

**BRITTLE BONE SOCIETY**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2012**

**Charity Number 272100**

**BIRD SIMPSON & CO**  
Chartered Accountants & Statutory Auditor  
144 Nethergate  
Dundee  
DD1 4EB

**BRITTLE BONE SOCIETY**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2012**

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# BRITTLE BONE SOCIETY

## MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

<b>Registered charity name</b>	Brittle Bone Society
<b>Charity number</b>	272100
<b>Principal office</b>	Grant Paterson House 30 Guthrie Street Dundee DD1 5BS
<b>Trustees</b>	Elaine Healey (Chairman) Toni Potterton (Vice Chairman) Robert Gordon (Treasurer) Jane Moreland (Retired 8 March 2012) (Secretary) Yvonne Grant Emma Lewis (Retired 24 September 2011) Simon McKeown Andrew Mills (Appointed 24 September 2011) John Phillips Catherine Potterton Samantha Renke Mark Ross James Sageman Harry Venet
<b>Chief executive officer</b>	Patricia Osborne
<b>Auditor</b>	Bird Simpson & Co Chartered Accountants & Statutory Auditor 144 Nethergate Dundee DD1 4EB
<b>Bankers</b>	Royal Bank of Scotland 3 High Street Dundee DD1 9LY
<b>Legal status</b>	Unincorporated Charity registered with The Charity Commission in England & Wales under Charity number 272100 and the Office of the Scottish Charity Regulator in Scotland under Charity number SCO10951.

**BRITTLE BONE SOCIETY**  
**TRUSTEES' ANNUAL REPORT**  
**YEAR ENDED 31 MARCH 2012**

The trustees present their report and the financial statements of the charity for the year ended 31 March 2012.

**REFERENCE AND ADMINISTRATIVE DETAILS**

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements.

**THE TRUSTEES**

The trustees who served the charity during the period were as follows:

Elaine Healey	
Toni Potterton	
Robert Gordon	
Yvonne Grant	
Simon McKeown	
John Phillips	
Catherine Potterton	
Samantha Renke	
Mark Ross	
James Sageman	
Harry Venet	
Andrew Mills	(Appointed 24 September 2011)
Jane Moreland	(Retired 8 March 2012)
Emma Lewis	(Retired 24 September 2011)

Toni Potterton retired and was re-elected on 24 September 2011.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

As the Charity is active throughout the United Kingdom it is registered with both the Charity Commission and the Office of the Scottish Charity Regulator. It is unincorporated and governed by its constitution. The constitution was established in 1972 and subject to a comprehensive review in 2001. The revised constitution was formally adopted at an EGM held on 24th February, 2002.

A further amendment was made at the AGM of 29th April, 2006. Copies of the constitution are available on request from the Charity's operational address as stated on page 1.

Membership of the Charity is open to individuals over the age of 18 years and organisations who are interested in furthering the work of the Charity and who have paid the appropriate annual subscription.

The trustees administer and manage the Charity and employ a Chief Executive Officer to manage the day-to-day operations of the organisation. Whilst the Chief Executive Officer is normally in attendance at the meetings of the trustees, she has no voting rights, her participation being on an ex-officio basis.

# **BRITTLE BONE SOCIETY**

## **TRUSTEES' ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2012**

The trustees meet 3 or more times per year depending on the business to be considered. Decisions are made based on motions, duly proposed and seconded, either at the meeting or previously in writing. Motions are carried on a simple majority of the trustees attending and voting. This is subject to the constitutional requirement that a minimum of 5 trustees must be present at any meeting. In addition the Chair/Vice Chair and Treasurer together with the Chief Executive Officer prepare a bi-monthly report for the trustees. Additionally the CEO regularly updates and consults the Chairman, Vice Chair and Treasurer on operational matters.

On election or adoption trustees are supplied with the relevant publications from the Charity Commission and the Office of the Scottish Charity Regulator. The Charity supplies full job descriptions for trustees and office bearers, copies of the constitution and other policy documents relevant to the governance of the Charity.

Trustees are encouraged to contact the appropriate regulator or, if necessary, other sources of information should they have any enquiries.

Trustees are also required to sign a Declaration Form confirming that they are not in any way legally disqualified from serving, in accordance with the Charities Act 1993 (section 72).

While the trustees consider external and internal risks to the Charity on an ad hoc basis, they have not conducted a review focusing on the major risks to which the Charity is exposed or the systems that are required to mitigate those risks. There is, however, an informal knowledge of the significant external risks to funding and the Charity will continue to seek opportunities, which will allow for the diversification of funding and activities.

Internal risks are minimised by the established procedures for authorisation of transactions and projects and to ensure consistent quality of delivery for all operational aspects of the Charity. These procedures are periodically reviewed to ensure that they still meet the needs of the Charity.

