

SUSSEX ASSOCIATION FOR SPINA BIFIDA AND HYDROCEPHALUS

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 DECEMBER 2007

1 ACCOUNTING POLICIES

Accounting Convention

The Financial Statements have been prepared under the historical cost convention and in accordance with applicable accounting standards, the Charities Act 1993 and the Statement of Recommended Practice (SORP): Accounting and Reporting by Charities, published in March 2005.

Fund Accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

Income

Incoming resources are included on an accruals basis. Income is reported gross with related costs disclosed separately under resources expended.

Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Overheads have been allocated on the basis of allocation.

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective January 2005).

Capitalisation

All fixed assets which are acquired by the Charity (whether purchased or donated) costing more than £5,000 are capitalised. This amount is reviewed on an annual basis.

Fixed Assets & Depreciation

There were no tangible fixed assets held at the year ended 31 December 2007 or 31 December 2006 and therefore no depreciation is included during the year.

Stocks

There is no stock at the year end.

Taxation

The Charity has been granted exemption from taxation under S505 ICTA1998 subject to the continuing requirement that income is applicable and applied for charitable purposes only.

Operating Lease Rentals

These are charged to the statement of financial activities as incurred.

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2 VOLUNTARY INCOME - DONATIONS & OTHER SIMILAR INCOMING RESOURCES

	Unrestricted	Restricted	Total 2007	Total 2006
	£	£	£	£
Legacies	-	-	-	-
Subscriptions	3,009	-	3,009	2,419
Street collections	6,760	-	6,760	8,605
Donations	26,252	25,565	51,817	42,450
Trusts and foundations	5,250	44,965	50,215	33,540
Gift aid	905	-	905	770
Fund Raising	16,842	-	16,842	19,888
BBC Children in Need	-	5,650	5,650	7,668
Big Lottery fund	-	16,863	16,863	7,668
	<u>59,018</u>	<u>93,043</u>	<u>152,061</u>	<u>115,340</u>

3 VOLUNTARY INCOME - ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS

	Unrestricted	Restricted	Total 2007	Total 2006
	£	£	£	£
ASBAH grants	-	10,175	10,175	9,572
Local Authority grants	345	40,904	41,249	34,600
BuddyLinks	-	-	-	-
	<u>345</u>	<u>51,079</u>	<u>51,424</u>	<u>44,172</u>

4 RESTRICTED INCOME FUNDS

Within the charity's income as described in notes 2 & 3 above were funds for restricted purposes, the main items of which were as follows;

Purpose	Payee	£
Contribution towards the cost of Social Coordinators	Eastbourne Borough Council	1,000
	Action in Rural Sussex	500
	The Henry Smith Charity	9,000
	East Sussex County Council	1,500
	Mrs A Lacy-Tate Trust	250
	The Trusthouse Charitable Foundation	3,000
Contribution towards the cost of Activities	Hastings Borough Council	500
	Eastbourne Association of Voluntary Services	494
Contribution towards the cost of the Sussex Buddy Scheme	West Sussex County Council	5,941
	The Worshipful Company of Grocers	2,500

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4 RESTRICTED INCOME FUNDS (continued)

Purpose	Payee	£
Contribution towards the cost of Field Advisers		
	ASBAH	10,175
	West Sussex County Council	8,090
	East Sussex County Council	1,500
	The Isabel Blackman Foundation	2,500
	Lloyds TSB Foundation	20,000
	Sir Jules Thorne Charitable Trust	600
	Friarsgate Trust	1,000
	The Sobell Foundation	10,000
	The Batty Charitable Trust	5,000
Contribution towards the cost of Education Advisers		
	BBC Children in Need Appeal	3,794
Contribution towards the cost of Flintstones Youth Club (Littlehampton)		
	West Sussex County Council	1,300
Contribution towards the cost of Bourne Free Youth Club (Eastbourne)		
	East Sussex County Council - Youth Opportunity Fund	20,073
Contribution towards the welfare of beneficiaries		
	Fox Memorial Trust	300
	The Headley Trust	1,995
	The Roald Dahl Foundation	350
	Hospital Saturday Fund Charitable Trust	150
	Equipment for Independent Living	750
	The Mercers' Company	2,000
	Talisman Trust	2,720
	The Barchester Healthcare	700
	League of Helping Hands	100
	The Three Oaks Trust	500
	Friends of the Elderly	210
	Bruce Wake Charity	410
Contribution towards the cost of the activities of the Young People's Committee		
	Big Lottery Fund - Young People's Fund	16,864
Contribution towards the cost of activities, holidays, and residential events		
	BBC Children in Need Appeal	1,856
	Burgess Hill Town Council	1,000
	Bruce Wake Charitable Trust	3,500
	Hedley Foundation Ltd	2,000
Total Restricted Income Funds		<u>144,122</u>

