

**The Neurofibromatosis  
Association**

**Report of the Board of Trustees**

**Year ended 31 October 2008**

**Charity Registration Number 1078790  
Company Registration Number 3798407**

**The Neurofibromatosis Association  
Report and financial statements  
Year ended 31 October 2008**

**Reference and administrative information**

Charity Name : The Neurofibromatosis Association  
Charity Registration Number : 1078790  
Company Registration Number : 3798407  
Charity Working Name : NFA

Registered office and operational address : Quayside House  
38 High Street  
Kingston Upon Thames  
KT1 1HL

Telephone : 020 8439 1234 (6 lines)  
Fax : 020 8439 1200  
E-mail address : info@nfauk.org.uk  
Website address : www.nfauk.org

**Board of Trustees**

The current Board of Trustees are:

Diana Ollis ( <i>Chair</i> )	Appointed 21 June 2008
Anne Bonnar	
Iain Harper FCCA ( <i>Hon Treasurer</i> )	Co-opted 4 October 2008
Dr Susan Huson MD FRCP	
Jennifer Lang	Re-elected 21 June 2008
Richard Taylor	Appointed 21 June 2008
Andrew Tween BA Hons ( <i>Company Secretary</i> )	
Chris de Winter	Co-opted 6 December 2008

Trustees who held office during the period, but have resigned, are:

Maria Toman ( <i>Chair</i> )	Resigned 21 June 2008
Andrew Axelson FCA ( <i>Hon Treasurer</i> )	Resigned 21 June 2008
Martin Reynolds	Resigned 21 June 2008

**Patrons**

Gillian Anderson  
Simon Callow CBE  
Christopher Cracknell  
The Reverend Canon Roger Royle  
Julie Wallace

**Accountants**

Grays Accountants Limited  
Kings Works  
Kings Road  
Teddington  
Middlesex  
TW11 0QB

**Bankers**

National Westminster Bank plc  
5 Market Place  
Kingston Upon Thames  
Surrey  
KT1 1VX

# **The Neurofibromatosis Association**

## **Report and financial statements**

### **Year ended 31 October 2008**

#### **Board of Trustees Report**

##### **Objectives and Activities**

Our new Vision is to “To improve the lives of those affected by Neurofibromatosis”.

We are the UK's leading authority on the condition and the only UK charity offering a complete level of service to those with Neurofibromatosis, their families and the professionals working with them.

Neurofibromatosis, one of the UK's most common neurogenetic conditions, is more prevalent than muscular dystrophy and as common as cystic fibrosis.

The main objective for the year continued to be the support of people affected by neurofibromatosis. With additional focus being given to the needs of families, since all evidence is that we work in the gaps between health and social and caring services, where families and young people are especially vulnerable. The strategies employed to assist the charity to meet this objective over the year have included:-

1. Direct provision of the only neurofibromatosis dedicated telephone helpline in the UK,
2. Provision of funding towards the salaries of professional Neurofibromatosis Specialist Advisors (NSAs), a developing and highly qualified and experienced network of advisors who are able to offer practical help and advice to those affected by the condition, their families and friends. This work extends to professionals, both medical and social, working with those affected by neurofibromatosis and includes two training and peer support events for the advisors each year,
3. The provision of information. Our knowledge of NF is constantly increasing with resources available from our Head Office with more specific advice available via our Helpline and our NSAs. The Fact Sheets we produce are regularly checked by our Medical Advisors to ensure the accuracy of the information given. We are also beginning to form alliances with other organisations who can offer specialist support,
4. The support of research. The Association has a policy of supporting small research projects through its own fund raising efforts. In addition it acts as a broker between individual research groups and grant making trusts,
5. Fundraising. Like similar organisations the Association has a fundraising budget which includes staff time. It also has people from both within and beyond the Association who raise funds voluntarily. The Association is greatly indebted to all those who contribute their time and money to our cause, and
6. Volunteers. Without the support of our many volunteers the Association's effectiveness would be greatly reduced. Our volunteers help us in many ways from helping out at Head Office to providing refreshments at one of our participant led events.

