

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

**THE DYSTONIA SOCIETY**

**A company limited by guarantee  
Financial Statements  
31 March 2016**

# **THE DYSTONIA SOCIETY**

## **Financial Statements for the year ended 31 March 2016**

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# **THE DYSTONIA SOCIETY**

## **Financial Statements for the year ended 31 March 2016**

### **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	Chair
Christopher Bradshaw	Honorary Treasurer
Christine Chapman	
Nirmaljit Gill	Vice Chair
Penny Ritchie Calder MBE	
Alec Sandison	
Peter Meager	
James Wishart	
Daniel Berry	
Philip Wilson	Retired 23 February 2016
Andy Young	

#### **Secretary**

Jane Seaton ACA

#### **Auditor**

Moore Stephens LLP  
150 Aldersgate Street  
London  
EC1A 4AB

#### **Chief Executive**

Guy Parckar

#### **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 2016 (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 2016 on the basis of the accounting policies set out in Note 1 to the financial statements, and comply with the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) (Charities SORP, FRS102). 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 activity

#### **We said that in 2015/16 we would...**

...raise awareness of dystonia and the Society through outreach to those researching symptoms online and in treatment centres; raise awareness among medical professionals; and continue to grow our presence on Facebook and Twitter, and take up of our e-newsletter.

...ensure the best possible treatment and support is available to all affected by dystonia through continuing to defend treatments and other support including advocacy as necessary; promote increased treatment of less common types of dystonia such as voice, hand and mouth/

2015/16 has been a challenging year in terms of income generation, but an incredibly busy and successful year delivering on our key objectives, and offering support to people with dystonia across the UK.

#### **Raising Awareness**

As part of our work to increase awareness and understanding of dystonia in 2015/16 we conducted a survey of our membership to gather their views. The results make it clear that the lack of awareness of dystonia is a major issue for our members, and should continue to be a strong focus for our work. The survey found that: nearly all (99%) of those surveyed felt that awareness of dystonia is too low; 83% of people surveyed also felt that low awareness makes their lives harder; Around half (49%) of those surveyed who had dystonia in the workplace reported that they had been forced to stop working because of the condition, often citing the lack of awareness among employers as a key factor.

We have worked throughout the year to raise the profile of the condition, from the huge social media reach of our awareness week in May, through to our ongoing use of Google Grants to direct people searching for relevant symptoms to information on our website. The traffic to the website has continued to rise with an average of well over 50,000 visits per month to the site, and more than half a million over the course of the year. We continue to send our hard copy newsletter out to around two and half thousand members, and have increased take up of our e-newsletter by around 30% over the course of the year, with more than 3,200 people now subscribed.

#### **Delivering best practice**

Several years ago we set ourselves the target of halving the diagnosis time for dystonia, which had previously stood at an average of nearly 5 years. Through the use of Google Grants to help reach the undiagnosed, as well as developing best practice materials and ongoing, targeted engagement with medical professionals and their representative bodies we are delighted that we have achieved our target and reduced the average diagnosis time to around 2 years. This is a major achievement, and a major step forward although waiting 2 years for diagnosis is still clearly far too long. Dystonia is a complex condition, for which there is no cure, but it is a condition that can often be well managed with the right treatment. This means that reducing the diagnosis time can make a huge, tangible difference for people affected, giving them access to the support that they need much sooner.

## THE DYSTONIA SOCIETY

### Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)

tongue/ jaw dystonias; promote best practice particularly in relation to poor responders to botulinum toxin; and promote improved referral for treatment of non-motor symptoms of dystonia.

...empower people with dystonia to manage all aspects of their condition by continuing our national roll-out of self-management workshops: support people with specific dystonia management goals through telephone self-management; and develop online videos of medical professionals providing guidance on managing dystonia. Provide information and support by maintaining our helpline; continue to expand the range of information available online, in leaflets and newsletters; and commence a project to support carers.

...link people affected by dystonia into a strong community with a programme of Living with Dystonia events across UK; and maintain a strong network of volunteer-led local groups.

