

Company Registration Number: 3309777

Charity Registration Numbers: 1062595 and SC042127

THE DYSTONIA SOCIETY
A company limited by Guarantee

Financial Statements
31 March 2013

THE DYSTONIA SOCIETY

Financial Statements for the year ended 31 March 2013

Contents	Page
Reference and administrative information	1
Report of the Trustees	2 - 7
Independent auditor's report	8 - 9
Statement of Financial Activities	10
Balance Sheet	11
Notes to the financial statements	12 – 18

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

Reference and administrative information

Royal Patron

HRH Princess Alexandra

Patrons

The Rt. Hon. Lord Macdonald of Tradeston CBE
Fiona Ross OBE

Trustees/Directors

Joanna Atkin
Roger Edmonds
Michael Newbigin
Shona Baxandall
Joy Bourne
Christine Chapman
Graham Findlay
Nirmaljit Gill
Bruce Inglis
Penny Ritchie Calder MBE
Alec Sandison

Chair
Vice-chair
Honorary Treasurer

Resigned 29 April 2013
Appointed 6 September 2012
Appointed 1 April 2012, resigned 26 April 2013

Appointed 1 April 2012, resigned 28 February 2013

Appointed 1 April 2012

Secretary

Jane Seaton

Chief Executive

Paul King

Auditor

Chantrey Vellacott DFK LLP
Russell Square House
10-12 Russell Square
London
WC1B 5LF

Medical Advisers

Prof. Tom Warner
Dr. Mark Edwards
Dr. Marie-Helene Marion
Dr. Kathryn Peall

Bankers

CAF Bank

Kings Hill
West Malling
Kent ME19 4TA

Registered Office

89 Albert Embankment
London
SE1 7TP

Bank of Scotland
14/16 Cockspur Street
London SW1Y 5BL

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

The Trustees, who are also the directors of the company, submit their report and the financial statements of the Dystonia Society ("the Society") for the year ended 31 March 2013. The reference and administrative information on the previous page forms part of this report.

Principal Objective

The Society was established to promote the welfare of people who are affected by any form of the neurological movement disorder known as dystonia. The Society aims to do this by providing information and support, promoting awareness of the disorder and by supporting research. It does this on a national level and through its network of local support groups.

Review of Activities

The Society has focused on the following areas during the year:

- Linking people affected by dystonia into a strong community
- Raising awareness of dystonia and the Society
- Providing information and support
- Improving access to treatment and other services and promoting best practice
- Progressing research activities

Linking people affected by dystonia into a strong community

Local Activity

- The Society organised 7 "Living with Dystonia" events across the UK. The Society also supports 38 local groups and, in total, around 1,200 people were supported locally. Our work in Scotland is supported by the Scottish Executive (Section 16B).
- The Society is in process of clarifying and formalising relationships with all groups so a strong framework of best practice is uniformly in place across the country.

Online

- Over the last year, the Dystonia Society's online forum was visited by 11,500 people each on average reading more than 15 pages. Forum users share information on a wide variety of different aspects of dystonia and since its launch 18 months ago there have been nearly 2,200 posts.
- The Society's Facebook page now has 1,700 likes and regularly reaches 5,000-15,000 people per week.
- The Society has launched three additional special interest Facebook pages relating to voice dystonia, younger adults and South Wales.

Raising awareness of dystonia and the Society

Reaching people online

For the last 2 years, the Society has been running an initiative to reach people online by advertising to those who are researching symptoms such as "muscle spasms", "twisted neck" and "uncontrollable blinking". Around 125,000 new people came to our website each year, of whom 25,000 research dystonia in detail. The site is making a difference to the diagnosis process. Up to 2010, only 10% of those coming to the Society first learned about dystonia online, in 2011/12 this rose to 25% and this year so far it has been over 40%.

Raising awareness among medical professionals

The Society's continues to provide an online training module for medical professionals developed together with the British Medical Journal.

Outreach in local clinics

The Society has recruited more than 80 volunteers to raise its profile in local treatment clinics through distributing materials.

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

Essay competition for medical students

The Society ran an essay competition for medical students in their 3rd, 4th or 5th year of study. The purpose was to promote awareness of dystonia amongst this group with the aim of increasing the number of doctors interested in specialising in dystonia.