The main activity of the Board this year, apart from frequent meetings both of the main Board and designated sub-committees, was a day to discuss strategic planning the result of which has helped us enormously to see clearly where we want to take the Association during the forthcoming and future years.

We know we are the authoritative voice of Neurofibromatosis in the U.K. We achieve this by providing first class information, support and advice; facilitating and promoting innovative research, and being an advocate for those with Neurofibromatosis. We need to improve our performance in all these areas and given the work we have done this year to establish a firm foundation on which to build the future for the charity we are confident that we will achieve this improvement.

We have looked at our staffing establishment and made necessary adjustments. In future we will have a member of staff whose main role will be to run the office on a day to day basis, provide a consistent reliable service for our members when they contact the charity and be a welcoming, competent first point of contact for the Association. We have looked at our fund-raising strategy and made the decision that in the light of the present financial climate we need to expand all our fund raising activities and be proactive and innovative in the way we approach this. To this end we have extended the remit of our dedicated fundraiser.

# **The Neurofibromatosis Association**

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### **Year ended 31 October 2008**

#### **Defining our Brand**

Our previous brand did little to communicate our strengths and ambitions to those with NF, the professionals working with them or indeed to those outside of this circle who had no connection to the condition. Also, there was no cohesive, embracing message nor did we have a call to action. Furthermore, the brand was not assuring to those with NF who were turning to us for support, information and guidance.

As part of our strategic development, we embarked on a redevelopment of our brand where we looked at all areas - internal workings, our support services and the look of the charity. This project was not just a simple change of logo or colour scheme. In a way, we have re-invented the charity in terms of what we believe in and where our future direction should be.

There will be many changes over the coming months for the NFA as we will continue to progress and develop our work - as we will continue to develop our brand.

#### **Structure, Governance and Management**

The Association is a Charitable Company, limited by guarantee, incorporated on 30 June 1999 and registered as a charity on 5th January 2000 (previously 284653 registered 1982) with a membership base. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required by the adopted Constitution to contribute an amount not exceeding £1.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Board of Trustees. The Board of Trustees meets at least five times a year and are responsible for the strategic direction and policy of the charity. During the last financial year the trustees have met more frequently in order to deal with the many challenges that face the charity and the sector at this time. Medical input is given via our Medical Advisory Network, a representative of which is entitled to attend meetings of the trustee board.

At the 2008 AGM, Nick Rose was presented as the charity's new Chief Executive and has the day to day responsibility of running the charity including the supervision of the small team of staff. The charity has also elected Di Ollis as our new chair.

During 2008, the Association continued to work towards the goals established in its 'Five Year Plan', although the charity needed to focus its efforts upon creating sustainability to ensure that we can continue to operate and have the potential to expand. A new business plan is currently being prepared to take us to 2012 – our 30<sup>th</sup> anniversary.

#### **Medical Background**

The Association's membership is mostly drawn from families affected by neurofibromatosis. There are two types of neurofibromatosis. NF1 affects 1 in every 2,500 people worldwide (more than 24,000 in the UK alone); NF2 is much rarer with 1 in 35,000 worldwide (1500 in the UK). An affected person of either sex has a 1 in 2 (50:50) chance of passing the altered (abnormal) gene on to each of their children. However, everyone has a risk of having an affected child because 50% of all those diagnosed (affected) are the first person in their family to be affected by NF.

NF1 is a hugely variable condition with some people only having skin involvement. People with NF1 can develop any one of a large number of complications. These include: specific learning difficulties and behavioral problems - which affect about 60% of all affected; high blood pressure (hypertension); curvature of the spine (scoliosis); malformation of the long bones (below the knee and below the elbow) (Pseudarthrosis); large benign skin tumours (Plexiform neurofibromas); tumours of the nerves of sight (optic glioma); internal, spinal and brain tumours – which are usually benign but around 10-15% of people will develop a malignant tumour related to their NF1. The main problem for people with NF1 is that the occurrence of these complications can not be predicted even within families. Many people with neurofibromatosis also have low self-esteem and this can cause problems forming friendships leading to even more isolation.

