

**BRITTLE BONE SOCIETY**  
**FINANCIAL STATEMENTS**  
**31 MARCH 2014**

**Charity Number 272100**

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

**BRITTLE BONE SOCIETY**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2014**

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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) Robert Gordon (Treasurer Re-elected 31 August 2013) John Phillips (Secretary) Jacky Boyd Helen Chappell Yvonne Grant Simon McKeown Andrew Mills Samantha Renke Mark Ross (Retired 31 August 2013) James Sageman (Retired 31 August 2013) Harry Venet (Re-elected 31 August 2013) Mirrick Koh (Appointed 2 April 2014) (Co-opted)
<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 2014**

The trustees present their report and the financial statements of the Charity for the year ended 31 March 2014.

**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  
Robert Gordon  
John Phillips  
Jacky Boyd  
Helen Chappell  
Yvonne Grant  
Simon McKeown  
Andrew Mills  
Samantha Renke  
Harry Venet

Mark Ross (Retired 31 August 2013)  
James Sageman (Retired 31 August 2013)

Robert Gordon retired and was re-elected on 31 August 2013.  
Harry Venet retired and was re-elected on 31 August 2013.

In addition to the above, after the year end on 2 April, 2014 Mirrick Koh was appointed as a trustee.

**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 Charity is aware of moves to establish the set up of the Northern Ireland Charity Commission - this is scheduled in the next two years and the BBS will keep appraised of the position.

**Membership**

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.

**Regulation**

The Charity continue to take note of and adhere to Data Protection principles. 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 the back office.

**BRITTLE BONE SOCIETY**  
**TRUSTEES' ANNUAL REPORT** *(continued)*  
**YEAR ENDED 31 MARCH 2014**

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.

**Meetings**

The trustees meet at least three 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 resolutions 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 five trustees must be present at any meeting. In addition the Chair, Secretary and Treasurer together with the Chief Executive Officer prepare regular reports for the trustees. Additionally the CEO regularly emails, discusses and consults the Chairman, Secretary and Treasurer on operational matters.

**Trustees**

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.

While the trustees consider external and internal risks to the Charity on an ad hoc basis, they have 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, 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.

The law firm Jones Day, of which Trustee John Phillips is a Partner continues to provide pro-bono legal advice across a number of areas including advice on litigation, IT and other contractual matters, data protection and employment law. The London offices of Jones Day are regularly used by Charity staff and Trustees for meetings on both internal matters and funding presentations. This allows the Charity to apply to its charitable objectives, funds that would otherwise be spent on legal fees or room hire and so increases the proportion of every donation that directly assists those with OI.

In March 2014 the Trustee Board resolved to co-opt Mirrick Koh to the Board - a Jones Day lawyer specialising in Employment Law. This is in line with the Trustee Board's aim of continually professionalising the spread and depth of skill available on the Trustee Board.

The numbers of Trustees serving on the Trustee Board has reduced by two.

**Strategic Planning**

Our Strategic Plan and fundraising strategy is being implemented and a planning group of Trustees will be formed this year to work with the CEO and to shape the plan for 2015 and beyond.

# **BRITTLE BONE SOCIETY**

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

### **YEAR ENDED 31 MARCH 2014**

#### **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.

#### **Communications**

The rise in communications via social media continues to necessitate the need to regularly review the way staff respond and answer enquiries. The Charity keenly anticipates the launch of a new website has been in development for some 12 months.

#### **Financial Support**

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 operates an application system which is summarised regularly back into the Trustee Board (maintaining and protecting personal details and identities).

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.

The Charity provides assistance to enable people to attend our conference events.

#### **Trusts & Other**

There is a wide mix 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.

#### **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. The Charity continues to support local University internships.

#### **Volunteer Support Groups**

The success of our volunteer support groups are also encouraging members to embark on fundraising for the Charity as well as building up good support networks.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2014

#### **ACHIEVEMENTS AND PERFORMANCE**

The Charity has continued to provide financial and other support and signposting to people affected by Osteogenesis Imperfecta. This is done by Charity staff and by collaboration with the Charity's Medical Advisory Board which was established in 2012. The Charity also attends meetings at POINT (Paediatric National Osteogenesis Imperfecta National Team - which is staffed by healthcare professionals throughout the UK).

#### **New Projects**

The success of our volunteer support groups is enabling members to become more active and involved in the work of the Charity. We have created new social networks and become involved locally on NHS and other related patient panels and groups.