### **OBJECTIVES AND ACTIVITIES**

The objectives of the Charity are to advance research into the causes, inheritance and management of Osteogenesis Imperfecta and similar disorders, to publish the useful results of such research and to relieve persons from such disorders.

In recent years the focus has very much been on the provision of advice, support and financial assistance. This has been maintained by a number of charitable trusts that support the costs of our Support Worker and by the Fundraising Officer's work to source funds.

Applications for financial support must be made in writing and supported by a relevant professional, generally an occupational therapist, and full details on the specification, cost and supplier of any equipment. The Charity operate an application system which is summarised regularly back into the Trustee Board (maintaining and protecting personal details and identities).

There is a wide mixture of potential funding sources and the best way of securing funds is judged on a case-by-case basis. This may include applications to major trusts, local trusts, and companies, and in many cases contributions from specific events or individuals.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

It may take weeks or months to get the money required but any and all donations made for an individual will be restricted only for the benefit of this individual.

#### ACHIEVEMENTS AND PERFORMANCE

The Charity produced an operating deficit of £47,392 in the year (2011 – £13,377).

The Charity has continued to provide advice and support to people affected by Osteogenesis Imperfecta through our own staff and by collaboration with a growing list of other relevant organisations covering a vast range of topics and with the support of the formation in April 2012 of the launch of the Charity's new Medical Advisory Board.

We maintain strong working relationships with the NHS highly skilled centres of excellence hospitals located in Sheffield, Birmingham, London, Glasgow and Bristol. The medical board are drawn from each of the centres listed. A board terms of reference document has been drafted for the management and governance aspects of the operation of this committee.

A major part of our service is to help with the provision of wheelchairs and other specialist equipment and to organise and plan events and meetings which inform, educate and provide opportunities to network and socialise.

Trustees called for establishment of the Medical Advisory Board to help ratify medical advice fact sheets, establish firm lines of communication for updates on research and treatment of OI and to help guarantee access to relevant speakers and facilitators at our charity's growing list of events. Other advantages include the facility to call on healthcare professionals to feed into various consultation surveys, and to offer comment for media and other outlets, where medical professional guidance is paramount.

Our first entry into the world renowned London Marathon April 2011 was a significant step in confidence for our small charity. The initial investment to secure the places required saw our investment from this almost double. Year two produced no risk in outlay and overall uptake in various marathons continues to rise.

Support remains key in the work of the Society. Contact and involvement with the media / BBC rose markedly in 2011. Not only commencement of funding part of the Support Workers salary, but also featuring our charity in the BBC Children in Need Rock Concert achieving national television coverage alongside only 3 other UK disability organisations. We also benefitted from a BBC Radio 4 Charity Appeal broadcast in February 2012.

Additionally OI gained further status and attention with the televised Children's BBC documentary featuring a young school girl with OI taking on a physical challenge.

The Charity continues to endeavour to increase its presence outside the UK to forge links and partnerships with our sister organisations. We continue to install methods of best practice in both support and in research and to improve our fundraising strategies.

The Brittle Bone Society continues to maintain relations with OIF in USA and OIFE in Europe mainly through internet communication, and is growing links with worldwide OI campaigns such as Wishbone day (May 6th) founded in Australia in 2010, by raising awareness and building links at home and abroad.

The Charity has not had the benefit of a major/high profile patron since the resignation of Countess of Strathmore in 1999. An application to the Royal Family has been lodged and it is hoped to secure royal patronage some time in 2012.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

#### **VOLUNTEERS**

Outside of the head office the Charity relies on volunteers throughout the UK to help raise funds and provide peer support for others affected by Osteogenesis Imperfecta. Other than the manager, who is an employee, the two Charity Shops rely on volunteers. To keep costs to a minimum it has been decided to continue supporting whilst continually reviewing the operation of the charity shop, which we own at 112 City Road, Dundee. This office saw significant repairs needed for safety window replacement with other costly refurbishments also required. The current manager is due to retire in February 2013 and a proposal is being considered to review the retail operation. The second, smaller store, which was rented, closed when the lease expired in March 2012.

The head office has also had the benefit of volunteers conducting part-time administration work throughout the year. This continues to benefit the ambitious plans of the Charity's daily operation. Through this scheme the HQ has built good relationships with the educational centres close by, and with the Dundee Voluntary Centres not least with the University of Dundee by recruiting a number of interns to study within our offices and learn about how our UK Charity operates and by taking advantage of the volunteering time the students offer to donate. Two students have remained consistent with their involvement long after their term with us completed. The students from Northern Ireland and Scotland continue to support at events and lend their time to volunteer and facilitate events.

Staff at HQ have taken part in various accredited training programmes to upgrade knowledge in management of volunteers in readiness for the launch of the charity's new outreach support workers programme. This will aid the new project and eventually lead to qualification in appropriate volunteer standards qualifications and should also aid our applications to the UK Government for financial support.

