & Co
Statutory Auditors
Chartered Certified Accountants
69 Middleton Road
Crumpsall
Manchester
M8 4JY

TRUSTEES' ANNUAL REPORT (continued)

ADVANCED LIFE SUPPORT GROUP IN 2011

Structure, Governance and Management

Governing document

The organisation is a charitable company limited by guarantee, incorporated on 4th November 2002 and registered as a charity on 20th January 2003. Prior to this the organisation had been registered as an unincorporated charity (1024554) since 4th August 1993 and all funds were transferred to the charity company on 1st January 2003. The company was incorporated under the Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Recruitment and appointment of trustee committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's articles are known as members of the Trustee Committee. Under the requirements of the Memorandum and Articles of Association the members of the Trustee Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Work to balance the Trustee Committee continued in 2011 and is continuing into 2012.

Trustee induction and training

All existing trustees are already familiar with the work of the charity through continued involvement in course development, course teaching and research.

New trustees are encouraged to attend induction training to familiarise themselves with the charity and the context within which it operates. These are led by the Chief Executive of the charity and cover

- The obligations of the Trustee Committee including trustee job description and induction/training process
- The main documents which set out the operational framework for the charity including Memorandum and Articles
- The current 5 year strategic plan and annual detailed business plan
- The latest published accounts

TRUSTEES' ANNUAL REPORT (continued)

Risk management

The trustees and senior management team have conducted a review of the major risks to which the charity is exposed. A risk management document has been prepared, which details the systems, procedures and other actions that have been taken to mitigate the risks. The areas covered relate to *Governance and Management Issues, Operational Risks* – both from an educational and a staffing, legal and environmental issues standpoint. This risk management document is reviewed annually as part of the planning cycle.

Organisational Structure

The Advanced Life Support Group has a Trustee Committee that meets face-to-face on at least 3 occasions each year, other meetings are held by telephone conference and email discussion forum. The committee is responsible for the strategic direction and policy of the charity. At present there are eight members, seven from clinical backgrounds and one lay member. The Secretary, CEO and Deputy CEO also sit on the Committee but have no voting rights.

A scheme of delegation is in place and day to day responsibility for the charity activities rest with the Chief Executive Officer and the Deputy Chief Executive Officer. There are 23 full and part-time employees working within the Manchester offices who are responsible for all areas of activity. A network of over 7,500 volunteers internationally support the training activities and a series of 15 volunteer working groups direct the clinical content and policy for individual course types.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by national and international policy. There are no transactions with related parties.

Objectives and Activities

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning current and future activities. During 2011, the charity has continued its three core policies and the related activities as outlined below in furtherance of the objects "to preserve life by providing training and education to the general public and in particular but not exclusively to doctors, nurses and other members of the medical profession, in life saving techniques in particular regarding advanced trauma, cardiac and paediatric life support treatment". These policies focus on the *advancement of health and the saving of lives* and in that respect benefit all members of the public who have need for emergency care. As a result of improved care and improved outcomes this benefit extends to their families and wider communities and the economy in general. There are no restrictions to the receipt of the benefit of improved emergency care. The Charity continued to reinvest income received during the year into course development and redevelopment. This ensures that our courses are fit for purpose and achieve the maximum public benefit.

TRUSTEES' ANNUAL REPORT (continued)

• Training Course Provision

The aim is to provide training using standardised teaching packages to enable candidates to use a structured approach to a variety of clinical and non-clinical situations where the mortality or morbidity of the patient is at risk. This ensures that the public benefit is consistent across all geographical locations. The courses are all intensive and are based around tried and tested methods.

• Training Course Development

The group has made great efforts to develop training course packages to fill any gaps in the existing range available. All of the packages are didactic, comprehensive, consistent, and are structured in such a way that other groups can deliver them. This approach ensures that the 'system' of care is available to a much wider number of people. This benefits the public in that it ensures that the reach of the charity is as wide as possible.

• Feedback and Quality Control Function

The group is often pioneering new courses and consolidating existing ones. It is important for the credibility of the courses, the providers and the instructors that ALSG continues to audit their course effectiveness. This ensures that the public benefit from professionals who have been trained using the most effective methods possible and provides an appropriate balance between time spent on training and time devoted to patient care. This continual process of review and quality control function is also undertaken by the central administrative function of ALSG.

ACHIEVEMENTS AND PERFORMANCE

Courses

In 2011, course activity at the ALSG training centre improved over 2010 with an increase of 18%, although it did not recover to the level of the activity in 2009. Activity elsewhere also saw an increase, but at a much lower level than the increase in 2009. Activity overseas has continued and ALSG courses now run in 37 countries on five continents.

