

# SOFT UK TRUST

Annual Report and Financial Statements

for the Year Ended 30 April 2015

# **SOFT UK TRUST**

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## **SOFT UK TRUST**

### **Reference and Administrative Details**

<b>Charity name</b>	SOFT UK TRUST
<b>Charity registration number</b>	1002918
<b>Principal office</b>	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
<b>Registered office</b>	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
<b>Trustees</b>	Mrs C Rose Mrs J Fowler Dr D Robbins Mrs L Petrie, Treasurer to December 2014 Mr D Delargy (resigned 4 May 2014) Mr J Capper Mrs E Egan, Treasurer from January 2015 (appointed 4 May 2014)
<b>Solicitor</b>	Anthony Collins Solicitors Birmingham
<b>Bankers</b>	HSBC Ross-on-Wye
<b>Accountant</b>	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 2015.

### **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 organisation 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 and Together for Short Lives, 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 2014. The English family day was held in May 2014 in the North of England and the Scottish family day was held in September 2014 in Renfrew, for our Scottish members with family time and professional speakers.

#### **3. SOFT UK WEBSITE DEVELOPMENT**

The SOFT UK website continues to evolve to reflect the suggestions of our families and professionals and to utilise the developments in technology to ensure it is useful and informative for families and members. A further, full review is planned in 2016.

#### **DEVELOPMENTS AND FUTURE PLANS**

##### **1. 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

##### **2. RESEARCH**

SOFT UK is funding and contributing to a research project – *The impact of genetic life-limiting and life-threatening conditions on non-affected brothers and sisters*; 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.

##### **3. DEVELOPMENT**

SOFT UK is currently working in line with the development plans developed and published in June 2012. A further development planning session with Trustees and volunteers is scheduled for 2015 and will refresh the charity's forward plan

##### **4. 25th ANNIVERSARY**

In 2016 SOFT UK will celebrate its 25th anniversary and plans to hold a major conference and family weekend. International professional speakers will be in attendance to contribute to the discussions for families and professionals; family and memorial events will also be included. The event is also an opportunity to raise the profile of those affected by Trisomy 13 and 18.

#### **FINANCIAL MATTERS**

The Accounts for the year show a surplus of expenditure over income of £4,296. No new grants were received during the year but income from appeals and donations was 44% higher than the previous year. Expenditure was 5% lower overall. Reserves at 30 April 2015 were £74,677 and are sufficient to cover expenditure for 21 months.

# **SOFT UK TRUST**

## **Trustees' Report**

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### **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.

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Signature ..... Mrs Jan Fowler (Chair)

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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 2015, 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 2015

		Unrestricted Funds	Total Funds 2015	Total Funds 2014
	Note	£	£	£
<b>Incoming resources</b>				
Incoming resources from generated funds				
Voluntary income	2	37,681	37,681	25,516
Investment income	3	46	46	46
Total incoming resources		37,727	37,727	25,562
<b>Resources expended</b>				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	4	3,311	3,311	10,457
Charitable activities	4	23,448	23,448	21,355
Governance costs	4	15,264	15,264	12,456
Total resources expended		42,023	42,023	44,268
Net movements in funds		(4,296)	(4,296)	(18,706)
<b>Reconciliation of funds</b>				
Total funds brought forward		78,973	78,973	97,679
Total funds carried forward		74,677	74,677	78,973

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

**SOFT UK TRUST**  
**Balance Sheet as at 30 April 2015**

		2015		2014	
Note	£	£	£	£	£
<b>Current assets</b>					
Debtors	8	254		773	
Cash at bank and in hand		76,102		78,462	
			76,356		79,235
<b>Creditors: Amounts falling due within one year</b>					
	9		(1,679)		(262)
<b>Net current assets</b>			74,677		78,973
<b>Net assets</b>			74,677		78,973
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
Unrestricted income funds			74,677		78,973
<b>Total charity funds</b>			74,677		78,973

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 2015**

#### **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 11.

##### **Incoming resources**

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Incoming resources from tax reclaims are included in the statement of financial activities at the same time as the gift to which they relate.

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 2015

..... *continued*

#### **Research and development expenditure**

Research and development expenditure is written off as incurred.

