

Company Registration Number: 3309777
Charity Registration Numbers: 1062595 and SC042127

THE DYSTONIA SOCIETY
A company limited by guarantee
Financial Statements
31 March 2014

THE DYSTONIA SOCIETY

Financial Statements for the year ended 31 March 2014

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Financial Statements for the year ended 31 March 2014

Reference and administrative information

Royal Patron

HRH Princess Alexandra

Patrons

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

Trustees and Directors

Joanna Atkin
Roger Edmonds FCA

Michael Newbigin

Shona Baxandall
Christine Chapman
Graham Findlay
Nirmaljit Gill
Penny Ritchie Calder MBE
Alec Sandison
Peter Meager

Chair
Vice-chair
Honorary Treasurer (appointed 1 April 2014)
retired on completion of third term 31 March 2014
Honorary Treasurer (retired 31 March 2014)
resigned 31 December 2013

resigned 26 April 2013

appointed 1 April 2013
appointed 14 November 2013

Secretary

Jane Seaton ACA

Chief Executive

Paul King

Medical Advisers

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

Registered Office

89 Albert Embankment
London
SE1 7TP

Auditor

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

Bankers

CAF Bank
Kings Hill
West Malling
Kent ME19 4TA

Bank of Scotland
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London SW1Y 5BL

THE DYSTONIA SOCIETY

Report of the Trustees for the year ended 31 March 2014 (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 2014. 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 launched a new pilot project to help people with dystonia self-manage their condition. Up to May 2014 we have run 15 workshops across the North West and Scotland, focused on managing dystonia in everyday life, getting the best out of treatment, the emotions caused by dystonia and dealing with stress. Feedback has been excellent with 95% of participants reporting feeling better able to manage their condition. Our work in Scotland is supported by the Scottish Executive (Section 16B).
- The Society organised four *Living with Dystonia* events across the UK. The Society also supports 37 of its own local groups and is affiliated with a further 6 independent local groups. In total, around 1,100 people were supported locally.

Online

- Over the last year, the Society's online forum was visited by 13,600 people, each on average reading around 12 pages.
- The Society's Facebook page now has 2,300 likes, and its Twitter account has 1,100 followers.

Raising awareness of dystonia and the Society

Raising awareness using social media

Our recent social media awareness campaign reached nearly 7 million people thanks to the fantastic support of Stephen Fry, the well-known TV personality.

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Reaching people online

For the last 3 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". This has reached more than 350,000 people by May 2014 and the results are looking promising. Among those signing up for our newsletters, those diagnosed in the period 2000-10 reported waiting for an average 3.8 years for a diagnosis while those diagnosed in 2013-14 reported waiting an average 2.5 years. However, we cannot yet be certain this is representative of the dystonia population as a whole.

Raising awareness among medical professionals

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

Providing information and support

Website

The Society's website now receives 300,000 visitors per year – an increase of 20% over the last year and 570% over the last 3 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 and Advocacy

The Helpline and Advocacy services provided support to more than 1,200 people in the last year. Satisfaction levels on the helpline are excellent with 99% reporting the service helpful and 81% very helpful. On the helpline 99% of callers reported achieving at least one outcome – with the service providing both information and emotional support, and the levels of distress expressed by callers continued to be very high. 76% reported receiving new information while 66% reported an emotional benefit through it being helpful to express their feelings and/or feeling less isolated.

The helpline has an additional new focus on cerebral palsy with dystonia. There are an estimated 15,000 cases of cerebral palsy in the UK which cause dystonia and this is an area where the Society has previously lacked expertise. To support this work, new information was developed in co-operation with neurological experts at Chailey Heritage and Great Ormond Street hospitals.

The advocacy service provided individual support in 168 cases relating to treatment, benefits, social care support or employment and also addressed four large group advocacy cases where treatment was either delayed or refused. Individual cases were followed up at 3 months after support, and success was reported in 87% of those cases which were resolved. 98% of people found the service helpful and 92% very helpful. All the group advocacy cases raised have been resolved, or we expect to resolve them shortly.