The BBS have taken part in a number of significant policy consultations which included canvassing member input. Some funding was obtained from DWP for travel costs towards this and alongside other charities lends our voice to comment on important policy which will have direct effect on people involved with our Charity.

The Charity held significant meetings with the UK Government Parliamentarians and with DWP officers to explain the aims of the charity and to explore how best to qualify for any possible support or funding it might eventually be able to access. A DWP ambassador has been appointed to work with the Charity to assist their development including how best to develop DUPLO - direct user led involvement. (See information on the new outreach support workers programme).

The charity also took part in a consultation to review its sole Government grant of circa £12k per year from the Scottish Government. This was due to be agreed October 2012 but has been deferred and the Charity will receive its full £12k grant for that period until the new criteria for the Children's and young people's welfare grant is announced in 2013. The Charity now seek to embark on researching options to build relations with devolved parliaments in Wales, Northern Ireland and the Republic of Ireland to gain support from all regions in its constitutional reach.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

#### FINANCIAL REVIEW

The practice of fundraising to co-fund equipment or services continues. There continues to be an increased emphasis on seeking out applications for financial income to fund events, and so spread the reach of services offered by the Charity. The Charity has been steadily increasing their applications to various organisations and exploring applications for corporate sponsorship, not least specifically to boost their wheelchair/equipment fund. If successful this could drastically reduce the waiting times experienced to gather in sufficient funds to purchase wheelchairs. The Charity have seen a rise in groups willing to fundraise across the UK and note an increased involvement from members in Republic of Ireland. The charity has also applied to gain funding for their most expensive event (annual AGM and conference) from major pharmaceutical companies.

The Youth Event called VOICE launched in March 2010 was entirely funded by Trustee Board and in 2011 was funded by The Peter Harrison Foundation, with a sport themed event and proved to be very successful. This project received endorsement from wide ranging sources, not least 'BBC Children in Need' who approved funding for our key Support Worker over a period of 3 years from 2011. The March 2012 VOICE event was funded by the Big Lottery and was held in Scotland. Presently the charity is evaluating funding sources from both Northern Ireland and the Republic of Ireland to host the event there in 2013.

Our work in the 'events' areas which help combat isolation and offer and provide beneficial educational and leisure updates to people with OI, will continue to feature strongly in our programme of services to members. With one support worker covering the entire UK and Ireland a new outreach support workers programme has been devised to spread support. The project has been endorsed by Trustees and has since been widely consulted on with members across UK and Ireland. Funders are keen and supportive of this and in early part of 2012 a number of significant grants have been issued to core funding on the strength of this outline plan to spread our reach and offer assistance and support. This will also encourage direct user led involvement.

Generating income not solely for the purchase of equipment, but to fund events for all ages will form part of the on-going revision of the services offered by the Brittle Bone Society.

The BBS recognises that often members may need to wait for funding to complete wheelchair applications, therefore the BBS have begun to seek Corporate Sponsorship for a significant wheelchair fund to help drastically cut waiting times for equipment. The new support groups will be trained by the BBS and part of their remit will also include fundraising where appropriate.

We trialled one sponsor at our Conference in 2010 and it proved to be successful therefore in our planning for the 2011 annual conference we were successful in obtaining investment from a number of relevant sources to help pay towards the cost of this event. We have enlisted sponsorship from wheelchair manufacturers and from insurance companies to help pay the costs of Annual Conference - our most expensive yearly project. Many companies and organisations supplied items for goody bags and this also helps raise awareness within the business community. The proposal to enter partnership with an insurance company for the 2011 conference was rejected by Trustees. An increase in wheelchair sponsorship for our 2012 conference has been registered and agreed.



# **BRITTLE BONE SOCIETY**

## **TRUSTEES' ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2012**

Online banking is now being carried out and is proving of considerable assistance and ease in managing the affairs of the charity.

The Charity updated its computer equipment to improve the general performance of all office-based staff operations, and to ensure the safety and security of both personal and medical information in compliance with Data Protection principles. All staff completed refresher courses in data protection. The Charity has ensured all trustees and key staff have completed child protection training and are complying fully with all CRBS checks (now being replaced with PVG Scheme), and includes self declaration forms for any volunteers or others in contact with any work in in the back offices.

A substantial clear up of the offices' paperwork and filing has been completed with all paper deemed unnecessary and outdated duly shredded with recognised certificates produced to ensure compliance with security of methods of discarding personal data. The charity applied for and was successful in an application for funding to install a new database and website. This offer was announced in February 2012 and will be discussed at the Trustees' meeting in July 2012, when a decision should be reached.

Our compliance with PVG and related checks and procedures is often a pre-requisite for supporting our own grant applications. A requirement from the National Lottery of grants awarded demanded that all cheques regardless of amounts involved contain two authorised signatories. This was addressed by enlisting the additional signatory of staff member Christine Hope (Fundraising Officer) alongside CEO Patricia Osborne. Treasurer Robert Gordon has access to our on-line banking and regular bank reconciliations therefore sufficient checks and controls for Trustees to monitor amounts drawn, are in place.