Providing information and support

Website

The Society's website now receives more than 250,000 visitors per year – an increase of 480% over the last 2 years. This has been achieved both through online advertising (see above) and expanded content which has improved our search position and so attracts more visitors.

Helpline

The Helpline provided telephone and email support to more than 1,200 people in the last year with on average 2-3 contacts per person. Demand has risen 50% over the last 2 years – primarily due to our greater presence online and in clinics. The Society estimates that around 65% of those who are diagnosed with dystonia as a primary condition use our helpline at some point.

The key areas of need remain people newly diagnosed or for whom treatments are not working. Recent outcome tracking shows that the helpline is valuable not only for providing information but also as an emotional support – with over 75% of callers reporting that it has been helpful to express their feelings and/or has made them feel less isolated. Satisfaction with the service was high, with 98% replying that they found it helpful and 81% finding it very helpful.

Leaflets / Information

The Society continues to develop new information and leaflets. New leaflets have been prepared on functional dystonia and what to do if botulinum injections are not working. Several of the Society's other leaflets were updated. A range of new information has been put online including more detailed discussions of botulinum toxin and dystonic head tremor and information on dystonia and the basal ganglia. A cartoon book to explain dystonia to children has been developed together with Medikidz.

Newsletter / e-Newsletter

The Society sends a newsletter quarterly to our 2,900 members talking about all aspects of dystonia. In addition, we provide a free monthly e-newsletter that is sent to any supporters who subscribe through our website. Circulation is 1,200 and growing steadily. "Click through" to articles remains well above the average for the non-profit sector.

Proof of benefit

To ensure the Society's services are appropriate to those affected by dystonia, our monitoring was reviewed by the Charities Evaluation Service. A new set of outcome measures was agreed and a more systematic process of gathering feedback was put in place. Both response rates and the feedback have been very positive.

Improving access to treatment and other services and promoting best practice

Availability of treatment

The Society has campaigned over the last 3 years to eliminate postcode lotteries on the provision of funding for deep brain stimulation (DBS) to treat dystonia in England. The campaign has included questions and speeches in Parliament, national and local media coverage and lobbying of commissioners. This has proved successful and a new national policy supporting funding for DBS has recently been implemented.

Advocacy

The demand for the Society's Advocacy Service remains high with a current running rate of around 200 cases per year. Issues handled include employment problems and access to treatments and benefits to which people with dystonia are entitled. In more than 80% of cases, the users of the service report that their goals have been achieved.

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

Best Practice

The Society has received a 3 year grant from the Department of Health to promote best practice in the commissioning of services to treat dystonia. Over the first year of this grant, the Society conducted a questionnaire about treatment across the UK which received more than 2,150 responses. This has identified a number of gaps in treatment and areas where support could be improved, especially through increased provision of allied healthcare treatments such as physiotherapy and psychological support. As a result, the Society is developing a self-management programme and new information for patients, neurologists and commissioners. In addition, together with our medical advisers we are preparing an article we hope to publish in a medical journal.

Thanks

We are very grateful indeed to the doctors and other healthcare professionals who have attended meetings through the course of the year, donating their time and expertise. Their presence, especially at regional events, is hugely appreciated by our members, many of whom feel that their condition is not always understood or taken seriously enough.

Progressing research activities

The Society continued to be active in supporting trials into innovative treatments.

Audit of childhood dystonia

The Evelina Children's Hospital in London has completed an audit of children they have treated with dystonia. The audit has identified a number of important issues – including the fact that deep brain stimulation appears to increase in effectiveness the earlier it is done. The Evelina team is currently in the process of publishing its findings.

Device to potentially minimise the effects of Blepharospasm

A trial has been completed at the Oxford Eye Department, John Radcliffe Hospital, which suggests that a simple device attached to an arm of reading spectacles can make a positive difference to people living with blepharospasm. Following this positive result, funding has been identified by the John Radcliffe to produce the attachments, which we will make available through our website and newsletters as soon as possible.

Hand dystonia

The Society is supporting research into hand dystonia at the National Hospital for Neurology and Neurosurgery in London, including a generous donation of £10,000 from the James Tudor Foundation.