#### **Research & Policy**

The Charity has grown its involvement in research areas relevant to the circumstances relating to Osteogenesis Imperfecta and done so by responding to Government and other consultations with assistance from their Medical Advisory Board and by promoting NIHR and wider research work to our membership. Research projects are peer reviewed by the Charity's Medical Advisory Board prior to being supported.

The Charity continues to grow its involvement and activity in research programmes, after meeting with representatives of NIHR the Charity were invited to participate with a study programme at the Nuffield Institute in Oxford which saw BBS members take part. This programme offers improvements in management and upkeep of treatment records for the OI community. The Charity have also presented aspects of this study to the Scottish Parliament to highlight the needs for co-operation around Research in Cross Borders terms.

The study of 'vibrating plates' led by Dr Wolfgang Hogler of Birmingham Children's Hospital is continuing. An update of the benefits gained through this research was reported in August 2013 at the Charity's annual conference.

#### **Staff**

Staff costs are supplemented currently only to the Support Workers salary, however our project launched in 2012 (Volunteer Support Groups) involving volunteers across the UK, has seen staff develop this important and growing area of work. This change in staff's remit saw us apply to various organisations for financial assistance to support this part of the Charity's aims to help supplement the salary of the Office Co-ordinator whose job title and role will be changed to Outreach Development Officer.

#### **Publicity / Awareness**

The Charity endeavour to raise awareness of Rare Disease. The Charity has contributed extensively to the UK Rare Disease Plan and throughout the year publishes on social networking sites items of note to engage existing and form new relationships.

The Charity is a member of the Disability Action Alliance and hopes to engage with other small charities on a number of projects specialising on Education and Hotel/leisure industry.

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2014

#### **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 recently revised role of Outreach Development Officer has been instigated - funding to support this role has been underway.

#### **Branches & Support Groups**

Long term fundraisers (Longridge Branch) continue to raise funds of significant proportions.

#### **Government grants**

The Charity received a Government grant of £15k from the Scottish Government. Equivalent funding from UK Government is received in the form of National Lottery funding specifically for VOICE - which has been consistently received over a number of years of circa £10k.

#### **Educational funding**

The Charity has also applied to gain educational grant funding for our most expensive event (annual AGM and conference) from pharmaceutical companies. Educational grants applications were underway and during 2013 further meetings were held at offices of Jones Day in London at Trustee/Secretary's offices to conduct important discussions.

#### **Youth Events**

The Youth Event called VOICE was hosted in Bristol in England early 2014 and was funded by Big Lottery Awards for All.

#### **Sponsorship & Awards**

The Charity are now regularly inviting suitable and relevant sponsors (e.g. Wheelchair Manufacturers) to our smaller and main Annual Conference Event to help provide an array of information and also help pay towards Conference costs.

#### **Events & child care**

The Charity have secured funding to assist families to attend Conference. The Charity is now regularly receiving funding to pay for professional child minding facilities at our events.

#### **Cool Bones**

The Charity came 2nd in a UK Wide Patient Bursary Award scheme with SANOFI and were able to fund our pilot programme Cool Bones for 11-15 year olds. The Charity were also pursuing funding from Pharmaceutical company Alexion.

#### **General Fundraising**

The Charity continues to support uptake of race places nationally, fundraising dinners and events of small, medium and large scale. From can collections to Gala balls the Charity supports long term supporters and encourages new activists.

#### **Banking**

The Charity opened a Euro Bank account to accommodate fundraising activity in the Republic of Ireland and will help with payment procedures in Euros.

The set up of new volunteer support groups especially in Northern Ireland has meant a review of training of the leaders of these groups is called for with regard to management of funds raised in the name of the Charity. It is agreed that the Treasurer along with others will travel to meet with Northern Ireland groups later in 2014 to ensure all financial protocols are in place.



# **BRITTLE BONE SOCIETY**

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

### **YEAR ENDED 31 MARCH 2014**

#### **External memberships**

The Charity 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) by raising awareness and building links at home and abroad.

The Charity continue to be members of RDUK and Genetic Alliance and attended appropriate Parliamentary awareness raising events across the UK. The Charity also became a member of the Specialised Healthcare Alliance. We are also a member of the Health Alliance formerly LTCAS and SCVO.

#### **Staff**

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. There has been no change to this procedure during the year.

