

SOFT UK TRUST

Annual Report and Financial Statements

for the Year Ended 30 April 2014

SOFT UK TRUST

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SOFT UK TRUST

Reference and Administrative Details

Charity name	SOFT UK TRUST
Charity registration number	1002918
Principal office	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
Registered office	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
Trustees	Mrs C Rose Mrs J Fowler Mr J Fergus (resigned 30 June 2013) Mrs D Powell (resigned 30 July 2013) Mrs D Robbins Mrs L Petrie, Treasurer Mr D Delargy, Trustee (appointed 30 June 2013) (resigned 4 May 2014) Mr J Capper, Trustee (appointed 30 July 2013) Mrs E Egan (appointed 4 May 2014)
Solicitor	Anthony Collins Solicitors Birmingham
Bankers	HSBC Ross-on-Wye
Accountant	David Dixie F C A AIMS Accountants Dixie Associates Ltd 34 Swarthmore Road Selly Oak Birmingham B29 4JS

SOFT UK TRUST

Trustees' Report

The Trustees have pleasure in presenting their Annual report and unaudited financial statements for the year ended 31st March 2014.

CONSTITUTION

The Charity is constituted by way of a Trust Deed dated 26th April 1991, updated by means of a Deed of Variation in 2011 and is registered with the Charity Commission under Number 1002918. The Trust Deed regularises the informal arrangements which had been in force since 22nd June 1990.

SOFT UK is a cross border charity and registered with OSCR the Scottish Charity Regulator under the Number SC043341. As a cross border charity SOFT UK operates under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

SOFT UK is governed by its Trustee board, which is responsible for setting the strategic direction of the organisations and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of SOFT UK and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly.

PRINCIPLE AIMS AND OBJECTIVES OF THE CHARITY

To provide support, assistance and information to families having a child with a chromosome abnormality, principally Patau's Syndrome (Trisomy 13) and Edwards Syndrome (Trisomy 18) and their related disorders of partial Trisomy, Mosaicism and Deletions.

SOFT UK provides information and support at all stages following a prenatal diagnosis, whether the family decides to terminate the pregnancy early or allow it to continue. Approximately 1 in 10 babies will be born alive and SOFT UK supports those who are caring for a baby or child with these conditions (often living with multiple and profound disabilities), and families if a bereavement occurs. As a membership organisation, families can share their experiences through the SOFT UK website, member's magazine and regular family days and conferences. The support is offered to all members of the family, including siblings of the affected child, for as long as required.

Over more than 20 years, SOFT UK has built networks with many professionals, including health professionals, family support workers and hospice staff. Our information is evidence based, prepared in collaboration with our professional advisors, and is always given to compliment the advice of clinicians who work with individual families. In line with our charitable mission, we do not offer medical advice. Through our membership of organisations including the Genetic Alliance UK, Fetal Anomaly Screening Programme – T13 & T18 National Policy Group, SOFT UK works to advocate on behalf of families affected by Trisomy 13 and Trisomy 18. We seek to improve services for all affected families and raise awareness of these genetic conditions.

GENERAL AND FINANCIAL MATTERS

1. CORE SUPPORT PROVIDED

The main aim of the charity is to provide support for families with a child who has a diagnosis of Trisomy 13 or Trisomy 18. We run a SOFT UK website which enables families to access dedicated volunteer befrienders via an Enquires function. (SOFT UK has no manned office). Families can be referred to the site by professionals or can self-refer. Our trained volunteers offer a supportive, listening ear and evidence based information to support families during a challenging time. All support is provided free of charge.

Prenatal queries are handled by a volunteers trained by ARC and CRUSE.

SOFT has funded and developed, and is now delivering a bespoke training package to support volunteers, in conjunction with Erica Brown, Vice President, Acorn Children's Hospice and Coventry University. The training package is copy righted to SOFT UK and can be delivered at training development days and via distance learning.

Written information is provided via booklets, available in print or electronic copy, and are updated regularly by medical professionals who use their expertise to assist SOFT UK in its objectives.

Newsletters are sent to families twice a year. These newsletters provide information and an opportunity for our members to share their experiences and advice.

SOFT UK TRUST

Trustees' Report

2. CONFERENCES AND FAMILY EVENTS

A number of family days were held in 2013. The English family day was held in June 2013 in the Midlands, and featured a combination of professional and family speakers, a range of events for the children and their siblings and remembrance events. In Northern Ireland a family day was held in August 2013 and included an increased number of families, including some new families and was attended by 2 of our trustees. A further Family Day was held in September 2013 in Renfrew, for our Scottish members with family time and professional speakers.