Understanding why nerve cells malfunction

The team at the University of Birmingham are using one of the latest diagnostic techniques to gather data on the involvement of individual molecules in dystonia and to provide a more detailed picture of how nerves are affected by dystonia. Data collection is in progress.

Allied healthcare research project

The Society has designated £40,000 as seed funding to support one or more new projects in allied healthcare. We will be seeking proposals from potential researchers during summer 2013 and plan to select a project in autumn 2013.

Financial Review

Income was increased from £560,658 in 2011/12 to £720,813 in 2012/13 due to more effective fundraising and legacies. The surplus for the year was £108,984 of which £40,000 has been designated for funding research. Income and surplus were substantially above plan because of £100,000 of unexpected legacy income received late in the year.

Reserves

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

- **Unrestricted funds:** The trustees feel it prudent to maintain the Society's general unrestricted reserves at a level sufficient to cover existing commitments (e.g. property rental and staffing costs) and to take into account the relatively low number of assured annual donors. The level of unrestricted reserves is reviewed each year when setting the budget and trustees aim for a level of not more than 60% of operating costs based on the current year's figures. The balance on actual unrestricted reserves at 31 March 2013 represented 62% of the total expenditure for that year and this has enabled us to designate £40,000 for research which will be disbursed in 2013/14. The unrestricted reserve excluding this amount would be sufficient to support the activities of the Society uninterrupted for 6 months in 2013/14 assuming no further funds are received.
- **Restricted funds:** Certain grants and donations received by the Society are given in respect of particular projects or initiatives. Funds held in respect of these activities at the period end are carried forward for future expenditure on these projects or initiatives. In the interests of prudence the trustees insist that funding for specific projects (including research) is raised in full before the project commences. The accounts for the year ended 31 March 2013 show a balance of £130,128 in respect of restricted funds which accounts for part of the Society's bank balances at the period end. Details of the makeup of this amount are given in note 15.

Investment Policy

- In order to avoid the risks of market and currency fluctuations, the trustees believe the Society should not invest in equities but should gain, tax free, the maximum returns possible in money markets by using the services of The Charities Aid Foundation high interest rate banking facilities.

Plans for Future Periods

During 2013/14 the Society will continue to promote the welfare of those suffering from dystonia by:

- **Building a strong dystonia community** through continuing to build up our network of groups and run "Living with Dystonia" events. We will also aim to grow our online activity through outreach especially to minority communities by providing information and advertising in a range of languages. We will pilot self-management sessions in the North West and Scotland.
- **Increasing awareness of dystonia and of the Society** through outreach to those researching symptoms online, raising awareness among medical professionals and outreach in treatment centres and developing a public relations strategy.
- **Providing information and support** through maintaining our helpline, expanding our range of leaflets and providing more detailed content especially for those affected by secondary dystonia. We will also recruit volunteers to provide well-informed and empathic peer-to-peer support on our forum.
- **Improving access to treatment and other vital services** through providing advocacy when services are not available and promoting best practice in treatment delivery and commissioning using best practice guides, commissioning documents and professional forums.
- **Facilitating research** including seed funding for innovative treatment ideas and practical projects to help people cope with dystonia.
- **Building our supporter base** by converting the high level of traffic we have on our website into new supporters of the Society using newsletters, information, events and social media.

Structure, Governance and Management

The Society is a company limited by guarantee and is registered with the Charity Commission (number 1062595) and with the Office of the Scottish Charity Regulator (SC042127). It is constituted by its Memorandum and Articles of Association. Guarantors are members of the Society, who, in the event of the charity being wound up, are each liable to contribute a maximum of £10.

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

Control of The Dystonia Society is vested in the trustees, each of whom is a member of the Society. New trustees are elected by the members by a secret postal ballot, and existing trustees encourage potential trustees to stand for election to maintain an appropriate balance of skills and experience. New trustees are given a programme of induction. Training is available when required and relevant. Trustees serve for a 3-year term and then stand for re-election. A minimum of a third of the trustees stand for re-election each year. If less than a third of the trustees are due for re-election then those nearest to the expiry of their term stand for re-election. Trustees serve a maximum of three terms. A Trustee may be appointed by the Board if a vacancy becomes available during the financial year and this trustee would then stand for re-election at the year end. The maximum number of trustees is twelve.