The Charity continues to make considerable cost savings by reviewing many of our suppliers. This is on-going.

#### **GOING CONCERN**

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.

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

The scheduled meeting in June 2014 of the Medical Advisory Board will look at the Board terms of reference and look to co-opt other healthcare professionals on to the board and at the overall make up of the board's expertise and length of terms of service.

The CEO will work with the Charity Trustee Board to complete the current strategic and fundraising plans and work to shape the next strategic document to take the Charity from 2015 onwards.

#### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

# BRITTLE BONE SOCIETY

## TRUSTEES' ANNUAL REPORT *(continued)*

### YEAR ENDED 31 MARCH 2014

#### STATEMENT OF TRUSTEES' RESPONSIBILITIES *(continued)*

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 accounting estimates that are reasonable and prudent;
- 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 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 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.

#### AUDITOR

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

Signed on behalf of the trustees



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Elaine Healey  
Trustee

28<sup>th</sup> June 2014

Dated

Grant Paterson House  
30 Guthrie Street  
Dundee  
DD1 5BS

**BRITTLE BONE SOCIETY**  
**INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF**  
**BRITTLE BONE SOCIETY**  
**YEAR ENDED 31 MARCH 2014**

We have audited the financial statements of Brittle Bone Society for the year ended 31 March 2014 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 144 of the Charities Act 2011 and regulations made under section 154 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' Annual Report, the trustees are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of 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, including "APB Ethical Standard - Provisions Available for Small Entities (Revised)".

**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' Annual 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 2014

### OPINION ON FINANCIAL STATEMENTS

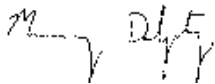
In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2014 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

### 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 2011 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
- sufficient 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.



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Murray Dalgety  
Senior Statutory Auditor  
BIRD SIMPSON & CO  
Chartered Accountants  
& Statutory Auditor

11<sup>th</sup> July 2014  
Dated

144 Nethergate  
Dundee  
DD1 4EB

**BRITTLE BONE SOCIETY**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2014**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	119,305	141,109	260,414	225,692
Activities for generating funds	3	61,909	12,655	74,564	113,712
Investment income	4	427	–	427	882
Other incoming resources	5	–	–	–	22,956
<b>TOTAL INCOMING RESOURCES</b>		<u>181,641</u>	<u>153,764</u>	<u>335,405</u>	<u>363,242</u>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	6	(95,831)	–	(95,831)	(117,675)
Charitable activities	7/8	(71,135)	(175,253)	(246,388)	(185,134)
Governance costs	9	(8,267)	–	(8,267)	(8,650)
<b>TOTAL RESOURCES EXPENDED</b>		<u>(175,233)</u>	<u>(175,253)</u>	<u>(350,486)</u>	<u>(311,459)</u>
<b>NET (OUTGOING)/ INCOMING RESOURCES BEFORE TRANSFERS</b>					
Transfer between funds	10	6,408	(21,489)	(15,081)	51,783
	11	(12,389)	12,389	–	–
<b>NET(OUTGOING)/ INCOMING RESOURCES FOR THE YEAR</b>					
		(5,981)	(9,100)	(15,081)	51,783
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<u>210,314</u>	<u>137,609</u>	<u>347,923</u>	<u>296,140</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>204,333</u>	<u>128,509</u>	<u>332,842</u>	<u>347,923</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 14 to 19 form part of these financial statements.

**BRITTLE BONE SOCIETY**  
**INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 MARCH 2014**

	Note	2014 £	2013 £
<b>INCOME</b>		<b>334,978</b>	339,404
Net gains from disposals of income fund fixed assets		–	22,956
<b>TOTAL INCOME</b>		<b>334,978</b>	362,360
<b>TOTAL EXPENDITURE</b>		<b>(350,486)</b>	(311,459)
<b>OPERATING (DEFICIENCY)/SURPLUS</b>	<b>10</b>	<b>(15,508)</b>	50,901
<b>OTHER INCOME</b>			
Interest receivable and similar income	<b>4</b>	<b>427</b>	882
<b>(DEFICIT)/SURPLUS FOR THE YEAR</b>		<b>(15,081)</b>	51,783

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 14 to 19 form part of these financial statements.