Leaflets and Information

The Society continues to develop new information and leaflets. New leaflets have been prepared on *Dystonia and Mental Health* and *Dystonia and Pain*. Our *Dystonia Explained* and *Neck Dystonia* and several other leaflets have been updated.

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Newsletter and e-Newsletter

The Society sends a quarterly newsletter to our 2,800 members talking about all aspects of dystonia. In addition, we provide a free bi-monthly e-newsletter that is sent to any supporters who subscribe through our website. Circulation of our e-newsletter has risen to 1,800, up 50% year on year. Opening and click through rates remain high.

Improving access to treatment and other services and promoting best practice

Best practice

The Society has completed the second year of a 3 year project funded by the Department of Health to promote best practice in the commissioning of services to treat dystonia. Priorities have been identified based on the results of our questionnaire about treatment across the UK which received more than 2,150 responses. Particular priorities are establishing standard practice if botulinum toxin injections are not working, addressing the issue of dystonia and mental health, promoting allied healthcare, encouraging the use of dystonia nurses in clinics, and promoting consistency of charging for dystonia treatment.

Our revised guide to best practice for healthcare professionals was launched and a new commissioning guide prepared addressing the points above.

A new quality standard was prepared by the Association of British Neurology for the use of botulinum toxin in treating dystonia which drew on our findings. As a result of the Society highlighting this area, peer nurse injector trainers have been set up and six new nurse injectors trained. Information on *Dystonia and Mental Health* and *What to do if injections are not working* have both been read by more than 2,000 people online and circulated to more than 3,000 in hard copy.

To promote our findings we have been actively engaging with the new Strategic Clinical Networks for neurology across the UK. We have had more than 50 face-to-face and telephone discussions with them.

As part of an ongoing project to encourage sharing of expertise between medical professionals involved with dystonia, the Society funded the British Neurotoxin Network to organise a meeting of consultants and surgeons with experience of administering botulinum toxin injections for voice dystonia.

Progressing research activities

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

Audit of childhood dystonia

The Society provided funding to the Evelina London Children's Hospital to review its records to assess the impact of childhood dystonia and the results of therapies provided in 2011. This research has now resulted in two published papers.

The article *Proportion of life lived with dystonia inversely correlates with response to pallidal deep brain stimulation in both primary and secondary childhood dystonia* was published in *Developmental medicine and child neurology* in June 2013. The article reported that deep brain

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stimulation (DBS) appears to decline in effectiveness for children with idiopathic or inherited dystonia as the proportion of life lived with dystonia grows. Therefore, if DBS is considered a treatment of last resort and delayed while other therapies are tried, its effectiveness may be reduced.

The article *The impact and prognosis for dystonia in childhood including dystonic cerebral palsy: a clinical and demographic tertiary cohort* was published in the **Journal of Neurosurgery and Psychiatry** in February 2014. The article clarified a number of points about early-onset dystonia which will help services offering neurosurgical interventions and health service planning agencies to understand the context and predicament of life with childhood dystonia.

Measuring results of treatment of acquired dystonia

In July 2013, the Dystonia Society awarded the Evelina London Children's Hospital £15,000 to re-assess the results of DBS for children with acquired dystonia using a new performance measure. The article *Evaluation of functional goal outcomes using the Canadian Occupational Performance Measure (COPM) following Deep Brain Stimulation (DBS) in childhood dystonia* was published in the **European Journal of Paediatric Neurology** in January 2014. It reported that children with acquired dystonia achieved significant improvement on the COPM at 6 months for performance and satisfaction scores. In the majority of cases, the existing rating scale (the BFMDRS) failed to demonstrate significant improvement. This highlights the insensitivity of the existing scale.

The Evelina group continues to develop this important work which is part of a process of intense review of treatment of early-onset dystonias by the Paediatric Movement Disorder Special Interest Group.

Dystonia and mental health

In February 2014, the Society awarded Warwick Medical School £20,000 to pilot an intervention to help people with dystonia manage their mental health. The project involves a 3-day residential course, which aims to help people with dystonia who are experiencing emotional problems to cope better with the condition. The trial intervention will involve a range of medical professionals and will use techniques of cognitive behavioural therapy (CBT) and mindfulness, both of which are well established in the treatment of mental health.