Course development, particularly with regard to blended learning, continued during 2011 and this will be on-going. Pilots of a recertification course for the paediatric courses and of the human factors course were undertaken in 2011, these courses will become part of the standard programme during 2012.

Collaborations

The collaborations with Maternal & Childhealth Advocacy International (MCAI) on the *Strengthening Emergency Care* programme and with the Royal College of Paediatrics & Child Health (RCPCH) and the National Society for the Prevention of Cruelty to Children (NSPCC) on the *Recognition and Response in Child Protection* course programme continue.

The APLS-CD scheme continues to provide funding for the *Strengthening Emergency Care* programme.

TRUSTEES' ANNUAL REPORT (continued)

Research

ALSG is supporting a PhD student who will undertake research related to the development of an electronic table-top for use in the major incident courses (MIMMS, HMIMMS and HAZIMMS). A pilot of this research was carried out during 2011 and the development and research will commence fully during 2012. The PhD is supported by Salford University, supervised by Mr Lee Griffiths, Lecturer in Computer Science and is funded by ALSG.

Licensing

The Manchester Triage System (MTS) is being adopted by organisations in several countries and the UK and this is resulting in an increase in royalties received by ALSG. These royalties will be invested in a more robust infrastructure to support the audit and continued development of this programme.

Lobbying

Changes in structures in the NHS continue to cause concern in particular with regard to the ability of candidates and instructors to attend nationally recognised and standardised course. Monitoring and lobbying continues in this area.

Organisational issues

During 2011, the CEO, Sue Wieteska undertook the *10,000 small businesses programme* supported by Goldman Sachs and delivered by Manchester Metropolitan University. This was intended to support and consolidate areas for strategic development and growth identified during the review in December 2010. Following this, a range of experts was employed by ALSG to provide staff training and development, executive coaching, a finance system review, development of a marketing strategy and systems and a review of the HR systems. This led to a job role review for members of the senior management team and the introduction of pilot of a rotating team leader role within the main staff body.

The clinical editorial role piloted during 2011/2012 will be embedded into the organisational structure of ALSG and will become a full-time role including elements of project management and clinical working group support.

Following his resignation, Peter Driscoll has now agreed to continue as a member of the Trustee board and was reappointed in January 2012. Three new Trustees have also been appointed: Peter-Marc Fortune, Martin Samuels and Chris Vallis. Kevin Mackway-Jones was formally appointed as the new Chair of Trustees.

TRUSTEES' ANNUAL REPORT (continued)

FINANCIAL REVIEW

During the year the Charity's total income was £1,407,250 (2010 £1,358,784), and the overall performance recorded a surplus of £80,429 (2010 surplus £39,106), resulting in a similar increase in reserves.

Principal Funding Sources

There are three main sources of funding

- Course fee income from candidates attending courses in the Manchester training centre
- Certification and on-line course fee income from courses running elsewhere for ALSG courses
- Royalties donated from the sale of published materials

Collaborative Working

The *Strengthening Emergency Care* programme is a strategic collaboration between MCAI and ALSG. All projects within this programme are managed jointly and resources from both organisations are deployed. At year end 31st October 2011, the income for MCAI was £366,102 and at year end 31st December 2011, the income for ALSG was £1,407,250.

Investment Policy

Aside from retaining a prudent amount in reserves each year the charity's funds are to be spent in the short term so there are no funds for long term investment.

Reserves Policy

The Trustees' policy is that the "free reserves", i.e. funds not already invested in fixed assets, should be retained to meet foreseeable fixed expenditure (including purchase of fixed assets) over a period of 3 months, which equates to approximately £156,000. At this level, the Trustees feel that they would be able to continue the current activities of the charity in the event of a significant fall in take up of courses and course materials. As at 31st December 2011, these reserves amount to £87,557. The free reserves, therefore, fall short of the desired level. The Trustees intend to continue to contain costs and strive to generate sufficient income to enable free reserves to be built up to the target level.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

PLANS FOR FUTURE PERIODS

A strategic review carried out by the Trustees and senior management team in January 2012 has provided the basis for the organisational strategy for 2012-2016. The objectives and targets from 2012-2016 are based on the achievement of our vision and values and our 3 core approaches in training course provision, training course development and research and quality control.

By 2016, we will have set and built on a foundation for growth which will ensure that we produce value from everything we do and that we can continue to save lives by providing training.