We are continuing this work both through maintaining and developing our Google search support, and enhancing the information available through our website, as well as through specific focused activity such as sitting on the committee for the development of a National Institute for Clinical Excellence (NICE) guideline into the diagnosis of neurological conditions. We will also continue to defend dystonia medical support services – we have intervened in several cases where services have been threatened throughout the year, as well as working to define best practice and improve consistency and availability of treatment. With increasing pressure on NHS budgets it seems likely that this work will be increasing, and ever more important in the coming year.

We also worked with the British Neurotoxin Network to start the process of developing a network of physiotherapists with an interest in dystonia. This led to a first meeting in Birmingham this year, providing a potential basis for developing a dystonia physio network across the UK.

#### Supporting Individuals

In the past year we continued the rollout of our hugely successful programme of self-management workshops for people with dystonia. This support aims to provide people with the skills and knowledge to more successfully manage what is a complex, long-term medical condition. The workshops continue to receive excellent feedback, with more than 90% of attendees feeling better equipped to manage their condition after the workshop. By supporting people to manage their own condition we can help to reduce pressure on NHS and other statutory provision, as well as empowering and enabling more people in their everyday lives. As well as our workshops, we have also delivered a telephone self-management pilot, where our helpline team have incorporated the 'self-management' tools and ethos into their work to help reach even more people.

We have continued to provide a wealth of information, both online, and in hard copy to inform and support people with their condition. From detailed articles from medical professionals published in our newsletter and online, to our information leaflets which continue to be used both by patients and medics as the standard guides to different types of dystonia. These are regularly reviewed and updated, and all our work is informed by our team of expert medical advisers, who are some of the UK's leading medical experts on dystonia.

Our helpline and advocacy services have continued to be exceptionally busy, and exceptionally highly-regarded by those who use them (with our monitoring finding all callers rating the support as either 'helpful' or 'very helpful'). Our advocacy work has increased in complexity, particularly with significant changes to disability benefits, and the lack of awareness of dystonia among welfare decision-makers. While numbers of calls and advocacy support has remained fairly consistent, there has been a marked increase in the complexity of calls.

#### Linking people affected by dystonia

The Society supports a network of around 40 local support groups across the country, offering fantastic peer-to-peer support and giving people the chance to meet others with the condition and hear more about their experiences. More than 1000 people benefit from this fantastic support each year, with several new groups starting within the year as well. We also run Living With Dystonia days – bringing together local people, medical professionals and others to provide a day of information and support for people living with dystonia. This year we ran very well-attended, and

# THE DYSTONIA SOCIETY

## Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)

extremely well-received events in Glasgow, Berkshire, Barrow-in-Furness and Manchester, all of which received excellent feedback.

...provide seed-funding for research into dystonia with funding for at least one new project in 2015/16.

### **Supporting research into dystonia**

This year the research that we funded from the Warwick Clinical Trials Unit into a practical mindfulness course for people with dystonia concluded, having developed and piloted a short residential mindfulness programme specifically targeted at people with dystonia. The researchers will now seek additional funding from other sources to try to turn this into a scalable programme that could eventually be used across the NHS.

In-year we agreed to fund a new 'Seed Grant' project, supporting the University of Manchester with a project to develop a real-time muscle-mapping tool using ultrasound during botulinum toxin treatment.

## **Plans for Future Periods**

During 2016/17 the Society will continue to promote the welfare of those suffering from dystonia by

### **Raising awareness**

- Updating and enhancing our website and online social media presence to reach more people with dystonia;
- Securing media coverage to raise public awareness of dystonia;
- Raising awareness of dystonia with medical professionals through targeted engagement with them and their representative bodies.

### **Delivering best practice**

- Ensuring dystonia is well-represented in the forthcoming NICE guideline on diagnosing neurological conditions;
- Renewing and republishing our 'best practice' guidance to help drive improved, more consistent dystonia services;
- Using our expertise and experience to defend dystonia services across the UK, including botulinum toxin clinics.