The project will complete in March 2015. If the intervention is successful, then Warwick aims to obtain funding from the National Institute of Health Research to develop the idea further. They have an excellent track record of developing such allied healthcare projects.

Hand dystonia

Unfortunately, the research we funded into the use of hand therapy for the treatment of Focal Hand Dystonia at the National Hospital for Neurology and Neurosurgery has been delayed due to illness. The research has re-started. The National aim to deliver results later this year.

Research funds offered in 2014/15

The trustees have designated £50,000 for one or more new research projects in 2014/15.

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Financial Review

Income increased from £720,813 in 2012/13 to £784,399 in 2013/14 due primarily to legacies. Income from donations, grants and subscriptions was £64,427 below the figure for 2012/13 due to a one-off gift in kind of £35,000 received in 2012/13 and also the decision of one foundation, which had given £30,000 in 2012/13, not to disburse any funds in Europe in 2013/14. The surplus for the year was £53,223. As a result £50,000 has been designated for funding research. Income and surplus were substantially above plan because of £80,000 of unexpected legacy income notified late in the year.

Reserves

Unrestricted funds

The trustees feel it is 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 at 31 March 2014 represented 46% of the total expenditure for that year compared to 62% in 2012/13.

An amount of £50,000 has been designated for research and will be disbursed in 2014/15. The unrestricted reserves excluding this amount would be sufficient to support the activities of the Society uninterrupted for 5 months in 2014/15 assuming no further funds are received. This compares to a level of reserves at 31 March 2013 that represented 6 months budgeted expenditure.

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 2014 show a balance of £221,640 in respect of restricted funds. This amount includes a restricted legacy of £80,000 that has been advised to the Society but not yet paid. The remaining £141,640 accounts for part of the Society's bank balances at the period end. Details of the makeup of restricted funds are given in note 16.

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 Charities Aid Foundation's high interest rate banking facilities.

Plans for Future Periods

During 2014/15 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

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range of languages. We will deliver self-management sessions in a number of areas across the United Kingdom.

- **Increasing awareness of dystonia and of the Society** through outreach to those researching symptoms online, raising awareness among medical professionals, 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 relating to the management of dystonia.
- **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. In the event of the insolvency of the Society, members can be asked to pay a maximum of £10 towards any unpaid debt.

Control of The Dystonia Society is vested in the trustees, each of whom is a member of the Society.

Existing trustees encourage potential trustees to stand for election to maintain an appropriate balance of skills and experience. Where particular skills are needed, the recruitment of potential trustees may be expanded to look beyond the current membership.

Where there are more candidates than vacancies, trustees are elected by the members by a secret postal ballot. 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.

New trustees are given a programme of induction. Training is available when required and relevant.

During the year two trustees have stood down for personal reasons and one trustee has retired at the end of his third term in accordance with the Articles of Association.

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

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arise (e.g. constitutional changes). Decisions of the trustees are implemented by the Chief Executive and the staff.

Risk

The trustees 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, and the guidance **Meeting the Charity Test** published by the Office of the Scottish Charity Regulator 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 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 charitable company and of the surplus or deficit of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently; and
- observe the methods and principles in the Statement of Recommended Practice **Accounting and Reporting by Charities** published in March 2005
- 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
- prepare the financial statements 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 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 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.

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Report of the Trustees for the year ended 31 March 2014 (incorporating the Directors' Report)

In so far as the trustees are aware

- There is no relevant audit information of which the charitable company's auditor is unaware
- 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.

Auditors

CHANTREY VELLACOTT DFK LLP is deemed to be re-appointed under section 487(2) of the Companies Act 2006.

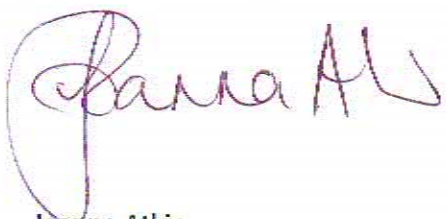
Thanks

We are very grateful indeed to the Society's volunteers, patrons, donors and fundraisers, to the charitable Trusts which have given grant funding, and to 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.