# BRITTLE BONE SOCIETY

## BALANCE SHEET

31 MARCH 2014

	Note	2014 £	2013 £
<b>FIXED ASSETS</b>			
Tangible assets	13	73,266	70,722
<b>CURRENT ASSETS</b>			
Debtors	14	15,988	6,658
Cash at bank and in hand		<u>288,289</u>	<u>285,482</u>
		<b>304,277</b>	292,140
<b>CREDITORS: Amounts falling due within one year</b>	15	<u>(44,701)</u>	<u>(14,939)</u>
<b>NET CURRENT ASSETS</b>		<b>259,576</b>	277,201
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u><b>332,842</b></u>	<u>347,923</u>
<b>FUNDS</b>			
Restricted income funds	16	<b>128,509</b>	137,609
Unrestricted income funds	17	<u><b>204,333</b></u>	<u>210,314</u>
<b>TOTAL FUNDS</b>		<u><b>332,842</b></u>	<u>347,923</u>

These financial statements were approved by the Trustee Board and authorised for issue on the 28<sup>th</sup> June 2014 and are signed on their behalf by:



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Elaine Healey  
Trustee

The notes on pages 14 to 19 form part of these financial statements.

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2014**

**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 and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

**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 2014**

**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 2014 £</b>	<b>Total Funds 2013 £</b>
<b>Donations</b>				
Donations	<b>92,384</b>	<b>141,109</b>	<b>233,493</b>	208,650
<b>Legacies</b>				
Legacies	<b>8,948</b>	-	<b>8,948</b>	2,000
<b>Grants receivable</b>				
Grants receivable	<b>15,000</b>	-	<b>15,000</b>	12,000
Subscriptions	<b>2,973</b>	-	<b>2,973</b>	3,042
	<u><b>119,305</b></u>	<u><b>141,109</b></u>	<u><b>260,414</b></u>	<u><b>225,692</b></u>

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2014**

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Shop Income	–	–	–	13,281
Fundraising events	61,909	12,655	74,564	100,431
	<u>61,909</u>	<u>12,655</u>	<u>74,564</u>	<u>113,712</u>

**4. INVESTMENT INCOME**

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Bank interest receivable	427	427	882
	<u>427</u>	<u>427</u>	<u>882</u>

**5. OTHER INCOMING RESOURCES**

	Total Funds 2014 £	Total Funds 2013 £
Gains on disposal of tangible fixed assets for charity's own use	–	22,956
	<u>–</u>	<u>22,956</u>

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

	Unrestricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Costs of Voluntary Income	62,222	62,222	65,995
Costs of Fundraising Income	33,609	33,609	51,680
	<u>95,831</u>	<u>95,831</u>	<u>117,675</u>

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2014 £	Total Funds 2013 £
Charitable Expenses	16,062	–	16,062	17,894
Charitable Activities	55,073	175,253	230,326	167,240
	<u>71,135</u>	<u>175,253</u>	<u>246,388</u>	<u>185,134</u>

**BRITTLE BONE SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2014**

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

	<b>Activities undertaken directly</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£	£
Charitable Expenses	16,062	16,062	17,894
Charitable Activities	230,326	230,326	167,240
	<u>246,388</u>	<u>246,388</u>	<u>185,134</u>

**9. GOVERNANCE COSTS**

	<b>Unrestricted Funds</b>	<b>Total Funds 2014</b>	<b>Total Funds 2013</b>
	£	£	£
Audit fees	4,470	4,470	4,470
Costs of trustees' meetings	3,797	3,797	4,180
	<u>8,267</u>	<u>8,267</u>	<u>8,650</u>

**10. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	<b>2014</b>	<b>2013</b>
	£	£
Depreciation	7,033	5,176
Auditors' remuneration: - audit of the financial statements	<u>4,470</u>	<u>4,470</u>

**11. 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.

**12. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2014</b>	<b>2013</b>
	£	£
Wages and salaries	115,919	133,568
Social security costs	10,060	11,897
	<u>125,979</u>	<u>145,465</u>

# BRITTLE BONE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2014

#### 12. STAFF COSTS AND EMOLUMENTS *(continued)*

##### Particulars of employees:

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

	2014	2013
	No	No
Number of charitable activities staff	4	5
Number of administrative staff	1	1
Number of management staff	1	1
	<u>6</u>	<u>7</u>