During the year one trustee stood down for personal reasons and, since the year end, a further two trustees have stood down also for personal reasons.

The trustees are advised by a number of specific sub-committees made up of trustees and volunteers co-opted by the trustees for their expertise. The sub-committees are supported by members of staff who work in the relevant area. These include the Finance and General Purposes Committee, the Support Services Committee, the Research Committee, the Communications and Fundraising Committee and other task-specific groups. The committees meet between 2 and 4 times per annum. In addition, working groups are set up to address other specific policy issues as they arise (e.g. constitutional changes). Decisions of the trustees are implemented by the Chief Executive and the staff.

Risk

The trustees continue to identify and review the major risks to which the Society is exposed and have established appropriate systems to anticipate further risks that may arise. The trustees believe that implementation of agreed actions and procedures will significantly reduce the probability and the impact of these risks.

Public benefit

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning the Society's future activities.

Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under that law the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements 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 financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2013 (incorporating the Directors' Report)

The trustees are responsible for keeping adequate accounting records which are sufficient to show and explain the charitable company's transactions and which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the charity's constitution. 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 auditor is 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 auditor is aware of that information.

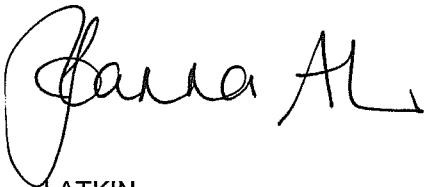
The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Small company exemption

This report has been prepared in accordance with the special provisions for Small Companies under Section 15 of the Companies Act 2006.

Approval

This report was approved by the Board of Trustees on 27/06/13 and signed on its behalf by:



J ATKIN
Chair of Trustees

THE DYSTONIA SOCIETY

Independent auditor's report to the trustees and members of The Dystonia Society

We have audited the financial statements of The Dystonia Society for the year ended 31 March 2013 which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. 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 company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charity's trustees, as a body, in accordance with section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the company'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 charitable company and the charitable company's members as a body and its trustees as a body, for our audit work, for this report, or for the opinion we have formed.

Respective responsibilities of trustees and auditor

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

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements 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 financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements 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 financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees (incorporating the Directors' Report) to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2013 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Report of the Trustees (incorporating the Directors' Report) for the financial year for which the financial statements are prepared is consistent with the financial statements.

THE DYSTONIA SOCIETY

Independent auditor's report to the trustees and members of The Dystonia Society

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 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the Report of the Trustees (incorporating the Directors' Report).

Chantrey Vellacott DFK LLP

Philip Clark (Senior statutory auditor)
for and on behalf of CHANTREY VELLACOTT DFK LLP
Chartered Accountants and Statutory Auditor
London *29 July 2013*

CHANTREY VELLACOTT DFK LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

THE DYSTONIA SOCIETY

Statement of Financial Activities

For the year ended 31 March 2013

(Incorporating an Income and Expenditure account)

	Notes	Restricted £	Unrestricted Designated £	General £	2013 £	2012 £
Incoming resources from generated funds:						
Voluntary income						
Donations, grants and subscriptions		366,840	-	245,656	612,496	530,787
Legacies		-	-	102,917	102,917	23,838
		366,840	-	348,573	715,413	554,625
Activities for generating funds						
Sales of goods and literature		-	-	3,266	3,266	3,591
Investment income		-	-	2,134	2,134	2,442
Total incoming resources	3	366,840	-	353,973	720,813	560,658
Resources expended						
Costs of generating voluntary income		-	-	120,318	120,318	98,990
Charitable activities						
Raising awareness		165,068	-	19,200	184,268	113,434
Improving access to treatment		66,096	-	-	66,096	25,697
Providing support and information		112,947	-	57,220	170,167	184,323
Linking people affected by dystonia		13,654	-	19,553	33,207	45,875
Research		-	-	-	-	25,302
		357,765	-	95,973	453,738	394,631
Governance costs		-	-	37,773	37,773	51,206
Total resources expended	6	357,765	-	254,064	611,829	544,827
Net incoming resources for the year, being net income for the year	7	9,075	-	99,909	108,984	15,831
Transfers			40,000	(40,000)	-	
Net movement in funds		9,075	40,000	59,909	108,984	15,831
Funds at the start of the year		121,053	-	275,991	397,044	381,213
Funds at the end of the year		130,128	40,000	335,900	506,028	397,044

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above.