### **Supporting individuals**

- Offering a high-quality, responsive helpline for anyone in the UK affected by dystonia;
- Offering in-depth, personalised advocacy support for those affected by dystonia, helping them get the support they need through, for example, welfare benefits, employment or the NHS;
- Providing self-management support, empowering people with dystonia to manage their own condition more effectively.

### **Linking people affected by dystonia**

- Continuing to support peer-to-peer support groups for people with dystonia across the UK;
- Offering Living With Dystonia days and other opportunities to bring people with dystonia together with key medical professionals;
- Providing online resources, information and social media to allow people with dystonia to come together and share information and advice.

### **Supporting research into dystonia**

- Supporting the successful research proposal into real-time ultrasound muscle mapping of botulinum toxin injections;
- Partnering with other research bodies to help deliver research into dystonia;
- Working with researchers to provide potential volunteers for appropriate research programmes, and ensure delivery of existing supported research (such as our previous seed grant winners, and our planned 'brain bank' project).

# **THE DYSTONIA SOCIETY**

## **Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)**

### **Financial Review**

Income decreased from £707,144 in 2014/15 to £465,049 in 2015/16. The fall was due to the ending of significant grant programmes, and a fall in legacy income. Expenditure fell slightly, from £725,111 in 2014/15 to £697,529 in 2015/16. As a result, the Society reports an increased deficit of £232,480 for the year from £17,967 in 2014/15.

### **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 reserves is reviewed each year when setting the budget and trustees aim for a level of not more than 60% of annual operating costs based on the current year's figures. The balance at 31 March 2016 represented 20% of the total expenditure for that year compared to 36% in 2014/15.

The Society includes a significant level of legacy income in its budgeting and strategic planning. In this way, the Society intends to make the best possible use of legacy income, to support sustained programmes of activity. Average annual legacy income over the past five years has been in excess of £100,000.

Despite the high average figure, legacy income can vary significantly from year to year and may be subject to restrictions. Therefore, to protect the Society's planned activities, the Trustees have at 31 March 2016 designated an amount equal to budgeted legacy income in 2016/17. This fund will be drawn upon only to the extent that actual legacy income in the coming year is lower than budget. Any balance remaining at the end of the year will be released back into unrestricted funds.

Unrestricted reserves excluding this amount would be sufficient to support the planned activities of the Society uninterrupted for 3 months in 2016/17 assuming no further funds are received. This compares to 4.1 months budgeted expenditure at 31 March 2015.

#### **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. The accounts for the year ended 31 March 2016 show a balance of £113,944 in respect of restricted funds. The figure at 31 March 2015 was £149,632. Details of the makeup of restricted funds are given in note 14. These funds are represented by cash held in bank accounts.

### **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 deposit facilities.

### **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.

## THE DYSTONIA SOCIETY

### Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)

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 three-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 one trustee retired.

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 two and four 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 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.

The most recent review identified the following key risks, and mitigations in place.

#### **Governance**

Board performance is supported by robust recruitment processes, skills audits, and provision of appropriate information to Trustees. Mechanisms are in place to ensure that the Society is aware of, and compliant with relevant legislation.

#### **Small staff team**

Robust recruitment, appraisal and general staff management processes are in place.

#### **Income insufficient to cover costs**

Annual budgets are prepared, and performance in all areas, particularly fundraising initiatives, is closely monitored. Prudent forecasts of variable income streams, particularly legacies and larger grants, are incorporated in the annual budget to ensure that the income is used effectively, but reserves are designated to ensure that activity can be sustained if income is, in the short term, lower than planned. Projects dependent on specific funding applications are not started until all the funding has been secured.

#### **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 planning the Society's future activities.



## THE DYSTONIA SOCIETY

### Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)

#### 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**
- 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.

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.

#### Auditor

A resolution proposing the re-appointment of Moore Stephens as auditor to the company was passed by the Board of Trustees on 10 September 2015.