During that period our key objectives are to

- | | |
|----------|--|
| 1 | • Achieve an average 5% growth year on year and a cumulative growth of 28% by 2016 |
| 2 | • Increase staffing to 20.5 full time equivalents by 2016 at an average rate of 0.9 per year |
| 3 | • Move the balance of market sectors across NHS and non-NHS and across course types so that no single sector contributes more than 50% of turnover |
| 4 | • To achieve an overall surplus margin of 10% |
| 5 | • To have completed succession planning for key roles |

By the end of 2012

- 1 ALSG is financially sound and has free reserves to meet 3 months fixed expenditure
- 2 ALSG is market led and has undertaken a market review in all current markets and sales and marketing approaches are customer value-led
- 3 ALSG has reduced reliance on a single sector or course to 70% or less
- 4 ALSG is maximising the value of existing overseas markets and has approached all with a plan for implementation of a wider range of ALSG courses
- 5 The CEO is *leading* product development and the Operations Director is *leading* operations as part of succession planning

These accounts have been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008)

Approved and signed on behalf of the Trustees

Mr K Mackway-Jones
Chairman of Trustees
12th June 2012

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also directors of ALSG for the purposes of company law) are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these accounts, the trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgments and estimates that are reasonable and prudent,
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the accounts, and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware

- there is no relevant audit information of which the charitable company's auditors are unaware, and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

INDEPENDENT AUDITOR'S REPORT TO MEMBERS OF ADVANCED LIFE SUPPORT GROUP

We have audited the accounts of ALSG for the year ended 31st December 2011 on pages 13 to 20. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed, the reasonableness of significant accounting estimates made by the trustees, and the overall presentation of the accounts.

Opinion on accounts

In our opinion the accounts

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2011 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the accounts are prepared is consistent with the accounts.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us,
- the accounts are not in agreement with the accounting records and returns,
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit.


HARRY SAGER F.C.C.A.
SENIOR STATUTORY AUDITOR

For and on behalf of
HARRY SAGER & CO, STATUTORY AUDITORS
CHARTERED CERTIFIED ACCOUNTANTS,
69 MIDDLETON ROAD, CRUMPSALL, M8 4JY
12th June 2012

Harry Sager & Co is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

ADVANCED LIFE SUPPORT GROUP
YEAR END 31ST DECEMBER 2011

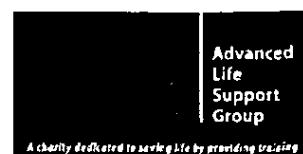


STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST DECEMBER 2011

	NOTE	2011 TOTAL FUNDS £	2010 TOTAL FUNDS £
INCOMING RESOURCES			
Incoming resources from generated funds:			
Investment income	2	346	75
Incoming resources from charitable activities:			
Training course fees		380,067	323,034
Sale of course materials		864,893	819,394
CAI CD sales		92,680	78,380
Royalties		53,870	120,361
Other incoming resources:			
Venue hire		15,394	17,420
Donations		-	120
Total incoming resources		1,407,250	1,358,784
RESOURCES EXPENDED			
	3		
Charitable activities		1,236,567	1,205,481
Governance costs		90,254	114,197
Total resources expended		1,326,821	1,319,678
Net incoming resources		80,429	39,106
RECONCILIATION OF FUNDS			
Total funds brought forward		292,498	253,392
Total funds carried forward		372,927	292,498

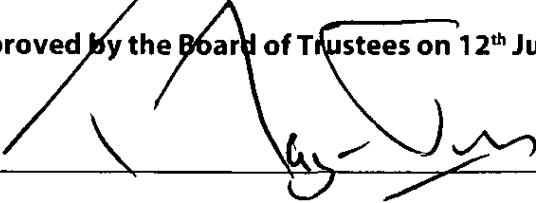
ADVANCED LIFE SUPPORT GROUP
YEAR END 31ST DECEMBER 2011



BALANCE SHEET AS AT 31ST DECEMBER 2011

	NOTE	2011		2010	
		£	£	£	£
FIXED ASSETS					
Tangible	5	583,820		579,371	
CURRENT ASSETS					
Stock of course materials		16,235		7,103	
Debtors	6	122,054		87,006	
Cash at bank and in hand		155,690		151,524	
		<u>293,979</u>		<u>245,633</u>	
CREDITORS (Amount falling due within 1 year)					
Bank loan	7	15,000		15,500	
Other taxes and social security		12,560		9,243	
Accruals		44,260		69,170	
Deferred income		68,358		62,509	
Other creditors		134,602		119,758	
		<u>274,780</u>		<u>276,180</u>	
Net current assets/(liabilities)			19,199		(30,547)
			<u>603,019</u>		<u>548,824</u>
CREDITORS (Amount falling due after 1 year)	8	230,092		256,326	
			<u>372,927</u>		<u>292,498</u>
Represented by unrestricted funds			<u>372,927</u>		<u>292,498</u>