The notes on pages 12 to 18 form part of these financial statements.

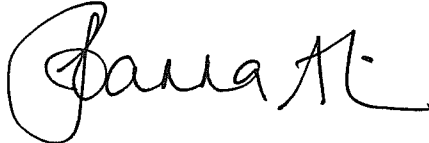
THE DYSTONIA SOCIETY

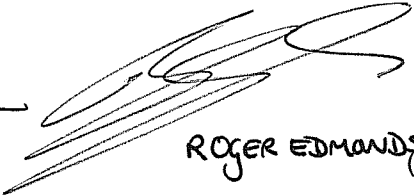
Balance Sheet as at 31 March 2013

	Notes	31 March 2013 £	31 March 2012 £
Fixed assets			
Tangible assets	8	-	-
Investments	9	25,000	25,000
		25,000	25,000
Current assets			
Debtors	10	105,191	36,185
Cash invested at bank and in hand	11	429,936	400,401
		535,127	436,586
Creditors: amounts falling due within one year	12	(54,099)	(64,542)
Net current assets		481,028	372,044
Net assets		506,028	397,044
Represented by:			
Unrestricted funds:			
General funds		335,900	275,991
Designated funds		40,000	-
Total unrestricted funds	14	375,900	275,991
Restricted funds	15	130,128	121,053
Total funds	13	506,028	397,044

These financial statements have been prepared in accordance with the special provisions for Small Companies under Part 15 of the Companies Act 2006.

Approved and authorised for issue by the trustees on 27/06/13 and signed on their behalf by:


 JOANNA ATKINS (Trustee)


 ROGER EDMONDS (Trustee)

Company registration number 3309777

The notes on pages 12 to 18 form part of these financial statements.

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

1. Accounting policies

a) Basis of preparation of accounts

The accounts are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' published in March 2005 ("SORP 2005"), applicable accounting standards, the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005. The accounts include the balances and transactions of 23 of the Society's support groups.

b) Cash flow

The Society has taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from the requirement to produce a cash flow statement.

c) Incoming resources

Voluntary income is received by way of grants, donations and subscriptions. The income from fundraising ventures is shown gross in the period in which the event occurs, with the associated costs included in costs of generating voluntary income. From time to time the Society receives donations of goods and services in kind and where there is a measurable material value to the Society, which can be ascertained with reliability, they are included as both income and expenditure. Equipment, given for use by the Society, is included as a donation at estimated value when received.

Legacies are accounted for when received, or otherwise only if the amounts are known with certainty, and entitlement is assured.

Subscriptions are included in the accounts in the year in which they are received.

Revenue grants are credited to incoming resources on the date they are received or when they are receivable, unless they relate to a specific period, in which case they are deferred.

d) Capital grants

Grants for the purchase of fixed assets are credited to restricted funds when receivable. Depreciation on the fixed assets purchased with such grants is charged against the restricted fund.

e) Resources expended

Expenditure is recognised on an accruals basis and includes VAT where charged.

Expenditure on charitable activities comprises services supplied identifiable as wholly or mainly in support of the Society's objectives in the 5 streams of work and are allocated to the particular stream where the costs relate directly to the activities within that work stream. Those costs shown as governance relate to the management of the Society's assets, organisational administration and compliance with constitutional and statutory requirements.

Costs are re-allocated to each of the charitable activities on the basis of staff time.

Costs of generating voluntary income relate to fundraising expenditure which comprises costs incurred in persuading people and organisations to contribute financially to the Society's work.

Grants payable are accounted for when paid or when the Society is legally bound to make future payments.

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

f) Pension contributions

The Society makes contributions to "defined contribution" personal pension schemes held by employees. Contributions are charged to the Statement of Financial Activities in the year in which they are payable to the scheme.

g) Tangible fixed assets

Depreciation is charged on all tangible fixed assets at 100% in the year of purchase.

h) Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities on a straight line basis over the period of the lease.

i) Fund accounting

Restricted funds are to be used for specific purposes as stated by the donor. Expenditure which meets these criteria is allocated to the fund, together with a fair allocation of investment income. Further details of these funds are shown in note 15.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Unrestricted funds are donations and other incoming resources receivable or generated for charitable purposes, in line with the objects of the Society.

j) Investments

Investments are stated at open market value. Unrealised gains/losses are taken to the Statement of Financial Activities.