The trustees particularly wish to express their thanks to Mike Newbigin, who retired as the Society's Honorary Treasurer on 31 March 2014, for the generous contribution of time and experience which he brought to the management and governance of the Society.

Approval

This report was approved by the Board of Trustees on 4 September 2014 and signed on its behalf by:



Joanna Atkin

Chair of Trustees

THE DYSTONIA SOCIETY

Independent auditor's report to the members of the Dystonia Society

We have audited the financial statements of The Dystonia Society for the year ended 31 March 2014 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 charitable 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 Statement of Trustees' Responsibilities, 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, and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

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Independent auditor's report to the members of the Dystonia Society

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 2014 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.

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) and take advantage of the small companies exemption from the requirement to prepare a strategic 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

9 September 2014

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

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Statement of Financial Activities for the year ended 31 March 2014

(Incorporating an Income and Expenditure Account)

	Notes	Restricted funds	Unrestricted funds	2014 Total	2013 Total
			Designated funds	General funds	
		£	£	£	£
Incoming resources from generated funds:					
Voluntary income					
Donations, grants and subscriptions		292,562	-	255,507	548,069
Legacies		80,000	-	150,531	230,531
		372,562	-	406,038	778,600
Activities for generating funds					
Sales of goods and literature		-	-	2,853	2,853
		-	-	2,946	2,946
Investment income					
		-	-	2,946	2,134
Total incoming resources	3	372,562	-	411,837	784,399
Resources expended					
Costs of generating voluntary income					
		-	-	165,715	165,715
Charitable activities					
Raising awareness		107,714	-	35,985	143,699
Best practice in treatment and support		70,842	-	38,430	109,272
Support for individuals affected by dystonia		156,783	-	62,619	219,402
Linking people affected by dystonia		28,266	-	6,579	34,845
Research		5	38,305	-	38,310
		363,610	38,305	143,613	545,528
Governance costs					
		-	-	19,933	19,933
Total resources expended	5	363,610	38,305	329,261	731,176
Net incoming resources for the year	7	8,952	(38,305)	82,576	53,223
Transfers		82,560	50,000	(132,560)	-
Net movement in funds		91,512	11,695	(49,984)	53,223
Funds at the start of the year		130,128	40,000	335,900	506,028
Funds at the end of the year	14	221,640	51,695	285,916	559,251

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

The notes on pages 14 to 21 form part of these financial statements.

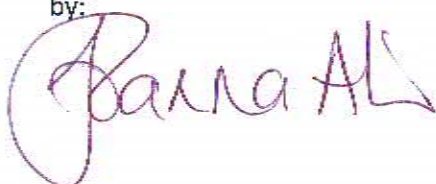
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Balance Sheet at 31 March 2014

	Notes	31 March 2014	31 March 2013
		£	£
Fixed assets			
Tangible assets	8	-	-
Investments	9	<u>25,000</u>	<u>25,000</u>
		<u>25,000</u>	<u>25,000</u>
Current assets			
Debtors	10	<u>131,822</u>	<u>105,191</u>
Cash invested at bank and in hand	11	<u>463,769</u>	<u>429,936</u>
		595,591	535,127
Creditors: amounts falling due within one year	12	<u>(61,340)</u>	<u>(54,099)</u>
Net current assets		<u>534,251</u>	<u>481,028</u>
Net assets		<u>559,251</u>	<u>506,028</u>
Represented by:			
Unrestricted funds:			
General funds		285,916	335,900
Designated funds	15	<u>51,695</u>	<u>40,000</u>
Total unrestricted funds		337,611	375,900
Restricted funds	16	<u>221,640</u>	<u>130,128</u>
Total funds		<u>559,251</u>	<u>506,028</u>

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 4 September 2014 and signed on their behalf by:



Joanna Atkin

(Trustee)



Roger Edmonds

(Trustee)

Company Registration Number: 3309777

The notes on pages 14 to 21 form part of these financial statements.

Notes to the financial statements for the year ended 31 March 2014

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, 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.

Legacy income is included in the period in which it is received, or, if earlier, the period in which the Society receives confirmation of entitlement and amount.

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 which the charity cannot recover.

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.