The new computer set up and the maintenance system in place has been considerably less expensive than that provided by the previous IT supplier. The Charity continues to make considerable cost savings by reviewing many of our suppliers. This is on-going.

Recruitment / replacement of our part time finance officer with a full time office co-ordinator who now carries out payroll and book keeping duties and also assists in other general administration areas of the charity's work. This staff member has also implemented a review of membership status - with a series of letters to lapsed members resulting in a 50% increase in uptake and or renewal of membership on the same period last year. The membership package and review of membership levy has been debated by trustees and with agreement and conclusion of the new (delayed) strategic plan should set out a revised pricing structure, better system of reminders to renew and a clear outline of value for membership. Part of the work involved a thorough review of the current outdated membership, not least in readiness for transfer of data into a new system which is required for membership and better management of donor/supporters' contact details.

### **GOING CONCERN**

In previous years the trustees have approved various cost saving actions in order to stabilise the financial position of the Charity. The Charity benefitted from a substantial legacy donation of circa £72k in the previous year and there was no large donation received in the past twelve months, thus contributing to a deficit position at year end. This looks to be off-set by a significant surplus in the early part of 2012 due to an increase in fundraising activity and a number of welcomed successful grant applications.

The level of unrestricted funds is greater than required in the reserves policy set by the Trustees and consequently, the trustees have a reasonable expectation that the Charity will continue in operational existence for the foreseeable future and have therefore, used the going concern basis in preparing the financial statements.

# **BRITTLE BONE SOCIETY**

## **TRUSTEES' ANNUAL REPORT *(continued)***

### **YEAR ENDED 31 MARCH 2012**

#### **PLANS FOR FUTURE PERIODS**

The Trustees have implemented practices and procedures as outlined by the Brittle Bone Society strategic plan, which came to its full conclusion in 2011. The follow on strategic plan was delayed due to the development of a formal agreement to work with the organisation called Pilotlight. This company works with a few charities across the UK to help build up and develop their capacity and strategic aims. Trustees agreed to postpone finalising their follow on Strategic Plan so they can benefit from any steer offered by Pilotlight. This partnership was due to commence August 2011 after meetings at their HQ in Edinburgh with Chairman, Vice Chair and Chief Executive Officer. The project started in February 2012 and final consultation of the new strategic plan should be presented at conference in September 2012 with formal publication shortly thereafter.

The Trustees continue to work with the CEO in order to ensure that the strategic plan under development sits alongside the constitution, their policies of best practice and legal requirements. The addition of Trustee Mr John Phillips from law firm Jones Day is proving helpful in gaining pro-bono advice on matters relating to contracts.

#### **RESEARCH AND DEVELOPMENT**

The Charity continues to grow its involvement and activity in research programmes, having invested in a study of 'vibrating plates' led by Dr Wolfgang Hogler of Birmingham Children's Hospital. An update of the benefits gained through this research was reported on at the Society's annual conference in Loughborough in September 2011. Other research projects have been promoted to engage member input and due to increased communication via facebook, news in this area is promoted without delay.

Our interest supporting research programmes is to be maintained and strengthened by our involvement with our new Medical Advisory Board, this will also assist in informing interested parties who may wish to consider research legacy donations to the Society.

The Charity continues to keep abreast of research aims of the medical profession and this is proving to be further enhanced with the setup of our new Medical Advisory Board - staffed by leading medical practitioners from across the 5 medical centres of excellence across the UK. The board held its first official meeting on April 26th 2012 with appointed Chairman Nick Bishop, Professor of Paediatric Bone Disease and Head Academic at the Unit of Child Health, at the University of Sheffield, in post for the next two years

The Brittle Bone Society has taken out membership with Rare Disease UK and similar organisations (LTCAS) and attends relevant meetings of the Cross Party Working Group on Disability at the Scottish Parliament this has also included attendance by Trustees. The BBS is considering membership of the Genetic Alliance UK to help their lobbying/campaigning aims. By becoming aligned to a large campaigning organisation it should free up time from staff to participate in what can be time consuming and costly individual campaigning projects. The benefit of being part of a collaborative group, that represents other similar sized societies other than a sole voice will be considerable.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2012

Since gaining a meeting at Whitehall with Earl Howe the Under Secretary of State for Health in the House of Lords in July 2011 a number of helpful meetings and advice has boosted the charity's knowledge and networking.

The delegation party was led by Professor Bishop and is testament to the strong links our UK Charity is keen to develop with the leading metabolic bone professionals available in the UK and beyond.