# **The Neurofibromatosis Association**

## **Report and financial statements**

### **Year ended 31 October 2008**

#### **Medical Background cont...**

NF2 consistently causes more problems than NF1 and everyone with NF2 will develop brain tumours. Although these tumours are benign the position in which they grow can cause major problems. The commonest site is on their hearing and balance nerves causing problems with deafness and coordination. Deafened in adulthood, the sense of isolation is immense. People with NF2 may also develop spinal cord tumours. Neurofibromatosis means that all people regardless of gender, race or age can be affected.

Neurofibromatosis is an unpredictable and variable genetic condition. During the course of their lifetime, patients may see a wide range of health and social care professionals, both in the community and hospital settings. The NSAs act as point of reference for families helping them navigate through routine planned events and at times of crisis. Essentially their role is to help people to learn to live with their diagnosis of neurofibromatosis and to equip them with the knowledge of when, where and how to seek help if necessary.

As a multi-system condition NF has an impact on many areas of people's lives, not just health. The NSAs takes a lead role in liaison and advocacy with health, education and social services to support the quality and continuity of care for NF families. They seek to develop a service that is professional, timely and responsive to need. Their setting may be clinical, visiting families at home or telephone contact; the quality of the relationships they establish is critical to their effectiveness and may continue over many years. Flexibility defines the role.

#### **Income Generating Activities**

The charity's ability to generate funds in 2007/2008 was strengthened by the arrival of the new CE. A robust Income Generating Strategy is being put into place which will enable the charity to expand the areas from which it raises funds both in the short and long term. At a time when the financial climate is weak, especially for charitable giving, the NFA has been extremely conscious in terms of what is achievable, whilst ensuring that we invest in areas of the charity that will bring greater long term benefits to our future capabilities.

We now have a Marketing sub-committee and a Finance sub-committee. We have also strengthened our Board of Trustees with relevant income generating, marketing and PR experience.

#### **Investment Policy**

In line with best practice the charity's funds, at a time of general strain, are invested on short term deposits and a regular review of investment opportunities associated with small surpluses is undertaken. An updated reserves policy will be considered in 2009.

#### **Reserves Policy**

Recent reviews leading into new business planning activity identified the need for the Association to return to a situation where there are sufficient unrestricted reserves to cover at least 3 months worth of operating costs and to enable funds donated for research to be applied. Long term commitment has been given by the trustees towards the achievement of this aim, with effort being given into new ways of financial management and fundraising for the first time and the formulation of a new reserves policy in 2009.

#### **Key Expenditure Areas**

The biggest area of expenditure is around service delivery i.e. funding towards the salaries of the NSAs and direct provision of the helpline. The Association will seek to continue supporting these costs through a programme of active fundraising.

Rent costs are still high due to location and size of property but a new lease will be agreed which will include the sublet income.

We have also embarked on a rebrand strategy, which whilst involves investment, will bring a host of benefits to the charity including a completely new web site, new marketing materials, new information flyers and a modern, crisp look to our work.

# **The Neurofibromatosis Association**

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#### **Risk Assessment**

The Board of Trustees has committed to a regular review of a comprehensive risk assessment plan and it is intended that a new risk register will be reviewed each quarter as part of board meetings. Fit for the purpose Policies and Procedures for compliance with health and safety regulations, equality and other areas of legislation associated with our work, covering the needs, duties and requirements for all staff, volunteers and, where appropriate, clients are now in place. All administrative operations are subject to assessment as are fundraising activities.

#### **Recruitment, Appointment & Induction of Board of Trustees**

Under the requirements of the Memorandum and Articles of Association the one-third longest standing members of the Board of Trustees shall retire or put themselves forward for re-election at the next Annual General Meeting.