2. Income and expenditure account

A separate income and expenditure account has not been prepared as the figures comprising net income for the year shown in the Statement of Financial Activities give the information required under the Companies Act 2006, together with details of other recognised gains and losses.

3. Total incoming resources

	Restricted	Unrestricted	2013	2012
	£	£	£	£
Raising awareness	159,543	-	159,543	118,959
Improving access to treatment	53,268	-	53,268	27,749
Providing support and information	112,513	-	112,513	128,684
Linking people affected by dystonia	36,393	-	36,393	30,107
Research	5,123	-	5,123	16,218
	366,840	-	366,840	321,716
Other income				
Donations and grants	-	171,126	171,126	137,535
Legacies	-	102,917	102,917	23,838
Subscriptions	-	74,530	74,530	71,536
Sale of goods and literature	-	3,266	3,266	3,591
Investment income	-	2,134	2,134	2,442
	-	353,973	353,973	238,942
Total	366,840	353,973	720,813	560,658

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

	2013	2012
Grants receivable, included above		
Scottish Government	15,500	15,500
Department of Health	33,118	-

4. Staff costs and salaries

	2013 £	2012 £
Staff costs during the year were as follows:		
Salaries and wages	293,884	248,546
Social Security costs	26,375	22,197
Pension contributions	11,940	11,103
	332,199	281,846

The average number of employees during the year was 14 (2012: 13 employees) of whom 5 were full time. The full time equivalent was 10.45 (2012: 8.1). No employee earned more than £60,000 during the year (2012: nil).

5. Trustees' remuneration and expenses

The trustees received no remuneration for their services (2012: nil). Eight (2012: six) trustees were reimbursed for travel expenses, postage, stationery, telephone and other costs totalling £2,872 (2012: £1,366).

6. Total resources expended

	Raising awareness £	Improving access to treatment £	Providing support and information £	Linking people affected by dystonia £	Research £	Costs of generating voluntary income £	Governance costs £	2013 Total £	2012 Total £
Fundraising and prize draw expenses	-	-	152	988	-	14,941	-	16,081	17,544
Reference materials & merchandise	-	-	-	-	-	2,804	-	2,804	3,841
Employment & training	44,789	50,449	128,524	19,615	-	76,953	20,063	340,393	304,213
Establishment	9,738	10,180	21,762	2,447	-	16,372	3,648	64,147	59,117
Printing, telecoms, post and newsletter	128,522	5,357	9,572	2,124	-	6,471	2,604	154,650	93,154
Conferences, meetings & travel	1,219	110	9,911	8,033	-	2,777	3,691	25,741	31,938
Insurance	-	-	-	-	-	-	1,467	1,467	189
Audit & accountancy	-	-	-	-	-	-	6,300	6,300	7,248
Grants awarded	-	-	246	-	-	-	-	246	27,583
	184,268	66,096	170,167	33,207	-	120,318	37,773	611,829	544,827

Grants awarded	2013 £	2012 £
To individuals	246	2,583
To organisations	-	25,000
	246	27,583

During the year 1 grant was made to an individual (2012: 6 grants).

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

7. Net incoming/(outgoing) resources

	2013 £	2012 £
Net incoming resources are stated after charging:		
Auditor's remuneration	6,300	7,248
Operating lease – land and buildings	20,354	20,354

8. Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 31 March 2012	31,429	8,609	40,038
Additions	1,446	-	1,446
At 31 March 2013	32,875	8,609	41,484
Depreciation			
At 31 March 2012	31,429	8,609	40,038
Charge for the year	1,446	-	1,446
At 31 March 2013	32,875	8,609	41,484
Net book value			
At 1 March 2012 and 31 March 2013	-	-	-

9. Investments

	2013 £	2012 £
At 1 April 2012	25,000	25,000
Revaluation	-	-
At 31 March 2013	25,000	25,000

Investments consist of UK government stocks.