#### **RESPONSIBILITIES OF THE TRUSTEES**

The charity's trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

The law applicable to charities in England and Wales 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 charity 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 charity and the income and expenditure 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 accounting 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

**BRITTLE BONE SOCIETY**  
**TRUSTEES' ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 MARCH 2012**

**AUDITOR**

Bird Simpson & Co have been re-appointed as auditor for the ensuing year.

Signed on behalf of the trustees



Elaine Healey  
Trustee

Grant Paterson House  
30 Guthrie Street  
Dundee  
DD1 5BS

14<sup>th</sup> July, 2012

**BRITTLE BONE SOCIETY**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF**  
**BRITTLE BONE SOCIETY**  
**YEAR ENDED 31 MARCH 2012**

We have audited the financial statements of the Brittle Bone Society for the year ended 31 March 2012 which comprise the Statement of Financial Activities, Income and Expenditure Account, 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 charity's trustees, as a body, in accordance with section 43 of the Charities Act 1993 and regulations made under section 44 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR**

As explained more fully in the Trustees' Responsibilities Statement set out on page 9, the trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed auditors under section 43 of the Charities Act 1993 and report in accordance with regulations made under that Act. 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 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 charity'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 Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

# BRITTLE BONE SOCIETY

## INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF BRITTLE BONE SOCIETY *(continued)*

YEAR ENDED 31 MARCH 2012

### OPINION ON FINANCIAL STATEMENTS

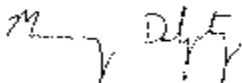
In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2012 and of its incoming resources and application of resources, for the year then ended; and
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 1993.

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Charities Act 1993 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.



Murray Dalgety  
Senior Statutory Auditor  
For Bird Simpson & Co  
Chartered Accountants & Statutory Auditor

144 Nethergate  
Dundee  
DD1 4EB

Dated 20<sup>th</sup> July, 2012

**BRITTLE BONE SOCIETY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2012**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	106,954	68,953	175,907	242,286
Activities for generating funds	3	81,454	13,462	94,916	88,200
Investment income	4	858	–	858	574
<b>TOTAL INCOMING RESOURCES</b>		<u>189,266</u>	<u>82,415</u>	<u>271,681</u>	<u>331,060</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	5	(115,521)	–	(115,521)	(115,206)
Charitable activities	6/7	(59,082)	(129,070)	(188,152)	(213,291)
Governance costs	8	(15,400)	–	(15,400)	(15,940)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(190,003)</u>	<u>(129,070)</u>	<u>(319,073)</u>	<u>(344,437)</u>
<b>NET OUTGOING RESOURCES BEFORE TRANSFERS</b>					
Transfer between funds	9 10	(737) (18,243)	(46,655) 18,243	(47,392) –	(13,377) –
<b>NET OUTGOING RESOURCES FOR THE YEAR</b>		<u>(18,980)</u>	<u>(28,412)</u>	<u>(47,392)</u>	<u>(13,377)</u>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>196,447</u>	<u>147,085</u>	<u>343,532</u>	<u>356,909</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>177,467</u>	<u>118,673</u>	<u>296,140</u>	<u>343,532</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 16 to 21 form part of these financial statements.

**BRITTLE BONE SOCIETY**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2012**

	Note	2012 £	2011 £
<b>INCOME</b>		<b>270,823</b>	330,486
<b>TOTAL INCOME</b>		<u><b>270,823</b></u>	<u>330,486</u>
<b>TOTAL EXPENDITURE</b>		<u><b>(319,073)</b></u>	<u>(344,437)</u>
<b>OPERATING DEFICIENCY</b>	<b>9</b>	<u><b>(48,250)</b></u>	<u>(13,951)</u>
<b>OTHER INCOME</b>			
Interest receivable and similar income	<b>4</b>	<b>858</b>	574
<b>DEFICIT FOR THE YEAR</b>		<u><u><b>(47,392)</b></u></u>	<u><u>(13,377)</u></u>

The Income and Expenditure Account includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 16 to 21 form part of these financial statements.



# BRITTLE BONE SOCIETY

## BALANCE SHEET

31 MARCH 2012

	Note	2012 £	2011 £
<b>FIXED ASSETS</b>			
Tangible assets	13	97,003	102,183
<b>CURRENT ASSETS</b>			
Debtors	14	17,526	16,597
Cash at bank and in hand		208,911	252,043
		<u>226,437</u>	<u>268,640</u>
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(27,300)</u>	<u>(27,291)</u>
<b>NET CURRENT ASSETS</b>		<b>199,137</b>	241,349
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b><u>296,140</u></b>	<b><u>343,532</u></b>
<b>FUNDS</b>			
Restricted income funds	16	118,673	147,085
Unrestricted income funds	17	177,467	196,447
<b>TOTAL FUNDS</b>		<b><u>296,140</u></b>	<b><u>343,532</u></b>

These financial statements were approved by the members of the committee on the 14<sup>th</sup> July, 2012 and are signed on their behalf by:



Elaine Healey  
Trustee

The notes on pages 16 to 21 form part of these financial statements.