Support costs are re-allocated to each of the charitable activities (and to the associated restricted funds) on the basis of staff salary costs.

Notes to the financial statements for the year ended 31 March 2014

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 has, by communicating a commitment, created a valid expectation that it will make future payments.

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. Further details of these funds are shown in note 16.

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 and 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.

Notes to the financial statements for the year ended 31 March 2014

3 Total incoming resources

	Restricted £	Unrestricted £	2014 £	2013 £
Grants and donations				
Raising awareness	84,636	-	84,636	159,543
Best practice in treatment and support	34,736	-	34,736	53,268
Support for individuals affected by dystonia	152,694	-	152,694	112,513
Linking people affected by dystonia	15,543	-	15,543	36,393
Research	4,953	-	4,953	5,123
	292,562	-	292,562	366,840
Not restricted	-	184,272	184,272	171,126
Legacies	80,000	150,531	230,531	102,917
Subscriptions	-	71,235	71,235	74,530
Sales of goods and literature	-	2,853	2,853	3,266
Investment income	-	2,946	2,946	2,134
Total	372,562	411,837	784,399	720,813
			2014	2013
Grants receivable, included above			£	£
Scottish Government			20,000	15,500
Department of Health			33,946	33,118

4 Staff costs

	2014 £	2013 £
Staff costs during the year were as follows		
Salaries and wages	317,222	293,884
Social Security costs	28,985	26,375
Pension contributions	51,559	11,940
	397,766	332,199

The average number of employees during the year was 14 (2013: 14 employees) of whom five were full time. The full time equivalent was 9.00 (2013: 10.45). No employee earned more than £60,000 during the year (2013: nil).

The Society contributes to defined contribution personal pension schemes. The assets of these schemes are held separately from those of the Society in independently administered funds. At March 2014 the Society owed £3,335 (2013: £7,878) to these pension schemes.

During 2013/14, the trustees undertook a review of the Society's pension arrangements, and as a result, £31,322 in respect of contractual entitlements accrued by staff in prior years was recognised. This was a one off cost. At March 2014 all contractual liabilities had been discharged or provided for in full.

THE DYSTONIA SOCIETY

Notes to the financial statements for the year ended 31 March 2014

5 Total resources expended

	Research	Raising awareness	Linking people affected by dystonia	Best practice in treatment and support	Support for individuals affected by dystonia	Generating Funds	Governance	Support costs	Total 2014	2013
	£	£	£	£	£	£	£	£	£	£
Salaries and recruitment	1,326	36,048	19,883	55,097	130,412	68,604	2,631	88,647	402,648	332,108
Staff expenses and training	-	388	-	-	58	1,855	2,167	3,059	7,527	525
Direct costs	59	90,876	8,331	15,745	24,770	2,112	9,177	-	151,070	154,301
Grants awarded	36,000	-	-	-	649	-	-	-	36,649	246
Premises costs	-	-	-	-	-	-	-	53,106	53,106	56,846
Fundraising expenses	-	-	52	-	-	45,816	-	-	45,868	18,885
Administrative costs	-	-	-	-	-	-	-	29,313	29,313	42,255
Legal and professional	-	750	-	-	-	-	4,245	-	4,995	6,663
Apportioned support costs	925	15,637	6,579	38,430	63,513	47,328	1,713	(174,125)	-	-
	38,310	143,699	34,845	109,272	219,402	165,715	19,933	-	731,176	611,829

	2014	2013
Grants awarded included above	£	£
To individuals	649	246
To organisations	<u>36,000</u>	<u>-</u>
	36,649	246

During the year 2 grants were made to individuals (2013: 1 grant)

THE DYSTONIA SOCIETY

Notes to the financial statements for the year ended 31 March 2014

6 Trustees' remuneration and expenses

The trustees received no remuneration for their services (2013: £nil). Seven trustees (2013: eight) were reimbursed for travel expenses, postage, stationery, telephone and other costs totalling £2,281 (2013: £2,872).