Approved by the Board of Trustees on 12th June 2012


 Mr K Mackway-Jones - Chairman

The notes on pages 15 to 20 form part of these accounts

NOTES TO THE ACCOUNTS

a Accounting policies

a Basis of accounting

The Accounts have been prepared under the Historical Cost Convention, in accordance with the Companies Act 2006, applicable accounting standards, and comply with the Statement of Recommended Practice 'Accounting by Charities' issued by the Charity Commissioners in March 2005, and the Charities Act 2011

b Incoming resources

All incoming resources are included in the statement of financial activities when the conditions for receipt have been met. The following specific policies apply to categories of income

- **Training Course Fees** included on a receivable basis. Course fees are invoiced in advance and, therefore, deferred and included in income in the relevant financial year when the course is held
- **Sale of Course Materials and CD Sales** included on a receivable basis when an invoice is issued and goods dispatched
- **Royalties** included in income when notified of entitlement by publisher. The Royalties received are shown net of amounts payable to overseas centres as a contribution to work in translation
- **Venue Hire** included in income on invoice following use of venue
- **Investment Income** this relates to interest from bank deposits and is included in income when receivable

c Resources Expended and Allocation of Expenditure

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of VAT which cannot be recovered, and has been classified under headings that aggregate all costs related to that category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with use of resources (i.e. staff time spent, floor space etc)

- **Charitable activities** Costs of the charity incurred in the delivery of its activities and services
- **Governance Costs** Costs associated with the general running of charity as opposed to those costs associated with direct charitable activities

NOTES TO THE ACCOUNTS (continued)

d Fixed Assets

The cost of tangible fixed assets is written off over their useful lives as follows

Course equipment - slides - over 4 years straight line

Course equipment - others - over 2 years straight line

Office equipment - over 5 years straight line

Computer equipment - over 2 years straight line

In accordance with FRS 15 and the Companies Act 2006 all tangible assets are to be depreciated. Although the freehold buildings have not been depreciated the Trustees do regular impairment reviews.

e Stock

Stock is stated at the lower of cost or net realisable value

f Operating leases

Rentals applicable to operating leases are charged to the statement of financial activities over the period in which the cost is incurred.

g Pension costs

The charity contributes to a group Personal Pension Plan operated by MGM Insurance for all eligible employees, and contributions to the scheme are charged to the Statement of Financial Activities as and when they become payable.

h Cash flow statement

The Charity has taken advantage of the exemption in Financial Reporting Standard No. 1 from producing a Cash Flow Statement on the grounds that it is a small charity.

NOTES TO THE ACCOUNTS (continued)

	2011	2010
	£	£
2 INVESTMENT INCOME		
Bank deposit interest	346	75
3 RESOURCES EXPENDED		
Charitable activities		
Bad debts	900	-
Bank interest	6,267	6,389
Course materials	289,492	275,091
CAI CD costs	87,836	72,916
Equipment rental	47,397	52,643
Heat and light	7,057	12,527
Insurance	4,441	1,073
Legal	-	411
Marketing	8,359	-
Printing, postage and stationery	20,345	17,211
Professional IT costs and support	35,886	44,620
Rates and water	5,528	3,486
Repairs and renewals	23,935	20,826
Credit card and switch charges	10,248	10,096
Special projects, travel, venue and meals	151,946	194,055
Staff costs	499,053	473,610
Sundry expenses (including training fees)	22,983	7,968
Telephone charges	6,095	5,025
Depreciation	8,799	7,534
	1,236,567	1,205,481
Governance costs		
Audit and accountancy charges	16,048	9,770
Bank interest	194	710
Equipment rental	3,568	2,771
Heat and light	218	1,392
Insurance	1,327	4,292
Marketing	1,475	-
Professional IT fees and support	2,701	4,958
Rent, rates and water	171	387
Repairs and renewals	740	2,314
Staff costs	46,014	87,339
Staff training	17,339	-
Telephone and sundry expenses	459	264
	90,254	114,197

ADVANCED LIFE SUPPORT GROUP
YEAR END 31ST DECEMBER 2011



NOTES TO THE ACCOUNTS (continued)