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2012**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Charities Act 1993.

**Incoming Resources**

All income is recognised when the conditions for receipt have been met, and there is a reasonable assurance of receipt. In particular, the following policies are used:

Donations and legacies are included in the year in which they are receivable, which is when the Charity becomes entitled to the resource with reasonable certainty and it can be measured reliably.

Donations and legacies received for general purposes of the Charity are included as unrestricted funds. Donations and legacies for activities restricted by the terms of the donation are taken to restricted funds where these wishes are legally binding on the Trustees.

Grants are credited in the year to which they relate. Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Branch receipts are recorded in the Income and Expenditure Account on an accruals basis.

Investment income and bank interest is included in the year in which it is receivable. Non-monetary gifts and donated services and facilities are not incorporated into these financial statements. When received these amounts are disclosed as a note in the accounts.

**Resources Expended**

All expenditure is included on an accruals basis. The Charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT. The allocation of expenditure follows the policies below:

Costs of generating voluntary income consist of the costs incurred in inducing others to make gifts to the Charity that are voluntary income.

Costs allocated to fundraising and trading are those costs incurred on non-charitable activities undertaken to generate funds for use by the Charity.

Investment management costs are the costs of administering the investments held. Costs of charitable activity comprise all the resources applied by the Charity in undertaking its work to meet its charitable objectives. Administration costs, which support the charitable activities, are allocated across the core activities to reflect the estimated staff time spent on each main area.

Governance costs are the costs associated with the governance arrangements of the Charity, which relate to the general running of the Charity as opposed to those costs associated with fundraising or charitable activities. They include the travel and subsistence costs of Trustees attending meetings.

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2012**

**Taxation**

The income of the Charity is exempt from charge to tax in accordance with the provisions of the Income and Corporation Taxes Act 1988.

**Fund Accounting**

Funds held by the Charity are held in restricted and unrestricted funds.

Restricted Funds - these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Unrestricted Funds - these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

Where necessary a transfer is made from unrestricted funds to restricted funds to compensate fully all restricted funds which would otherwise be in deficit at the accounting date.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Heritable Property	-	2% per annum
Equipment	-	25% per annum
Computer Software	-	33 1/3% per annum

**2. VOLUNTARY INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2012 £</b>	<b>Total Funds 2011 £</b>
<b>Donations</b>				
Donations	<b>80,392</b>	<b>68,953</b>	<b>149,345</b>	155,534
<b>Legacies</b>				
Legacies	<b>11,656</b>	-	<b>11,656</b>	72,000
<b>Grants receivable</b>				
Grants receivable	<b>12,000</b>	-	<b>12,000</b>	12,000
Subscriptions	<b>2,906</b>	-	<b>2,906</b>	2,752
	<b><u>106,954</u></b>	<b><u>68,953</u></b>	<b><u>175,907</u></b>	<b><u>242,286</u></b>

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2012**

**3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Shop Income	19,013	–	19,013	20,717
Fundraising events	62,441	13,462	75,903	59,507
Branch income	–	–	–	7,976
	<u>81,454</u>	<u>13,462</u>	<u>94,916</u>	<u>88,200</u>

**4. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Bank interest receivable	858	858	574
	<u>858</u>	<u>858</u>	<u>574</u>

**5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS**

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Costs of Voluntary Income	64,115	64,115	60,282
Costs of Fundraising Income	51,406	51,406	54,924
	<u>115,521</u>	<u>115,521</u>	<u>115,206</u>

**6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Charitable Expenses	19,020	–	19,020	18,434
Charitable Activities	40,062	129,070	169,132	194,857
	<u>59,082</u>	<u>129,070</u>	<u>188,152</u>	<u>213,291</u>

**7. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly £	Total Funds 2012 £	Total Funds 2011 £
Charitable Expenses	19,020	19,020	18,434
Charitable Activities	169,132	169,132	194,857
	<u>188,152</u>	<u>188,152</u>	<u>213,291</u>

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2012**

**8. GOVERNANCE COSTS**

	Unrestricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Audit fees	5,040	5,040	3,600
Costs of trustees' meetings	10,360	10,360	12,340
	<u>15,400</u>	<u>15,400</u>	<u>15,940</u>

**9. NET OUTGOING RESOURCES FOR THE YEAR**

This is stated after charging:

	2012 £	2011 £
Depreciation	5,180	5,178
Auditors' remuneration: - audit of the financial statements	<u>5,040</u>	<u>3,600</u>

**10. FUND TRANSFERS**

The society has a number of restricted funds. Where the expenditure on a fund to date exceeds the income received as of the year end, provision has been made to transfer the required amount from general reserves.

In addition, the society is currently reviewing its restricted funds and a number of smaller funds, where the initial conditions have been fully met, with the donor's permission, have been transferred into unrestricted funds.