## **THE DYSTONIA SOCIETY**

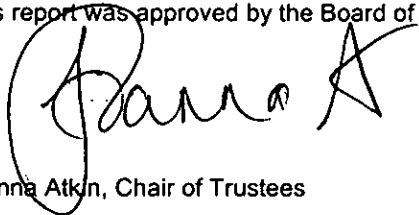
### **Report of the Trustees for the year ended 31 March 2016 (incorporating the Directors' Report)**

#### **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.

#### **Approval**

This report was approved by the Board of Trustees on 8 September 2016 and signed on its behalf by

A handwritten signature in black ink, appearing to read 'Joanna Atkin', with a large, stylized initial 'J' and a long horizontal stroke extending to the right.

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 2016 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flow, 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), including FRS102, the Financial Reporting Standard application to the UK and Republic of Ireland.

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.

## **THE DYSTONIA SOCIETY**

### **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 2016 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.

*Moore Stephens LLP*

for and on behalf of MOORE STEPHENS LLP  
Chartered Accountants and Statutory Auditor  
London

*9 September 2016*

MOORE STEPHENS 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 2016

	Notes	Restricted funds	Unrestricted funds		2016 Total	Restricted funds	Unrestricted funds		2015 Total
			Designated funds	General funds			Designated funds	General funds	
		£	£	£	£	£	£	£	£
<b>Income from</b>									
Donations, subscriptions, grants and legacies	3	180,594	-	279,969	460,563	290,799	-	410,529	701,328
Other trading activities		-	-	3,771	3,771	-	-	3,454	3,454
Investments		-	-	715	715	-	-	2,362	2,362
<b>Total</b>		<b>180,594</b>	<b>-</b>	<b>284,455</b>	<b>465,049</b>	<b>290,799</b>	<b>-</b>	<b>416,345</b>	<b>707,144</b>
<b>Expenditure on</b>	5								
Raising funds		-	-	179,595	179,595	-	-	162,349	162,349
Charitable activities	3	215,195	-	302,739	517,934	362,807	29,762	170,193	562,762
<b>Total</b>		<b>215,195</b>	<b>-</b>	<b>482,334</b>	<b>697,529</b>	<b>362,807</b>	<b>29,762</b>	<b>332,542</b>	<b>725,111</b>
<b>Net income/(expenditure)</b>	7	<b>(34,601)</b>	<b>-</b>	<b>(197,879)</b>	<b>(232,480)</b>	<b>(72,008)</b>	<b>(29,762)</b>	<b>83,803</b>	<b>(17,967)</b>
Transfers between funds		(1,087)	(73,933)	75,020	-	-	108,000	(108,000)	-
<b>Net movement in funds</b>		<b>(35,688)</b>	<b>(73,933)</b>	<b>(122,859)</b>	<b>(232,480)</b>	<b>(72,008)</b>	<b>78,238</b>	<b>(24,197)</b>	<b>(17,967)</b>
<b>Reconciliation of funds</b>									
Total funds brought forward		149,632	129,933	261,719	541,284	221,640	51,695	285,916	559,251
<b>Total funds carried forward</b>	14	<b>113,944</b>	<b>56,000</b>	<b>138,860</b>	<b>308,804</b>	<b>149,632</b>	<b>129,933</b>	<b>261,719</b>	<b>541,284</b>

All of the above results are derived from continuing activities. The notes on pages 14 to 21 form part of these financial statements.

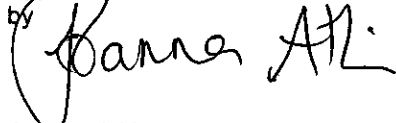
# THE DYSTONIA SOCIETY

## Balance sheet at 31 March 2016

	Notes	31 March 2016	31 March 2015
		£	£
<b>Fixed assets</b>			
Tangible assets	8	<u>4,192</u>	<u>-</u>
<b>Current assets</b>			
Debtors	9	50,949	39,051
Cash invested at bank and in hand	10	<u>328,074</u>	<u>584,585</u>
		<b>379,023</b>	<b>623,636</b>
<b>Creditors: amounts falling due within one year</b>	11	<u>(74,411)</u>	<u>(82,352)</u>
Net current assets		<u>304,612</u>	<u>541,284</u>
<b>Net assets</b>		<u>308,804</u>	<u>541,284</u>
<b>Represented by:</b>			
Unrestricted funds:			
General funds		138,860	261,719
Designated funds	14	<u>56,000</u>	<u>129,933</u>
Total unrestricted funds		<b>194,860</b>	<b>391,652</b>
Restricted funds	14	<u>113,944</u>	<u>149,632</u>
<b>Total funds</b>		<u>308,804</u>	<u>541,284</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 8 September 2016 and signed on their behalf

by 

Joanna Atkin

(Trustee)