Invitations to join the Board have traditionally been sought from within the membership of the Association but a decision has been made to widen the net when looking for people with appropriate skills started in 2008. Under new regulations our new trustees are also required to undergo Criminal Records Bureau checks. The recruitment processes are continuing to be reviewed with renewed efforts being made to analyse the current skills base of the Board as a preliminary to recruitment, and to secure a Board of Trustees with the necessary skills, knowledge and experience to take forward the strategic development of the Association and with a makeup which reflects the diversity of patients with neurofibromatosis. Before joining all potential new trustees are inducted across the issues associated with the charity's work. All trustees, upon election, are invited and encouraged to visit the Association's Head Office and be briefed by the Chief Executive and Chairman.

#### **Future Plans**

There are still many challenges facing the Association especially as we head towards a time of uncertainty in the financial sector. There is still a battle to secure clinical recognition of neurofibromatosis and highlight the issues regarding the social impact of the condition. However, the immediate priority for the Board of Trustees is to secure the financial sustainability of the Association so that these challenges can be addressed. Renewed Business Planning will be undertaken in 2008 and 2009 with the overarching aim of achieving financial and operational stability whilst maintaining and developing our current level of services to reflect the contemporary needs and expectations of patients with neurofibromatosis.

#### **Responsibilities of the Board of Trustees**

Company law requires the Board of Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board of Trustees has followed best practice and:

- Selected suitable accounting policies and then applied them consistently,
- Made judgments and estimates that are reasonable and prudent, and
- Prepared the financial statements on the going concern basis unless it was inappropriate to assume that the company will continue on that basis.

The Board of Trustees is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time that the financial statements comply with the Companies Act 1985. The Board of Trustees is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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**Members of the Board of Trustees**

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

Last year, the Board was made aware of a conflict of interest declared by one of the trustees in relation to a company providing services to the Association of which her husband is a director. In July 2008 the Charity changed insurance provider and broker to remove this potential conflict of interest.

**Accountants**

Grays Accountants Ltd were re-appointed as the charitable company's accountants during the year and have expressed their willingness to continue in that capacity within the framework of the new financial year 2008/09.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

Approved by the Board of Trustees on 23 June 2009 and signed on its behalf by:

**Di Ollis**

Chair of Board of Trustees

**The Neurofibromatosis Association  
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**Report of the Accountants to the Trustees of The Neurofibromatosis Association**

**Respective responsibilities of trustees and reporting accountants**

As described on page six the charitable company's trustees are responsible for the preparation of the financial statements, and consider that the charitable company is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

**Basis of opinion**

Our work was conducted in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing the financial statements with the accounting records kept by the charitable company, and making such limited enquiries of the officers of the charitable company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

**Opinion**

In our opinion:

- a) the financial statements are in agreement with the accounting records kept by the charitable company under Section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
  - (i) the financial statements have been drawn up in a manner consistent with the accounting requirements specified in Section 249C(6) of the Act; and
  - (ii) the charitable company satisfied the conditions for exemption from an audit of the financial statements for the year specified in Section 249A(4) of the Act and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).

**Grays Accountants Ltd**  
Chartered Accountants  
23 June 2009

**The Neurofibromatosis Association**  
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**Statement of financial activities for the year ended 31 October 2008**