**11. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	2012 £	2011 £
Wages and salaries	129,584	120,367
Social security costs	11,929	10,450
	<u>141,513</u>	<u>130,817</u>

**Particulars of employees:**

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2012 No	2011 No
Number of charitable activities staff	5	4
Number of administrative staff	1	1
Number of management staff	1	1
	<u>7</u>	<u>6</u>

No employee received remuneration of more than £60,000 during the year (2011 - Nil).

# BRITTLE BONE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2012

#### 12. EXECUTIVE COMMITTEE REIMBURSEMENTS

The members of the Executive Committee received no remuneration during the year. Appropriate travel and accommodation expenses have been reimbursed to 14 Committee Members during the year (2011, 13 Members), amounting to £10,360 (2011, £12,340). These amounts have been included under governance costs.

#### 13. TANGIBLE FIXED ASSETS

	Heritable Property £	Office Equipment £	Computer Software £	Total £
<b>COST</b>				
At 1 April 2011 and 31 March 2012	<u>123,479</u>	<u>62,911</u>	<u>21,082</u>	<u>207,472</u>
<b>DEPRECIATION</b>				
At 1 April 2011	28,660	57,064	19,565	105,289
Charge for the year	<u>2,470</u>	<u>1,950</u>	<u>760</u>	<u>5,180</u>
At 31 March 2012	<u>31,130</u>	<u>59,014</u>	<u>20,325</u>	<u>110,469</u>
<b>NET BOOK VALUE</b>				
At 31 March 2012	<u>92,349</u>	<u>3,897</u>	<u>757</u>	<u>97,003</u>
At 31 March 2011	<u>94,819</u>	<u>5,847</u>	<u>1,517</u>	<u>102,183</u>

#### 14. DEBTORS

	2012 £	2011 £
Trade debtors	1,786	1,786
Other debtors	<u>15,740</u>	<u>14,811</u>
	<u>17,526</u>	<u>16,597</u>

#### 15. CREDITORS: Amounts falling due within one year

	2012 £	2011 £
Trade creditors	19,424	15,445
Taxation and social security	3,556	3,451
Other creditors	<u>4,320</u>	<u>8,395</u>
	<u>27,300</u>	<u>27,291</u>

# BRITTLE BONE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2012

### 16. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2012 £
Restricted Funds	108,757	37,664	(46,380)	(12,438)	87,603
Restricted Funds - Individuals	38,328	30,539	(49,582)	11,785	31,070
Restricted Funds - Conference	–	14,212	(33,108)	18,896	–
	<u>147,085</u>	<u>82,415</u>	<u>(129,070)</u>	<u>18,243</u>	<u>118,673</u>

### 17. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2011 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2012 £
Heritable Property	–	–	–	92,349	92,349
General Funds	196,447	189,266	(190,003)	(110,592)	85,118
	<u>196,447</u>	<u>189,266</u>	<u>(190,003)</u>	<u>(18,243)</u>	<u>177,467</u>

### 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Restricted Funds	–	87,603	87,603
Restricted Funds - Individuals	–	31,070	31,070
	–	<u>118,673</u>	<u>118,673</u>
<b>Unrestricted Income Funds:</b>			
Designated Funds	92,349	–	92,349
General Funds	4,654	80,464	85,118
	<u>97,003</u>	<u>80,464</u>	<u>177,467</u>
<b>Total Funds</b>	<u>97,003</u>	<u>199,137</u>	<u>296,140</u>

### 19. RELATED PARTY TRANSACTIONS

During the previous year, the accounting software of the society was upgraded at a cost of £842. The software was bought at cost from Gordon Consultancy Limited, a company in which Mr RW Gordon, a trustee, has a controlling interest.

**BRITTLE BONE SOCIETY  
MANAGEMENT INFORMATION  
YEAR ENDED 31 MARCH 2012**

**The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report on pages 11 to 12.**



**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2012**

	<b>2012</b>		<b>2011</b>
	£	£	£
<b>INCOMING RESOURCES</b>			
<b>VOLUNTARY INCOME</b>			
Donations	<b>149,345</b>		155,534
Legacies	<b>11,656</b>		72,000
Grants receivable	<b>12,000</b>		12,000
Subscriptions	<b>2,906</b>		2,752
	<u><b>175,907</b></u>		<u>242,286</u>
<b>ACTIVITIES FOR GENERATING FUNDS</b>			
Shop Income	<b>19,013</b>		20,717
Fundraising events	<b>75,903</b>		59,507
Branch income	–		7,976
	<u><b>94,916</b></u>		<u>88,200</u>
<b>INVESTMENT INCOME</b>			
Bank interest receivable	<b>858</b>		574
	<u><b>858</b></u>		<u>574</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>271,681</b></u>		<u>331,060</u>
<b>RESOURCES EXPENDED</b>			
<b>FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>			
Cost of sales - Purchases	<b>8,203</b>		13,865
Staff costs - Wages & Salaries	<b>74,534</b>		68,177
Staff costs - Employer's NIC	<b>6,749</b>		5,941
Establishment - Rates & Water	<b>4,958</b>		5,269
Establishment - Light & heat	<b>2,821</b>		2,260
Establishment - Repairs & maintenance	<b>3,539</b>		2,357
Establishment - Insurance	<b>1,536</b>		1,354
Professional - Legal fees	<b>1,407</b>		2,236
Office expenses - Telephone	<b>1,661</b>		1,748
Office expenses - Other	<b>31</b>		852
Depreciation	<b>2,849</b>		2,848
Stationery	<b>3,996</b>		4,941
Postage	<b>2,384</b>		2,534
Computer expenses	<b>853</b>		824
	<u><b>115,521</b></u>		<u>115,206</u>