Chris Bradshaw

(Trustee)

Company Registration Number: 3309777

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

# THE DYSTONIA SOCIETY

## Statement of cash flows for the year ended 31 March 2016

	2016	2015
	£	£
Net income/(expenditure) as per the statement of financial activities	(232,480)	(17,967)
Adjustments for		
Depreciation charges	1,048	-
Interest from investments	(715)	(2,362)
(Increase)/decrease in debtors	(11,898)	92,771
Increase/(decrease) in creditors	(7,941)	21,012
Net cash provided by (used in) operating activities	<u>(251,986)</u>	<u>93,454</u>
Cash flows from investing activities		
Interest from investments	715	2,362
Disposal of listed investments	-	25,000
Purchase of equipment	(5,240)	-
Net cash provided by (used in) investing activities	<u>(4,525)</u>	<u>27,362</u>
Net cash provided by (used in) financing activities	<u>(256,511)</u>	<u>120,816</u>
Change in cash and cash equivalents		
Cash in hand at 1 April 2015	584,585	463,769
Cash in hand at 31 March 2016	<u>328,074</u>	<u>584,585</u>
	<u>(256,511)</u>	<u>120,816</u>

# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### 1 Accounting policies

#### a) Basis of preparation of financial statements

The financial statements are prepared under the historical cost convention, in accordance with the Statement of Recommended Practice **Accounting and Reporting by Charities**, the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005. The accounts include the balances and transactions of 30 of the Society's support groups. The preparation of the financial accounts requires the Society's management to make reasonable and prudent judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for income and expenses during the year. These judgements are detailed in these accounting policies.

#### b) Income

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 raising funds. 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.

#### c) Expenditure

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 five streams of work, and are allocated to the particular stream where the costs relate directly to the activities within that work stream. Support costs are re-allocated to each of the charitable activities (and to the associated restricted funds) on the basis of staff salary costs.

Costs of raising funds relate to expenditure 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.

Those costs shown as governance relate to the management of the Society's assets, organisational administration and compliance with constitutional and statutory requirements.

#### d) 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 schemes.

#### e) Tangible fixed assets

Items of equipment are capitalised if their cost exceeds £1,000 and if they have an expected useful life in excess of two years. Depreciation is then charged at a uniform rate over that life.



# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### f) 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.

### g) Fund accounting

Restricted funds are to be used for specific purposes as stated by the donor. Expenditure which meets these criteria is charged to the fund. Further details of these funds are shown in note 14.

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.

## 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 Analysis of income and expenditure by charitable activity

	2016		2015	
	Income*	Expenditure	Income*	Expenditure
	£	£	£	£
Awareness	74,500	160,246	73,729	149,990
Best Practice	10,450	13,144	63,943	20,530
Support for individuals	48,309	300,326	111,511	306,758
Linking	8,335	43,437	32,015	53,279
Research	39,000	781	9,601	32,205
	<u>180,594</u>	<u>517,934</u>	<u>290,799</u>	<u>562,762</u>

\*Income is analysed according to restrictions imposed by donors and funders

Grants receivable, included above	£	£
Scottish Government Section 16B	-	5,000
Department of Health IESD Fund	-	<u>34,794</u>

## THE DYSTONIA SOCIETY

### Notes to the financial statements for the year ended 31 March 2016

#### 4 Staff costs

Staff costs during the year were as follows

	2016	2015
	£	£
Salaries and wages	328,584	338,893
Social Security costs	28,250	28,937
Pension contributions	22,974	24,947
	<u>379,808</u>	<u>392,777</u>
Other employment and training costs	25,978	5,003
Total employment and training costs	<u>405,786</u>	<u>397,780</u>

The average number of employees during the year was 14 (2015: 15 employees) of whom five were full time. The full time equivalent was 10.14 (2015: 10.67). No employee earned more than £60,000 during the year (2015: nil). The total of employee benefits paid to key management personnel was £56,503 (2015:£61,625).