	Notes	Unrestricted funds 2008 £	Restricted funds 2008 £	Total funds 2008 £	Total funds 2007 £
<b>Incoming resources</b>					
Donations and gifts		112,090	13,966	126,056	117,877
Events	2	74,809	-	74,809	120,960
Fundraising		45,289	2,800	48,089	82,453
Gift Aid		23,785	-	23,785	15,911
Grants	3	63,000	8,000	71,000	73,689
Income from AGM		-	-	-	2,050
Interest received		631	-	631	498
Legacies		8,991	-	8,991	8,189
Sale of goods		3,465	-	3,465	3,987
Subscriptions		9,870	-	9,870	11,906
<b>Total incoming resources</b>		<b>341,928</b>	<b>24,766</b>	<b>366,694</b>	<b>437,520</b>
<b>Other incoming resources</b>					
Rental income		20,825	-	20,825	13,186
<b>Total incoming resources</b>		<b>362,754</b>	<b>24,766</b>	<b>387,520</b>	<b>450,706</b>
<b>Resources expended</b>					
Cost of generating funds	4	105,467	-	105,467	174,982
Charitable activities		159,043	14,901	173,944	229,194
Governance costs		46,281	-	46,281	37,989
<b>Total resources expended</b>		<b>310,791</b>	<b>14,901</b>	<b>325,692</b>	<b>442,165</b>
<b>Net incoming resources</b>		<b>51,963</b>	<b>9,865</b>	<b>61,828</b>	<b>8,541</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		(23,696)	56,097	32,401	23,860
Net incoming resources for year		51,963	9,865	61,828	8,541
Reserves transfer <sup>1</sup>		14,691	(14,691)	-	-
<b>Total funds carried forward</b>		<b>42,958</b>	<b>51,271</b>	<b>94,229</b>	<b>32,401</b>

<sup>1</sup> See Note 13.

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing operations.

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**Balance sheet as at 31 October 2008**

		2008 £	2007 £
Tangible fixed assets	9	9,146	8,427
<b>Current assets</b>			
Debtors	10	29,395	34,985
Cash at bank and in hand		102,285	43,265
		<u>131,680</u>	<u>78,250</u>
Creditors : amounts falling due within one year	11	46,597	54,276
<b>Net current assets</b>		<u><b>85,083</b></u>	<u><b>23,974</b></u>
<b>Net assets</b>		<u><b>94,229</b></u>	<u><b>32,401</b></u>
<b>Analysis of net assets between funds</b>			
Unrestricted funds		42,958	(23,696)
Restricted funds		51,271	56,097
<b>Total funds</b>	12	<u><b>94,229</b></u>	<u><b>32,401</b></u>

The charitable company is entitled to exemption from audit under Section 249A(2) of the Companies Act 1985 for the year ended 31 October 2008.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 October 2008 in accordance with Section 249B(2) of the Companies Act 1985.

The trustees acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps accounting records that comply with Section 221 of the Companies Act 1985, and
- b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 226 and which otherwise comply with the requirements of the Companies Act 1985 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

Approved by the Board of Trustees on 23 June 2009 and signed on its behalf by:

**Iain Harper**  
Honorary Treasurer



THE NEUROFIBROMATOSIS  
ASSOCIATION

**The Neurofibromatosis Association**  
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**Notes to the financial statements for the year ended 31 October 2008**

**1. Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

**a) Basis of accounting**

The financial statements have been prepared under the historic cost convention, as modified by the inclusion of fixed asset investments at market value, and in accordance with the Companies Act 1985 and the statement of Recommended Practice : Accounting and Reporting by Charities issued in March 2005.

**b) Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Charity, and
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**c) Incoming resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations, fundraising and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant,
- The value of services provided by volunteers has not been included in these accounts,
- Income resources from charitable trading activity are accounted for when earned, and
- Income resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the Expenditures to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between expenditure categories of the SoFA on a basis designed to reflect the use of the resource.