4 STAFF COSTS

	2011 £	2010 £
Wages and salaries	469,423	482,566
Social security costs	39,414	43,197
Pension costs	36,230	35,186
	<u>545,067</u>	<u>560,949</u>

Allocated to:

Charitable activities	499,053	473,610
Governance	46,014	87,339

Wages and salaries are a) net after a contribution received of £2,309 from MCAI in relation to the employment of one extra member of staff, and b) include Childcare costs of £2,916 (2010 Nil), which has been accepted by employees as salary sacrifice

In addition, a great amount of time, the value of which is impossible to reflect in these accounts is donated by thousands of volunteer instructors throughout the UK and overseas

In 2011 there was one (2010 one) higher paid member of staff, who received remuneration between £60,000 and £69,999 including pension benefit of £4,527

The average number of full time and part time employees analysed by function was

Charitable activities	17	17
Governance	6	5
	<u>23</u>	<u>22</u>

5 FIXED ASSETS

Tangible fixed assets held for continuing use in the charity's activities

	Freehold land and buildings	Course equipment	Office equipment	Computer equipment	Total
Cost	£	£	£	£	£
At 1 st January 2011	572,112	73,262	31,084	22,651	699,109
Additions	-	10,068	1,113	2,067	13,248
Disposals	-	(1,020)	(120)	(844)	(1,984)
At 31 st December 2011	<u>572,112</u>	<u>82,310</u>	<u>32,077</u>	<u>23,874</u>	<u>710,373</u>
Depreciation					
At 1 st January 2011	-	73,261	24,151	22,326	119,738
Charge for year	-	5,034	2,407	1,358	8,799
Disposals	-	(1,020)	(120)	(844)	(1,984)
At 31 st December 2011	<u>-</u>	<u>77,275</u>	<u>26,438</u>	<u>22,840</u>	<u>126,553</u>
Net book value					
At 31 st December 2011	572,112	5,035	5,639	1,034	583,820
At 31 st December 2010	572,112	1	6,933	325	579,371

The Trustees are of the opinion that the market value of the freehold land and buildings is in the region of £450,000

NOTES TO THE ACCOUNTS (continued)

6	DEBTORS (Due within one year)	2011	2010
		£	£
	Other debtors	83,652	32,742
	Prepayments	38,402	54,264
		<u>122,054</u>	<u>87,006</u>

7 **BANK LOAN**

The loan is secured by legal charge to Royal Bank of Scotland plc over the land and buildings at 27-31 Ellesmere Street, Swinton, Manchester

8	CREDITORS (Amounts falling due after one year)	2011	2010
		£	£
	Bank loan (see note 7)	230,092	254,871
	Other creditors	-	1,455
		<u>230,092</u>	<u>256,326</u>

Between one and five years	59,700	63,455
In five years or more	170,392	192,871

9 **PENSION COSTS**

The group Personal Pension Plan is a defined contribution scheme, and is open to all employees. Employee contributions are not compulsory. The employer contribution is either 7% or 7.5% depending on staff grade.

The pension cost to the charity for the year was £36,230 (2010 £35,186).

At the year end there were outstanding contributions payable to the scheme of £3,670 (2010 £3,396).

10 **TRANSACTIONS WITH TRUSTEES**

- a During the year six Trustees were reimbursed for travelling expenses and this totalled £1,764 (2010 – three Trustees reimbursed £328)
- b Following agreement from the Charity Commission and amendments to the Memorandum and Articles of Association, one trustee received remuneration of £10,698 during the year (2010 – none)

NOTES TO THE ACCOUNTS (continued)

11 AUDITOR'S REMUNERATION	2011	2010
	£	£
Audit fees	12,048	5,770
Accountancy charges	4,000	4,000
	<u>16,048</u>	<u>9,770</u>

In accordance with standard accounting practice, the above auditor's remuneration includes an accrual for current year costs. The charges of £9,770 in 2010 are after taking into account an over accrual made in 2009 of £5,660 and this therefore distorts the figures. For clarification auditor's remuneration billed has been as follows

Audit for 2009 - £11,720 (incl VAT @15% & 17.5%)
 Audit for 2010 - £15,000 (incl VAT @ 20%)
 Audit for 2011 – proposed charges £16,200 (incl VAT @ 20%)

In common with many entities of our size and nature, we use our Auditors to assist with the preparation of the accounts

12 COMMITMENTS

Operating leases

At 31st December 2011 the charity had annual commitments under non-cancellable operating leases for computers and office equipment as follows

	2011	2010
	£	£
Operating leases which expire:		
Within one year	27,623	759
Within two to five years	21,834	45,578