#### **2 Voluntary income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
<b>Donations and legacies</b>			
Appeals and donations	36,828	36,828	25,516
Gift Aid tax reclaimed	853	853	-
	<u>37,681</u>	<u>37,681</u>	<u>25,516</u>

#### **3 Investment income**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2015 £</b>	<b>Total Funds 2014 £</b>
Interest on cash deposits	46	46	46

## SOFT UK TRUST

### Notes to the Financial Statements for the Year Ended 30 April 2015

..... continued

#### 4 Total resources expended

	Operating activity 1	Charitable activity 1	Governance	Total 2015	Total 2014
	£	£	£	£	£
<b>Direct costs</b>					
Fundraising costs	1,586	-	-	1,586	2,818
Employment costs	-	-	12,500	12,500	10,292
Establishment costs	842	-	-	842	1,197
Office expenses	219	9,647	120	9,986	17,762
Printing, posting and stationery	-	4,002	-	4,002	3,619
Subscriptions and donations	327	-	-	327	43
Research costs not capitalised	-	9,799	-	9,799	-
Travel and subsistence	-	-	2,044	2,044	767
Accountancy fees	337	-	600	937	1,005
Legal and professional costs	-	-	-	-	540
	3,311	23,448	15,264	42,023	38,043
<b>Support costs</b>					
Employment costs	-	-	-	-	6,225
	3,311	23,448	15,264	42,023	44,268

#### 5 Trustees' remuneration and expenses

Travel and other expenses paid to trustees in the year are £2,164 (2014 - £600). No other payments were made to trustees.

## SOFT UK TRUST

### Notes to the Financial Statements for the Year Ended 30 April 2015

..... *continued*

#### 6 Employees' remuneration

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

	<b>2015</b> <b>No.</b>	<b>2014</b> <b>No.</b>
Governance	<u>1</u>	<u>1</u>

The aggregate payroll costs of these persons were as follows:

	<b>2015</b> <b>£</b>	<b>2014</b> <b>£</b>
Wages and salaries	12,500	10,000
Social security	-	292
	<u>12,500</u>	<u>10,292</u>

No employee received emoluments of more than £60,000 during the year (2014 - No. 0).

## SOFT UK TRUST

### Notes to the Financial Statements for the Year Ended 30 April 2015

..... continued

#### 7 Tangible fixed assets

	<b>Fixtures, fittings and equipment £</b>
<b>Cost</b>	
As at 1 May 2014 and 30 April 2015	10,901
<b>Depreciation</b>	
As at 1 May 2014 and 30 April 2015	10,901
<b>Net book value</b>	
As at 30 April 2015	-
As at 30 April 2014	-

#### 8 Debtors

	<b>2015 £</b>	<b>2014 £</b>
Other debtors	254	467
Prepayments and accrued income	-	306
	254	773

#### 9 Creditors: Amounts falling due within one year

	<b>2015 £</b>	<b>2014 £</b>
Trade creditors	1,537	262
Taxation and social security	142	-
	1,679	262

## SOFT UK TRUST

### Notes to the Financial Statements for the Year Ended 30 April 2015

..... continued

#### 10 Related parties

##### Controlling entity

The charity is controlled by the trustees.

#### 11 Analysis of funds

	At 1 May 2014	Incoming resources	Resources expended	At 30 April 2015
	£	£	£	£
<b>General Funds</b>				
Unrestricted income fund	78,973	37,727	(42,023)	74,677
	78,973	37,727	(42,023)	74,677

#### 12 Net assets by fund

	Unrestricted Funds	Total Funds 2015	Total Funds 2014
	£	£	£
Current assets	76,356	76,356	79,235
Creditors: Amounts falling due within one year	(1,679)	(1,679)	(262)
Net assets	74,677	74,677	78,973



## SOFT UK TRUST

### Statement of financial activities by fund Year Ended 30 April 2015

	Unrestricted income fund 2015	Unrestricted income fund 2014
	£	£
<b>Incoming resources</b>		
Incoming resources from generated funds		
Voluntary income	37,681	25,516
Investment income	46	46
Total incoming resources	<u>37,727</u>	<u>25,562</u>
<b>Resources expended</b>		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	3,311	10,457
Charitable activities	23,448	21,355
Governance costs	15,264	12,456
Total resources expended	<u>42,023</u>	<u>44,268</u>
Net movements in funds	(4,296)	(18,706)
<b>Reconciliation of funds</b>		
Total funds brought forward	<u>78,973</u>	<u>97,679</u>
Total funds carried forward	<u><u>74,677</u></u>	<u><u>78,973</u></u>

This page does not form part of the statutory financial statements.