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**2. Events**

	<b>Income</b>	<b>Expenses</b>	<b>Net income</b>	<b>Net income</b>
	2008	2008	2008	2007
	£	£	£	£
British 10K	2,457	1,764	693	(761)
Bupa 10K	1,867	2,095	(228)	-
Great Manchester run	215	-	215	2,548
Great North run	4,553	655	3,898	8,045
Great South run	-	-	-	(1,279)
Jazz weekend	-	-	-	14,654
London marathon	44,259	11,573	32,686	36,454
National doodle day	11,013	6,938	4,074	(8,948)
New York marathon	1,717	-	1,717	-
NF1 Summer camp	1,000	-	1,000	-
NF2 weekend	5,850	-	5,850	-
Three Peaks	1,880	1,112	768	9,594
Allocated costs	-	33,385	(33,385)	(35,453)
	<b>74,809</b>	<b>57,521</b>	<b>17,288</b>	<b>24,854</b>

**3. Grants**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>funds</b>	<b>funds</b>	<b>funds</b>	<b>funds</b>
	2008	2008	2008	2007
	£	£	£	£
<b>General</b>				
Peacock Trust	12,000	-	12,000	12,000
The Health Foundation	15,000	-	15,000	15,000
Changing Lives	-	-	-	500
The Foyle Foundation	15,000	-	15,000	-
Garfield Weston	20,000	-	20,000	-
James Weir Foundation	1,000	-	1,000	-
<b>For Development Managers</b>				
Sir Hugh Fraser	-	-	-	2,000
Lloyds TSB - Scotland	-	-	-	7,000
McRobert Trust	-	-	-	8,000
Dermatologica	-	-	-	3,026
<b>For NSA's</b>				
Scottish office	-	-	-	13,163
Robertson Trust	-	8,000	8,000	8,000
Lloyds TSB - England	-	-	-	5,000
	<b>63,000</b>	<b>8,000</b>	<b>71,000</b>	<b>73,689</b>

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**4. Resources expended**

	<i>Events</i>	<i>Voluntary income</i>	<i>Research</i>	<i>Information and meetings</i>	<i>NSA's and helpline</i>	<i>Governance</i>	<i>Total</i>
<b>Costs directly allocated to activities</b>							
Advertising	810	-	-	-	-	-	810
AGM and conference	-	-	-	-	-	1,058	1,058
Auditors' remuneration	-	-	-	-	-	5,740	5,740
Events	24,137	-	-	-	-	-	24,137
Fundraising	-	8,923	-	-	-	-	8,923
Newsletter and fact sheets	-	-	-	4,304	-	-	4,304
NF1 Research	-	-	6,901	-	-	-	6,901
NSAs	-	-	-	-	70,859	-	70,859
Trustee and committee meetings	-	-	-	-	-	8,483	8,483
	<b>24,947</b>	<b>8,923</b>	<b>6,901</b>	<b>4,304</b>	<b>70,859</b>	<b>15,280</b>	<b>131,214</b>
<b>Support costs allocated to activities</b>							
Premises	7,508	9,441	-	7,130	14,352	7,376	45,807
Staff costs	20,116	25,298	-	19,104	38,457	19,764	122,740
Consultancy and change management	1,966	2,355	-	1,964	3,579	1,871	11,735
Depreciation	702	882	-	666	1,341	689	4,281
Printing, postage and stationery	1,451	-	-	2,902	-	484	4,836
Telephone and fax	832	1,047	-	791	1,591	818	5,079
	<b>32,575</b>	<b>39,022</b>	<b>-</b>	<b>32,557</b>	<b>59,322</b>	<b>31,002</b>	<b>194,478</b>
	<b>57,521</b>	<b>47,945</b>	<b>6,901</b>	<b>36,861</b>	<b>130,182</b>	<b>46,281</b>	<b>325,692</b>

Allocation basis

Premises	Allocated based on total staff costs
Staff costs	Staff costs, which include payroll, national insurance and volunteers expenses have been allocated based on time spent on individual tasks.
Consultancy and change Management	Allocated based on total indirect costs
Depreciation	Allocated based on premises costs
Printing	Allocated based on documents produced
Telephone and fax	Allocated based on staff costs

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**5. Staff costs and numbers**

Staff costs were as follows:

	2008	2007
	£	£
Salaries and wages	93,053	113,363
Social security costs	9,152	10,141
Pension costs	1,813	2,316
	<u>104,018</u>	<u>125,820</u>

No employees received emoluments of more than £50,000. The Association does not operate any pension scheme for its employees but does contribute 5% of gross salary to individuals' pension schemes.