3. SOFT UK WEBSITE DEVELOPMENT

The SOFT UK website had undergone further development to ensure it is useful and informative for families and members following a review of members' views, and it is easier to navigate.

DEVELOPMENTS AND FUTURE PLANS

1. TRAINING

A SOFT UK Trustee training event was held on the 19th October 2013, facilitated by an expert in UK charities and good governance in the 3rd sector. The objective was to ensure that SOFT UK is operating in accordance with Charity Commission guidelines and best practice and to support Trustees in undertaking their role.

In November 2013, a training weekend was held for volunteers to introduce them to the SOFT UK bespoke volunteer training package. This training will provide support for volunteers who work for SOFT UK in providing support to families.

2. SOFT UK CONTRIBUTION TO NATIONAL PROFESSIONAL FORUMS

Trustees of SOFT UK continue to be actively involved in a range of national professional forums. In supporting the work of these forums, SOFT UK seeks to advocate on behalf of families affected by Trisomy 13 and Trisomy 18, to improve services for all affected families and to raise awareness of these genetic conditions.

Specific professional organisations include:

- Genetic Alliance UK
- Fetal Anomaly Screening Programme (FASP) – T13 & T18 National Policy Group (membership)
- FASP Patient Information Group (membership)
- Together for Short Lives (membership)
- Scottish Children and Young People's Palliative Care Network

3. RESEARCH

SOFT UK is contributing to a research project – *The impact of genetic life-limiting and life-threatening conditions on non-affected brothers and sisters*; to be undertaken by the Centre for Children and Families Applied Research (CCFAR), Coventry University with lead researcher Erica Brown. SOFT UK are making a financial contribution to the first phase of the research and a number of SOFT families will contribute to the field work data collection. The outcome of this work will enable SOFT to plan to better support siblings.

4. DEVELOPMENT

SOFT UK continues to work in line with the development plans developed and published in June 2012, which have been reviewed and refreshed by Trustees during the year.

FINANCIAL MATTERS

The Accounts for the year show a surplus of expenditure over income of £18,706. No new grants were received during the year and donations were less than half of the previous year. Expenditure was 12 ½ % higher, partly due to new employment costs. Reserves at 30 April 2014 were £78,973 and are sufficient to cover expenditure for 21 months.

SOFT UK TRUST

Trustees' Report

TRUSTEE STATEMENT

The Trustees have reviewed the Charity's reserves and are content that they are both prudent and suitable. The Trustees are not aware of any major risks other than a catastrophic fall in income. In this unlikely event, the Trustees would curtail the Charity's expenditure accordingly. However the Charity has very few contractual liabilities and has only 1 employee. This employee is on fixed term contract, recently extended to 31st October 2015, with a mutual 1 month notice period in contract.

The Trustees have considered the major business and operational risks which the charity faces and confirm that systems are in place and necessary steps taken to lessen these risks. Internal risks are minimised by the development of operational policies and training for volunteers and Trustees.

.
Signature Mrs Jan Fowler (Chair)

.
Signature Mrs Chris Rose (Co-founder)

SOFT UK TRUST

Trustees' Responsibilities in relation to the Financial Statements

The trustees 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).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

**Independent Examiner's Report to the Trustees of
SOFT UK TRUST**

I report on the accounts of the Trust for the year ended 30 April 2014, which are set out on pages 7 to 14.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011(the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
David Dixie F C A

Date:.....

AIMS Accountants
Dixie Associates Ltd
34 Swarthmore Road
Selly Oak
Birmingham
B29 4JS

SOFT UK TRUST

Statement of Financial Activities for the Year Ended 30 April 2014

		Unrestricted Funds	Total Funds 2014	Total Funds 2013
	Note	£	£	£
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	25,516	25,516	94,280
Investment income	4	46	46	29
Total incoming resources		25,562	25,562	94,309
Resources expended				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	5	10,457	10,457	7,065
Charitable activities	5	21,355	21,355	24,189
Governance costs	5	12,456	12,456	8,126
Total resources expended		44,268	44,268	39,380
Net movements in funds		(18,706)	(18,706)	54,929
Reconciliation of funds				
Total funds brought forward		97,679	97,679	42,750
Total funds carried forward		78,973	78,973	97,679

The notes on pages 9 to 14 form an integral part of these financial statements.