	2013 £25,000	2012 £25,000
Historic cost		

10. Debtors

	2013 £	2012 £
Income tax recoverable	8,190	9,821
Other debtors and accrued income	57,941	-
Prepayments	39,060	26,364
	105,191	36,185

11. Cash at bank and in hand

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

	2013 £	2012 £
Bank investment accounts	365,245	354,180
Other bank and building society accounts	64,484	45,796
Petty cash	207	425
	429,936	400,401

12. Creditors

	2013 £	2012 £
Taxation and social security costs	8,509	6,176
Other creditors	34,980	12,719
Accruals	10,610	45,647
	54,099	64,542

13. Analysis of net assets between funds

	Restricted funds £	Designated funds £	General funds £	Total funds £
Fixed assets	-	-	25,000	25,000
Current assets	133,128	40,000	361,999	535,127
Creditors: amounts falling due within one year	(3,000)	-	(51,099)	(54,099)
	130,128	40,000	335,900	506,028

14. Unrestricted funds

	At 01.04.12 £	Incoming resources £	Resources expended £	Transfers £	At 31.03.13 £
General funds	275,991	353,973	(254,064)	(40,000)	335,900
Designated funds	-	-	-	40,000	40,000
Total unrestricted funds	275,991	353,973	(254,064)	-	375,900

£40,000 has been designated to provide seed funding for one or more new projects in allied healthcare, as outlined in the Report of the Trustees.

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

15. Restricted funds

	At 01.04.12 £	Incoming resources £	Outgoing resources £	At 31.03.13 £
Raising awareness	17,525	159,543	(165,068)	12,000
Best practice in treatment and support				
Dept of Health IESD Fund	-	33,118	(33,118)	-
Trusts & Foundations	15,472	20,150	(32,978)	2,644
	15,472	53,268	(66,096)	2,644
Support for individuals affected				
Helpline	-	61,850	(61,850)	-
Welfare grants	15,579	-	(5,665)	9,914
Conferences	18,800	3,089	(5,691)	16,198
Scotland – regional support	7,870	38,774	(39,497)	7,147
Wales – regional support	891	1,000	(244)	1,647
Self Management programme	-	7,700	-	7,700
Young Dystonia initiatives	7,024	100	-	7,124
	50,164	112,513	(112,947)	49,730
Linking people affected by dystonia				
Local activities	28,948	30,093	(7,354)	51,687
Branch and volunteer development	-	6,300	(6,300)	-
	28,948	36,393	(13,654)	51,687
Research	8,944	5,123	-	14,067
	121,053	366,840	(357,765)	130,128

The balances will be carried forward and used as follows:

Raising awareness - to promote the awareness of dystonia especially amongst those without a diagnosis

Best practice in treatment and support – to ensure that people with dystonia are treated fairly and appropriately in relation to employment, treatment and benefits and that services are delivered with maximum possible effectiveness.

Dept of Health IESD Fund – to develop a model of best practice and implement it to drive cost effective treatment.

Helpline – to provide information and emotional support to people affected by dystonia.

Welfare grants – to fund future grants in accordance with the Society's guidelines.

Conferences – to run events enabling people with dystonia to meet, learn about dystonia and try therapies.

Scotland – to support people with dystonia and work for improvements in services in Scotland.

Wales – to support people with dystonia and work for improvements in services in Wales.

Young Dystonia initiatives – to fund initiatives in support of young people and their families and carers.

Local activities – England – to fund awareness and welfare initiatives at a local level.

Research – to support research projects relating to understanding, treating and coping with dystonia..

THE DYSTONIA SOCIETY

Notes to the financial statements For the year ended 31 March 2013

16. Commitments under operating leases

At 31 March 2013 the Society had annual commitments under non-cancellable operating leases as set out below:

	2013	2012
	£	£
Operating leases which expire:		
Between two and five years – land and buildings	32,544	32,544

17. Pensions

The Society contributes to stakeholder and defined contribution personal pension schemes. The assets of these schemes are held separately from those of the Society in independently administered funds. The pension charge represents contributions payable by the Society to those funds and amounted to £11,940 (2012: £11,103). At March 2013 the Society owed £7,878 (2012: £6,187) to these pension schemes.