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

#### 13. TANGIBLE FIXED ASSETS

	Heritable Property £	Office Equipment £	Computer Software £	Total £
<b>COST</b>				
At 1 April 2013	94,595	62,911	21,082	178,588
Additions	–	–	9,576	9,576
<b>At 31 March 2014</b>	<u>94,595</u>	<u>62,911</u>	<u>30,658</u>	<u>188,164</u>
<b>DEPRECIATION</b>				
At 1 April 2013	25,821	60,963	21,082	107,866
Charge for the year	1,892	1,948	3,192	7,032
<b>At 31 March 2014</b>	<u>27,713</u>	<u>62,911</u>	<u>24,274</u>	<u>114,898</u>
<b>NET BOOK VALUE</b>				
<b>At 31 March 2014</b>	<u>66,882</u>	–	<u>6,384</u>	<u>73,266</u>
At 31 March 2013	<u>68,774</u>	<u>1,948</u>	–	<u>70,722</u>

#### 14. DEBTORS

	2014	2013
	£	£
Other debtors	<u>15,988</u>	<u>6,658</u>

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

	2014	2013
	£	£
Trade creditors	31,323	6,252
Taxation and social security	2,908	3,017
Other creditors	10,470	5,670
	<u>44,701</u>	<u>14,939</u>

# BRITTLE BONE SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 16. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
Restricted Funds	90,807	59,414	(51,277)	(23,872)	75,072
Restricted Funds - Individuals	46,802	78,137	(90,070)	18,568	53,437
Restricted Funds - Conference	–	16,213	(33,906)	17,693	–
	<u>137,609</u>	<u>153,764</u>	<u>(175,253)</u>	<u>12,389</u>	<u>128,509</u>

### 17. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2013 £	Incoming resources £	Outgoing resources £	Transfers £	Balance at 31 Mar 2014 £
Heritable Property	68,774	–	(1,892)	–	66,882
General Funds	141,540	181,641	(173,341)	(12,389)	137,451
	<u>210,314</u>	<u>181,641</u>	<u>(175,233)</u>	<u>(12,389)</u>	<u>204,333</u>

### 18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
<b>Restricted Income Funds:</b>			
Restricted Funds	–	75,072	75,072
Restricted Funds - Individuals	–	53,437	53,437
	–	<u>128,509</u>	<u>128,509</u>
<b>Unrestricted Income Funds:</b>			
Designated Funds	66,882	–	66,882
General Funds	6,384	131,067	137,451
	<u>73,266</u>	<u>131,067</u>	<u>204,333</u>
<b>Total Funds</b>	<u>73,266</u>	<u>259,576</u>	<u>332,842</u>

**BRITTLE BONE SOCIETY  
MANAGEMENT INFORMATION  
YEAR ENDED 31 MARCH 2014**

**The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report on pages 9 to 10.**

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2014**

	2014		2013
	£	£	£
<b>INCOMING RESOURCES</b>			
<b>VOLUNTARY INCOME</b>			
Donations	233,493		208,650
Legacies	8,948		2,000
Grants receivable	15,000		12,000
Subscriptions	2,973		3,042
	<u>260,414</u>		<u>225,692</u>
<b>ACTIVITIES FOR GENERATING FUNDS</b>			
Shop Income	–		13,281
Fundraising events	74,564		100,431
	<u>74,564</u>		<u>113,712</u>
<b>INVESTMENT INCOME</b>			
Bank interest receivable	427		882
	<u>427</u>		<u>882</u>
<b>OTHER INCOMING RESOURCES</b>			
Gains on disposal of tangible fixed assets for charity's own use	–		22,956
	<u>–</u>		<u>22,956</u>
<b>TOTAL INCOMING RESOURCES</b>	<u><b>335,405</b></u>		<u><b>363,242</b></u>
<b>RESOURCES EXPENDED</b>			
<b>FUNDRAISING TRADING: COST OF GOODS</b>			
<b>SOLD AND OTHER COSTS</b>			
Cost of sales - Purchases	10,401		14,628
Staff costs - Wages & Salaries	62,843		75,498
Staff costs - Employer's NIC	5,805		6,837
Establishment - Rates & Water	787		1,214
Establishment - Light & heat	2,427		3,641
Establishment - Repairs & maintenance	603		1,150
Establishment - Insurance	962		1,072
Professional - Legal fees	518		1,899
Legal & professional - Other	–		506
Office expenses - Telephone	2,139		1,643
Office expenses - Other	–		508
Depreciation	3,868		2,847
Stationery	1,903		1,328
Postage	2,090		2,603
Computer expenses	1,485		2,301
	<u>95,831</u>		<u>117,675</u>