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 2016 the Society owed £1,617 (2015: £2,270) to these pension schemes.

# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### 5 Total resources expended

	Support costs	Awareness	Best Practice	Support for individuals	Linking	Research	Fundraising	2016 Total
2016	£	£	£	£	£	£	£	£
Employment & training	100,246	35,836	-	165,840	20,006	-	83,858	405,786
Premises and facilities	80,324	-	-	20	60	-	-	80,404
Printing, telecoms, internet and post	22,285	98,198	-	1,898	584	-	140	123,105
Audit and accountancy	7,700	-	-	-	-	-	-	7,700
Conferences, meetings & travel	5,771	382	292	14,892	8,302	781	230	30,650
Direct project costs	-	250	12,852	660	205	-	14,376	28,343
Fundraising and prize draw expenses	-	-	-	-	-	-	21,132	21,132
Grants awarded	-	-	-	409	-	-	-	409
Apportioned support costs	(216,326)	25,580	-	116,607	14,280	-	59,859	-
<b>Total</b>	<b>-</b>	<b>160,246</b>	<b>13,144</b>	<b>300,326</b>	<b>43,437</b>	<b>781</b>	<b>179,595</b>	<b>697,529</b>

								2015 Total
2015								
Employment & training	61,012	37,000	-	191,186	19,512	1,380	87,690	397,780
Premises and facilities	69,600	-	-	244	-	-	-	69,844
Printing, telecoms, internet and post	26,997	89,468	3,651	3,110	1,084	-	10	124,320
Audit and accountancy	6,900	-	-	-	-	-	-	6,900
Conferences, meetings & travel	5,810	551	610	10,523	21,934	363	234	40,025
Direct project costs	-	4,200	16,269	3,692	815	-	11,223	36,199
Fundraising and prize draw expenses	-	-	-	-	35	-	19,086	19,121
Grants awarded	-	-	-	1,160	-	29,762	-	30,922
Apportioned support costs	(170,319)	18,771	-	96,843	9,899	700	44,106	-
<b>Total</b>	<b>-</b>	<b>149,990</b>	<b>20,530</b>	<b>306,758</b>	<b>53,279</b>	<b>32,205</b>	<b>162,349</b>	<b>725,111</b>

Grants awarded included above

	2016	2015
	£	£
To individuals	409	1,160
To organisations	-	29,762
	<b>409</b>	<b>30,922</b>

Support costs include governance costs

	<b>25,099</b>	<b>20,428</b>
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# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### 6 Trustees' remuneration and expenses

The trustees received no remuneration for their services (2015: £nil). Five trustees (2015: five) were reimbursed for travel expenses, postage, stationery, telephone and other costs totalling £2,228 (2015: £3,191).

### 7 Net incoming resources

	2016 £	2015 £
Net income/(expenditure) is stated after charging		
Auditor's remuneration	7,700	6,300
Operating lease – land and buildings	29,590	28,827

### 8 Tangible fixed assets

	Office equipment and fixtures £
<b>Cost</b>	
At 1 April 2015	12,477
Additions	5,240
<b>At 31 March 2016</b>	<b>17,717</b>
<b>Depreciation</b>	
At 1 April 2015	12,477
Charge for the year	1,048
<b>At 31 March 2016</b>	<b>13,525</b>
<b>Net book value</b>	
At 31 March 2016	4,192
At 31 March 2015	-

# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### 9 Debtors

	2016	2015
	£	£
Income tax recoverable	11,500	12,300
Other debtors and accrued income	3,854	3,114
Prepayments	35,595	23,637
	<b>50,949</b>	<b>39,051</b>