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4 RESTRICTED INCOME FUNDS (continued)

All such receipts were wholly expended during the year in accordance with the donors' wishes except for the following which have been carried forward into the next financial year to be used in accordance with the donors' wishes:

	2007	2006
	£	£
BBC Children in Need re: Education advisers and activity holidays	4,992	8,018
Awards for All re: Young people's committee	-	1,335
East Sussex County Council re: ESCC Youth club - Bourne Free	11,504	6,000
Trusthouse Charitable Trust re social coordinators	3,000	-
Mrs A Lacy-Tate Charitable Trust re social coordinators	250	-
Hastings Borough Council re Activities	373	-
Sir Jules Thorne Charitable Trust re Field Advisers	600	-
Friarsgate Trust re Field Advisers	1,000	-
Batty Charitable Trust re Field Advisers	5,000	-
Big Lottery Fund - Young People's Fund re Young People's Committee	1,992	-
Bruce Wake Charitable Trust re residential event	3,500	-
Hedley Foundation re residential event	2,000	-
	<u>34,211</u>	<u>15,353</u>

All receipts brought forward from 2006 have been expended during the year in accordance with the donors' wishes.

Donors of unrestricted funds have been acknowledged in the Annual Review.

5 COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Income Funds £	Restricted Income Funds £	Total Funds 2007 £	Total Funds 2006 £
Donations for Research	400	-	400	750
Fieldwork & Support	988	107,815	108,803	113,159
Welfare	-	9,910	9,910	9,904
Buddy scheme	-	7,539	7,539	9,201
BuddyLinks	-	-	-	4,979
	<u>1,388</u>	<u>125,264</u>	<u>126,652</u>	<u>137,993</u>

6 GOVERNANCE COSTS

	Unrestricted Income Funds £	Restricted Income Funds £	Total Funds 2007 £	Total Funds 2006 £
Salaries & Office Costs	15,105	-	15,105	19,750
Accountant's fees	2,408	-	2,408	2,115
Payroll Services	540	-	540	519
Insurance	3,537	-	3,537	3,848
	<u>21,591</u>	<u>-</u>	<u>21,591</u>	<u>26,232</u>

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7 STAFF COSTS

	2007	2006
	£	£
Amounts included under resources expended are :		
Direct Charitable (Direct services & support)	39,403	60,518
Fundraising & Publicity	22,409	25,883
Management & Administration	4,370	8,491
	<u>66,182</u>	<u>94,892</u>
The average number of employees during the year was :		
Full Time	2	2
Part Time	6	8
	<u>8</u>	<u>10</u>

The number of full time equivalent staff during the year ended 31 December 2007 totalled 3 (Directly Charitable - 2, Fundraising & Publicity - 1)

Expenditure reimbursed to Trustees during the year was : 791 1,596

During the year ended 31st December 2007 Trustees K.Rodaway, K.Baird, C.Steele and A.Lovegrove were reimbursed for general charity expenses suffered. The Charity also funded a Trustees' insurance policy at a cost of £714.

None of the Trustees received any remuneration during the year.

8 NET RESOURCES

Included in Net Resources are contributions from individual projects as follows :

	Charity Shops £	Crawley Group £	General Fund £	Total £
Income	3,590	404	214,005	217,999
Expenditure	7,666	400	169,152	177,218
Net Income	<u>(4,076)</u>	<u>4</u>	<u>44,853</u>	<u>40,781</u>

9 DEBTORS

	2007	2006
	£	£
Prepayments	714	2,844
Accrued income	4,888	3,228
	<u>5,602</u>	<u>6,072</u>

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10 CASH AT BANK AND IN HAND

Balances are held by the various sections of the Charity as follows :

	2007	2006
	£	£
General Fund	100,381	59,365
Charity Shops	-	105
Crawley Group	630	632
	<u>101,011</u>	<u>60,102</u>

11 CREDITORS : AMOUNTS FALLING DUE WITHIN ONE YEAR

	2007	2006
	£	£
Accrued Expenses	<u>10,002</u>	<u>10,844</u>
	<u>10,002</u>	<u>10,844</u>

12 UNRESTRICTED FUNDS

The committee has allocated the following amounts to designated funds in accordance with the charity's reserves policy and 2008 budgets:

		2008	2007
		£	£
Housing Project Fund	(1)	24,000	24,000
Adviser Services Fund		30,000	12,000
Buddy Fund		4,000	-
Activities Fund		-	2,000
Welfare Fund		-	2,000
		<u>58,000</u>	<u>40,000</u>
Undesignated funds		4,400	477
		<u>62,400</u>	<u>40,477</u>

(1) This Fund represents approximately the monies which in 2003 reverted to SASBAH from the Worthing housing project. The Fund is designated to assist in a new housing project in East Sussex which is at present delayed.