SOFT UK TRUST
Balance Sheet as at 30 April 2014

		2014		2013	
	Note	£	£	£	£
Current assets					
Debtors	10	773		2,590	
Cash at bank and in hand		<u>78,462</u>		<u>96,666</u>	
			79,235		99,256
Creditors: Amounts falling due within one year					
	11		<u>(262)</u>		<u>(1,577)</u>
Net current assets			<u>78,973</u>		<u>97,679</u>
Net assets			<u><u>78,973</u></u>		<u><u>97,679</u></u>
The funds of the charity:					
Unrestricted funds					
Unrestricted income funds			<u>78,973</u>		<u>97,679</u>
Total charity funds			<u><u>78,973</u></u>		<u><u>97,679</u></u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved by the Board on and signed on its behalf by:

.....
Mrs C Rose
Trustee

.....
Mrs J Fowler
Trustee

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 13.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	25% straight line basis
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SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

..... continued

2 Voluntary income

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Donations and legacies			
Appeals and donations	25,516	25,516	62,121
Grants			
Grants - other agencies	-	-	32,159
	25,516	25,516	94,280

3 Grants receivable

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Grants - other agencies	-	-	32,159
	-	-	32,159

4 Investment income

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Interest on cash deposits	46	46	29
	46	46	29

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

..... continued

5 Total resources expended

	Operating activity 1	Charitable activity 1	Governance	Total 2014	Total 2013
	£	£	£	£	£
Direct costs					
Fundraising costs	2,818	-	-	2,818	2,784
Employment costs	-	-	10,292	10,292	5,502
Establishment costs	773	-	424	1,197	1,552
Office expenses	193	17,569	-	17,762	16,303
Printing, posting and stationery	-	3,619	-	3,619	8,114
Subscriptions and donations	43	-	-	43	172
Travel and subsistence	-	167	600	767	1,019
Accountancy fees	405	-	600	1,005	725
Legal and professional costs	-	-	540	540	-
Bank charges	-	-	-	-	4
Depreciation of tangible fixed assets	-	-	-	-	3,205
	4,232	21,355	12,456	38,043	39,380
Support costs					
Employment costs	6,225	-	-	6,225	-
	10,457	21,355	12,456	44,268	39,380

6 Trustees' remuneration and expenses

Travel and other expenses paid to trustees in the year are £600 (2013 - £1,019). No other payments were made to trustees.

7 Net (outgoing)/incoming resources

Net (outgoing)/incoming resources is stated after charging:

	2014 £	2013 £
Depreciation of tangible fixed assets	-	3,205

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

..... *continued*

8 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year was as follows:

	2014	2013
	No.	No.
Governance	<u>1</u>	<u>1</u>

The aggregate payroll costs of these persons were as follows:

	2014	2013
	£	£
Wages and salaries	10,000	5,000
Social security	<u>292</u>	<u>171</u>
	<u>10,292</u>	<u>5,171</u>

No employee received emoluments of more than £60,000 during the year (2013 - No. 0).

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

..... continued

9 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 May 2013 and 30 April 2014	10,901
Depreciation	
As at 1 May 2013 and 30 April 2014	10,901
Net book value	
As at 30 April 2014	-
As at 30 April 2013	-

10 Debtors

	2014 £	2013 £
Other debtors	467	-
Prepayments and accrued income	306	2,590
	773	2,590

11 Creditors: Amounts falling due within one year

	2014 £	2013 £
Trade creditors	262	1,360
Taxation and social security	-	217
	262	1,577

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2014

..... *continued*

12 Related parties

Controlling entity

The charity is controlled by the trustees.

13 Analysis of funds

	At 1 May 2013	Incoming resources	Resources expended	At 30 April 2014
	£	£	£	£
General Funds				
Unrestricted income fund	97,679	25,562	(44,268)	78,973
	97,679	25,562	(44,268)	78,973

14 Net assets by fund

	Unrestricted Funds	Total Funds 2014	Total Funds 2013
	£	£	£
Current assets	79,235	79,235	99,256
Creditors: Amounts falling due within one year	(262)	(262)	(1,577)
Net assets	78,973	78,973	97,679

SOFT UK TRUST

Statement of financial activities by fund Year Ended 30 April 2014

	Unrestricted income fund 2014	Unrestricted income fund 2013
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	25,516	94,280
Investment income	46	29
Total incoming resources	<u>25,562</u>	<u>94,309</u>
Resources expended		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	10,457	7,065
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Net movements in funds	(18,706)	54,929
Reconciliation of funds		
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Total funds carried forward	<u><u>78,973</u></u>	<u><u>97,679</u></u>

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