### 10 Cash at bank and in hand

	2016	2015
	£	£
Bank investment accounts	293,647	527,946
Other bank and building society accounts	33,420	56,471
Petty cash	1,007	168
	<b>328,074</b>	<b>584,585</b>

### 11 Creditors

	2016	2015
	£	£
Taxation and social security costs	8,375	7,791
Other creditors	7,002	8,132
Accruals	59,034	66,429
	<b>74,411</b>	<b>82,352</b>

### 12 Commitments under operating leases

At 31 March 2016 the Society had annual commitments under non-cancellable operating leases as set out below

	2016	2015
	£	£
Operating leases for land and buildings which expire in between two and five years	<b>49,333</b>	-

The Society's office lease expired on 23 May 2015 and at 31 March 2015, a renewal was under discussion but not agreed. The Society has now renewed for a five year term.

# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### 13 Analysis of net assets between funds

	Restricted funds	Designated funds	General funds	Total funds
	£	£	£	£
Fixed assets	-	-	4,192	4,192
Current assets	113,944	56,000	209,079	379,023
Creditors: amounts falling due within one year	-	-	(74,411)	(74,411)
	<b>113,944</b>	<b>56,000</b>	<b>138,860</b>	<b>308,804</b>

### 14 Designated and restricted funds

#### Designated funds

£21,933 which had been designated to provide funding for one or more new research projects, has been released as restricted funds have become available for these projects.

To protect the Society's planned activities, the Trustees have at 31 March 2016 designated £56,000, which is equal to budgeted legacy income in 2016/17.

#### Restricted funds

As part of the trustees' commitment to a wide range of activities, programmes which are not fully resourced by external funding are supported using the Society's unrestricted funds.

The Society operated the following restricted funds during the year:

- **Awareness** - to promote the awareness of dystonia especially amongst those without a diagnosis. Funds were held at 31 March 2016 for a planned Essay Competition.
- **Best practice** – 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.
- **Support for individuals**
  - 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 and Living with Dystonia days** – to run events enabling people with dystonia to meet, learn about dystonia and try therapies. Funds were held at 31 March 2016 for a *Living with Dystonia* day in East Sussex.
  - Self-management and telephone 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.
- **Linking** –to fund awareness and welfare initiatives at a local level and encourage the participation of volunteers.
- **Research** – to support research projects relating to understanding, treating and coping with dystonia.
- **Specific national and regional funding** is held within the above funds as appropriate.

# THE DYSTONIA SOCIETY

## Notes to the financial statements for the year ended 31 March 2016

### Activity on restricted funds

	1 April 2015 £	Incoming resources £	Outgoing resources £	Transfers £	31 March 2016 £
Awareness	6,000	74,500	(74,500)	-	6,000
Best practice	-	10,450	(10,450)	-	-
Support for individuals	66,609	48,309	(104,918)	-	10,000
Linking	48,515	8,335	(24,546)	(1,087)	31,217
Research	28,508	39,000	(781)	-	66,727
	<b>149,632</b>	<b>180,594</b>	<b>(215,195)</b>	<b>(1,087)</b>	<b>113,944</b>

### Included within the above is

**Scotland:** Funding from various sources to support people with dystonia and work for improvements in services in Scotland

-	22,407	(22,407)	-	-
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Total expenditure in Scotland was £39,641. This does not include £23,640 for support from the Society's London office.

Transfers are from groups which have decided to allocate funds raised locally to the unrestricted funds of the Society.

### 14 Transition to FRS 102

These financial statements for the year ended 31 March 2016 are the Charity's first financial statements that comply with Financial Reporting Standard 102 (FRS 102) 'the Financial Reporting Standard in the UK and Republic of Ireland'. The Charity's date of transition to FRS 102 is 1 April 2014. The Charity's last financial statements prepared in accordance with previous UK GAAP were for the year ended 31 March 2015.

The transition to FRS 102 has resulted in a change to the Charity's accounting policies compared to those used when applying previous UK GAAP.

There were no transition adjustments required to prior year figures.