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2012**

	2012	2011
	£	£
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	55,050	52,190
Staff costs - Employer's NIC	5,180	4,509
Establishment - Rates & Water	1,147	897
Establishment - Light & heat	1,328	1,218
Establishment - Repairs & maintenance	1,022	462
Establishment - Insurance	1,257	1,330
Professional - Legal fees	1,151	1,137
Office expenses - Telephone	1,160	1,096
Office expenses - Other	3,706	3,337
Depreciation	2,331	2,330
Stationery	3,269	4,043
Postage	1,951	1,910
Computer expenses	698	674
Conference expenses	33,108	24,631
Staff travel	6,065	11,085
Holidays	28	700
Wheelchair purchase	45,089	46,172
Wheelchair repairs	6,789	4,375
Welfare & equipment	7,812	43,915
Telephone counselling	-	694
Newsletters	2,827	4,634
Subscriptions	282	1,062
Meetings	6,902	890
	<u>188,152</u>	<u>213,291</u>
<b>GOVERNANCE COSTS</b>		
Audit fees	5,040	3,600
Costs of trustees' meetings	10,360	12,340
	<u>15,400</u>	<u>15,940</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>319,073</u>	<u>344,437</u>
<b>NET OUTGOING RESOURCES FOR THE YEAR</b>	<u>(47,392)</u>	<u>(13,377)</u>

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2012**

	2012		2011
	£	£	£
<b>FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>			
<b>Costs of Voluntary Income</b>			
Staff costs - Wages & Salaries	43,270		39,105
Staff costs - Employer's NIC	4,216		3,534
Establishment - Rates & Water	1,147		897
Establishment - Light & heat	1,328		1,218
Establishment - Repairs & maintenance	1,022		1,236
Establishment - Insurance	1,257		1,330
Professional - Legal fees	1,151		1,237
Office expenses - Telephone	1,160		1,096
Depreciation	2,331		2,330
Stationery	3,996		4,941
Postage	2,384		2,534
Computer expenses	853		824
	<b>64,115</b>		<b>60,282</b>
<b>Costs of Fundraising Income</b>			
Cost of sales - Purchases	8,203		13,865
Staff costs - Wages & Salaries	31,264		29,072
Staff costs - Employer's NIC	2,533		2,407
Establishment - Rates & Water	3,811		4,372
Establishment - Light & heat	1,493		1,042
Establishment - Repairs & maintenance	2,517		1,121
Establishment - Insurance	279		24
Professional - Legal fees	256		999
Office expenses - Telephone	501		652
Office expenses - Other	31		852
Depreciation	518		518
	<b>51,406</b>		<b>54,924</b>
	<b>115,521</b>		<b>115,206</b>

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2012**

	2012		2011
	£	£	£
<b>CHARITABLE ACTIVITIES</b>			
<b>Charitable Expenses</b>			
<i>Activities undertaken directly</i>			
Establishment - Rates & Water	1,147		897
Establishment - Light & heat	1,328		1,218
Establishment - Repairs & maintenance	1,022		462
Establishment - Insurance	1,257		1,330
Professional - Legal fees	1,151		1,137
Office expenses - Telephone	1,160		1,096
Office expenses - Other	3,706		3,337
Depreciation	2,331		2,330
Stationery	3,269		4,043
Postage	1,951		1,910
Computer expenses	698		674
	<b>19,020</b>		<b>18,434</b>
 <b>Charitable Activities</b>			
<i>Activities undertaken directly</i>			
Staff costs - Wages & Salaries	55,050		52,190
Staff costs - Employer's NIC	5,180		4,509
Conference expenses	33,108		24,631
Staff travel	6,065		11,085
Holidays	28		700
Wheelchair purchase	45,089		46,172
Wheelchair repairs	6,789		4,375
Welfare & equipment	7,812		43,915
Telephone counselling	-		694
Newsletters	2,827		4,634
Subscriptions	282		1,062
Meetings	6,902		890
	<b>169,132</b>		<b>194,857</b>
	<b>188,152</b>		<b>213,291</b>