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

	2008	2007
	£	£
Chief Executive	0.5	-
General Secretary	-	1.0
Membership Secretary	0.4	1.0
IT/Information	0.4	0.8
Fundraising	0.7	0.6
Administration and support	0.6	0.6
Change manager	0.1	-
Development managers	0.8	1.5
	<u>3.5</u>	<u>5.5</u>

**6. Trustee remuneration**

No members of the Board of Trustees received any remuneration during the year. Travel costs amounting to £5,673 (last year £7,301) were reimbursed to 6 (last year 11) members of the Board of the Trustees.

One Trustee received 'out of pocket' subsistence costs of £3,590 (last year £750) during the year whilst supporting the Charity in administrative and governance duties.

**7. Related party transactions**

The husband of one of the Trustees, Dr Susan Huson, is a shareholder of Cybersure Insurance Company Limited, which has previously provided insurance broking services to the Charity. The Charity changed insurance provider and broker in July 2008.

There were no other Related Party Transactions during the year. No Trustee or other person related to the Association had any personal interest in any transaction.

**8. Taxation**

As a charity, The Neurofibromatosis Association is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Association.

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**9. Tangible fixed assets**

	2008 £	2007 £
<b>Cost</b>		
As at 1 November	54,250	54,250
Additions	5,000	-
Disposals	(11,531)	-
As at 31 October	<u>47,719</u>	<u>54,250</u>
<b>Accumulated depreciation</b>		
As at 1 November	45,823	41,223
Charge for the year	4,281	4,600
Disposals	(11,531)	-
As at 31 October	<u>38,573</u>	<u>45,823</u>
<b>Net book value</b>		
As at 1 November	8,427	13,027
As at 31 October	<b>9,146</b>	<b>8,427</b>

**10. Debtors**

	2008 £	2007 £
Income tax recoverable	7,200	9,185
Other debtors	16,911	20,818
Prepayments	5,284	4,982
	<u>29,395</u>	<u>34,985</u>

**11. Creditors : amounts falling due within one year**

	2008 £	2007 £
Other creditors and accruals	46,597	54,276
	<u>46,597</u>	<u>54,276</u>

**12. Analysis of net assets between funds**

	Unrestricted funds £	Restricted funds £	Total funds £
Tangible fixed assets	9,146	-	9,146
Current assets	60,409	71,271	131,680
Current liabilities	(26,597)	(20,000)	(46,597)
	<u>42,958</u>	<u>51,271</u>	<u>94,229</u>

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**13. Movement in funds**

	<b>At 1 November 2007 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Reserves transfer<sup>1</sup> £</b>	<b>At 31 October 2008 £</b>
<b>Restricted funds</b>					
Research	35,880	11,766	(1,375)	-	46,271
NF2 weekend	-	5,000	-	-	5,000
Scotland office	8,167	-	-	(8,167)	-
NSA's	12,050	8,000	(13,526)	(6,524)	-
	<u>56,097</u>	<u>24,766</u>	<u>(14,901)</u>	<u>(14,691)</u>	<u>51,271</u>
<b>Unrestricted funds</b>	(23,696)	362,754	(310,791)	14,691	42,958
<b>Total funds</b>	<u><b>32,401</b></u>	<u><b>387,520</b></u>	<u><b>(325,692)</b></u>	<u><b>-</b></u>	<u><b>94,229</b></u>

<sup>1</sup>The transfer between Restricted funds and Unrestricted funds relates to:

- Scotland office – having reviewed the terms of the donations relating to the Scottish office, we believe that there are no specific criteria related to these donations and have therefore reclassified as unrestricted funds.
- NSA's – following discussions with the donor in relation to the NSA's restricted funds, it was agreed that the funds could be designated unrestricted on the condition that a £5,000 donation was made to Medical Genetics at Cardiff University.