7 Net incoming resources

	2014 £	2013 £
Net incoming resources are stated after charging:		
Auditor's remuneration	6,300	6,300
Operating lease – land and buildings	<u>28,827</u>	<u>20,354</u>

8 Tangible fixed assets

	Office equipment £	Fixtures and fittings £	Total £
Cost			
At 1 April 2013	32,875	8,609	41,484
Additions	<u>6,783</u>	<u>-</u>	<u>6,783</u>
At 31 March 2014	<u>39,658</u>	<u>8,609</u>	<u>48,267</u>
Depreciation			
At 1 April 2013	32,875	8,609	41,484
Charge for the year	<u>6,783</u>	<u>-</u>	<u>6,783</u>
At 31 March 2014	<u>39,658</u>	<u>8,609</u>	<u>48,267</u>
Net book value			
At 31 March 2013 and 31 March 2014	<u>-</u>	<u>-</u>	<u>-</u>

9 Investments

	2014 £	2013 £
Listed investments - UK Government Stocks		
Historic cost and carrying value	<u>25,000</u>	<u>25,000</u>

Notes to the financial statements for the year ended 31 March 2014

10 Debtors

	2014	2013
	£	£
Income tax recoverable	11,559	8,190
Other debtors and accrued income	83,650	57,941
Prepayments	36,613	39,060
	<u>131,822</u>	<u>105,191</u>

11 Cash invested at bank and in hand

	2014	2013
	£	£
Bank investment accounts	417,103	365,245
Other bank and building society accounts	46,058	64,484
Petty cash	608	207
	<u>463,769</u>	<u>429,936</u>

12 Creditors

	2014	2013
	£	£
Taxation and social security costs	8,228	8,509
Other creditors	18,252	34,980
Accruals	34,860	10,610
	<u>61,340</u>	<u>54,099</u>

13 Commitments under operating leases

At 31 March 2014 the Society had annual commitments under non-cancellable operating leases as set out below

	2014	2013
	£	£
Operating leases for land and buildings which expire in between two and five years	<u>32,544</u>	<u>32,544</u>

Notes to the financial statements for the year ended 31 March 2014

14 Analysis of net assets between funds

	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Fixed assets	-	-	25,000	25,000
Current assets	221,640	73,027	300,924	595,591
Creditors: amounts falling due within one year	-	(21,332)	(40,008)	(61,340)
	<u>221,640</u>	<u>51,695</u>	<u>285,916</u>	<u>559,251</u>

15 Designated funds

£50,000 has been designated to provide funding for one or more new research projects, as outlined in the Report of the Trustees.

16 Restricted funds

The Society holds balances on restricted funds which 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.
- **Department of Health Innovation, Excellence and Strategic Development 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.
- **Self Management** – to help people with dystonia to take control and actively manage their condition and treatment.
- **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.

Notes to the financial statements for the year ended 31 March 2014

	1 April 2013 £	Incoming resources £	Outgoing resources £	Transfers £	31 March 2014 £
Raising awareness	12,000	84,636	(107,714)	17,078	6,000
Best practice in treatment and support					
Dept of Health IESD Fund	-	33,946	(33,946)	-	-
Trusts & Foundations	2,644	790	(36,896)	33,462	-
	2,644	34,736	(70,842)	33,462	-
Support for individuals affected by dystonia					
Helpline	-	55,454	(72,064)	16,610	-
Welfare grants	9,914	-	(820)	-	9,094
Conferences	16,198	5,200	(23,020)	1,622	-
Scotland – regional support	7,147	44,013	(42,879)	-	8,281
Wales – regional support	1,647	-	(162)	-	1,485
Self Management programme	7,700	48,027	(14,338)	-	41,389
Young Dystonia initiatives	7,124	-	(3,500)	-	3,624
	49,730	152,694	(156,783)	18,232	63,873
Linking people affected by dystonia					
Local activities	51,687	94,543	(5,618)	(7,860)	132,752
Branch and volunteer development	-	1,000	(22,648)	21,648	-
	51,687	95,543	(28,266)	13,788	132,752
Research	14,067	4,953	(5)	-	19,015
	130,128	372,562	(363,610)	82,560	221,640

Transfers are made from unrestricted funds to finance deficits on restricted funds.

As part of the trustees' commitment to a wide range of activities, the Society's unrestricted funds are made available to finance programmes which are not fully funded from external sources.