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2014**

	2014	2013
	£	£
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	53,076	58,070
Staff costs - Employer's NIC	4,255	5,060
Establishment - Rates & Water	775	702
Establishment - Light & heat	1,988	2,196
Establishment - Repairs & maintenance	493	740
Establishment - Insurance	778	877
Professional - Legal fees	1,144	1,553
Legal & professional - Other	-	414
Office expenses - Telephone	900	1,154
Office expenses - Other	2,338	2,829
Depreciation	3,165	2,329
Stationery	1,557	1,087
Postage	1,710	2,130
Computer expenses	1,214	1,883
Conference expenses	33,906	38,679
Staff travel	5,586	4,825
Holidays	300	-
Wheelchair purchase	86,203	30,038
Wheelchair repairs	5,240	2,851
Welfare & equipment	29,936	12,961
Newsletters	4,305	4,305
Subscriptions	1,591	960
Support Group costs	5,928	3,632
Meetings	-	5,859
	<u>246,388</u>	<u>185,134</u>
<b>GOVERNANCE COSTS</b>		
Audit fees	4,470	4,470
Costs of trustees' meetings	3,797	4,180
	<u>8,267</u>	<u>8,650</u>
<b>TOTAL RESOURCES EXPENDED</b>	<u>350,486</u>	<u>311,459</u>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>	<u>(15,081)</u>	<u>51,783</u>



**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2014**

	2014		2013
	£	£	£
<b>FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS</b>			
<b>Costs of Voluntary Income</b>			
Staff costs - Wages & Salaries	43,584		45,440
Staff costs - Employer's NIC	3,920		4,358
Establishment - Rates & Water	644		702
Establishment - Light & heat	1,986		2,196
Establishment - Repairs & maintenance	493		740
Establishment - Insurance	778		877
Professional - Legal fees	424		1,553
Legal & professional - Other	-		414
Office expenses - Telephone	1,750		1,154
Depreciation	3,165		2,329
Stationery	1,903		1,328
Postage	2,090		2,603
Computer expenses	1,485		2,301
	<u>62,222</u>		<u>65,995</u>
<b>Costs of Fundraising Income</b>			
Cost of sales - Purchases	10,401		14,628
Staff costs - Wages & Salaries	19,259		30,058
Staff costs - Employer's NIC	1,885		2,479
Establishment - Rates & Water	143		512
Establishment - Light & heat	441		1,445
Establishment - Repairs & maintenance	110		410
Establishment - Insurance	184		195
Professional - Legal fees	94		346
Legal & professional - Other	-		92
Office expenses - Telephone	389		489
Office expenses - Other	-		508
Depreciation	703		518
	<u>33,609</u>		<u>51,680</u>
	<u><u>95,831</u></u>		<u><u>117,675</u></u>

**BRITTLE BONE SOCIETY**  
**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 MARCH 2014**

	2014		2013
	£	£	£
<b>CHARITABLE ACTIVITIES</b>			
<b>Charitable Expenses</b>			
<i>Activities undertaken directly</i>			
Establishment - Rates & Water		775	702
Establishment - Light & heat		1,988	2,196
Establishment - Repairs & maintenance		493	740
Establishment - Insurance		778	877
Professional - Legal fees		1,144	1,553
Legal & professional - Other		-	414
Office expenses - Telephone		900	1,154
Office expenses - Other		2,338	2,829
Depreciation		3,165	2,329
Stationery		1,557	1,087
Postage		1,710	2,130
Computer expenses		1,214	1,883
		<u>16,062</u>	<u>17,894</u>
<b>Charitable Activities</b>			
<i>Activities undertaken directly</i>			
Staff costs - Wages & Salaries		53,076	58,070
Staff costs - Employer's NIC		4,255	5,060
Conference expenses		33,906	38,679
Staff travel		5,586	4,825
Holidays		300	-
Wheelchair purchase		86,203	30,038
Wheelchair repairs		5,240	2,851
Welfare & equipment		29,936	12,961
Newsletters		4,305	4,305
Subscriptions		1,591	960
Support Group costs		5,928	3,632
Meetings		-	5,859
		<u>230,326</u>	<u>167,240</u>
		<u>246,388</u>	<u>185,134</u>