

**National Tremor Foundation Charitable Trust**

**Report & Financial Statements  
for the year ended 31 December 2013**

**Charity number: 1042013**

# National Tremor Foundation Charitable Trust

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**National Tremor Foundation Charitable Trust**  
**Trustees' Annual Report for the Year Ended 31 December 2013**

## REFERENCE AND ADMINISTRATIVE DETAILS

### Trustees

- at date of report's approval:

Professor Leslie J Findley TD, MD, FRCP (Consultant Neurologist)	Chairman
Kevin Harfoot	Treasurer
Dr Peter Bain MBBS MA MD FRCP (Consultant Neurologist)	
Lizzie Graham	
John Kidney (Solicitor)	

### Registered Office

Long Term Conditions Centre  
Harold Wood Hospital  
Gubbins Lane  
Romford RM3 0BE

### Bankers

National Westminster Bank

### Independent Examiner

Frank Learner  
Greengage Associates  
8 Ffordd Cwm Cidi, Barry  
Vale of Glamorgan CF62 6LH

### Charity Registration Details

Name: National Tremor Foundation Charitable Trust  
No: 1042013

## STRUCTURE, GOVERNANCE & MANAGEMENT

### Governing Document

The Trust is governed by a Declaration of Trust dated 19 October 1994 and was registered as a charity on 9 November 1994.

### Recruitment and Appointment of Trustees

New trustees are recruited for the special contribution they can make to the Trust and are appointed by resolution of the Trustees.

## OBJECTIVES & ACTIVITIES

The Trust's objects are:

- To promote, centralise and co-ordinate for the benefit of the public any form of research into essential, idiopathic and hereditary tremor and to disseminate and publish the useful results of such research.
- To relieve the need of sufferers from essential, idiopathic and hereditary tremor.
- To advance the education of the public in the subject of essential, idiopathic and hereditary tremor.

The Trust is currently able to resource these charitable activities:

- **Information.** Provision of knowledge to people affected by tremor or movement disorders of various parts of the body in order to help them and their families/carers manage the condition. The initial source for the Trust's beneficiaries is the website which the Trust believes is the leading source of information on this condition for over one million sufferers in the UK. Further sources are a newsletter (available in hard and soft copy), a general telephone enquiry service and access to an advisory panel.
- **Beneficiary support.** This activity covers the annual conference, active support and the encouragement/subsidy of regional support groups where there are known clusters of interested beneficiaries.

## ACHIEVEMENTS & PERFORMANCE

This section explains the activities for the reporting period; in a difficult economic environment the Trust has managed to keep costs to a minimum and maintain the central office support facility.

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**Information**

The website gives a range of information on tremors (from diagnosis and clinical characteristics to current research topics and help for carers) and attracted visitors from USA and the UK. A new Facebook page was launched and gave the opportunity for people to contact the Trust directly as well as interact with other people with similar tremor-related topics. The newsletter was sent primarily by email to all members & included topical discussion & personal stories from around the UK, along with updates from the Chairman and other trustees about the Trust.

**Beneficiary Support**

The conference/AGM, held in the Autumn, gave beneficiaries a valued chance to both learn more about tremors and to meet the medical experts in person. Topical research issues covered at the conference included Essential and Orthostatic tremor. The Primary Orthostatic Tremor (POT) group held its own meeting before taking part in the afternoon's AGM and question & answer session. Active support has included the payment of music tuition fees. The Trust currently has two active regional support groups and is always looking to set up further groups around the UK. Such regional/local groups provide the opportunity for beneficiaries to regularly meet together for mutual support which is highly valued. It is important for them to have an environment where they feel comfortable socialising without being conscious of a tremor - and thus reducing isolation.

**COMMUNICATIONS & FUNDRAISING REVIEW**

In 2013 we approached over 1,000 Charitable Trusts out of the 3,000 Trusts that are mandated to donate to medical and disabilities support charities. A direct approach to charitable trusts via letter, internet and personal visits was adopted as the most cost efficient method of raising funds. The current economic climate restricted amounts available for distribution however over 30 trusts actually donated to the Foundation during 2013 and this strategy will be maintained.

Some members arranged local events including a parachute jump, pumpkin festival and a marathon run. The Rotary and Probus clubs also contributed to the general income. A substantial legacy from a former member helped to produce a successful year.

**PLANS FOR FUTURE PERIODS**

The welcome receipt of a handsome legacy in 2013 has enhanced the Trust's capability to intensify its charitable activities.

The Trust's immediate priority is develop the website further - both its technical capability and content - due to the wide reach and accessibility (important for tremor-sufferers) of the web. Other plans include the introduction of a more user-friendly member's forum, automated online donations and membership via our website.

The Trust also intends to produce newsletters on a 2-monthly basis (dependant on content being available) with the assistance of a member from the POT group. We anticipate greater interaction via our Facebook page and will look to use Twitter as a tool for raising further awareness. For 2014, membership to the Trust will be free, although we will encourage donations from individuals along with our ongoing search for funds via charitable trusts.

Our ultimate objective is to provide some funding for research into basic mechanisms and therapies for tremors of all types, particularly those in the essential tremor groups, including primary orthostatic tremor which is generally poorly supported from other funding bodies. Such activities are dependent on funding availability, which is secondarily dependent on the economic climate.

**PUBLIC BENEFIT STATEMENT**

The Trustees confirm that they have complied with the duty in the Charities Act 2011 to have due regard to the Charity Commission's general guidance on public benefit. As stated elsewhere in this report, the Trust's charitable activity work is clear evidence of both the identifiable benefit provided and the relation of this benefit to the charity's aims. Continuing website feedback shows that the Trust is regularly reaching people affected by tremors - both in UK and overseas.

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**RISK MANAGEMENT**

The Trustees continually examine the principal areas of the Trust's operations and regularly consider the major risks that may arise in each of these areas. The risk management policy is currently undergoing review - which will lead to an update of the procedures for managing major risks.

**FINANCIAL REVIEW**

Our income received for 2013 reached a record £106k (2012: £41k) thanks primarily to a large legacy from a former Trust member. Membership contributions have unfortunately continued to fall, possibly due to the readily-available and free information on our website, and this has prompted us to look at our membership policy. Our primary costs continue to be invested in fundraising and our website. This will continue into 2014 with greater emphasis on a dedicated IT specialist to continually monitor and upgrade the website. The prudent expenditure carried out since the credit crunch of 2009 has paid dividends and given the platform to invest in the development of our website and offer free membership for 2014. After successive years of decreasing deficits, we are pleased to report a healthy surplus for 2013 of £66k (2012: £1k deficit).

**Reserves Policy**

The Trustees would ideally like to establish a level of reserves that would meet 12 months of operational costs (approximately £40k) should there be a gap in funding. At the year end the reserves held were £85,120 (previous year £19,661); designation of a significant part of the reserves is expected in 2014 as plans are laid to apply the legacy.

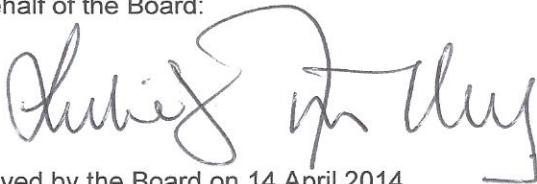
**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity law requires the Trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the Trust and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any 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 Trust will continue in operational existence.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board:



Approved by the Board on 14 April 2014

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE NATIONAL TREMOR FOUNDATION CHARITABLE TRUST

I report on the Trust's accounts for the year ended 31 December 2013, which are set out on pages 5 - 8.

### Respective responsibilities of Trustees and examiner

The Trustees are responsible for the preparation of the accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The Trust's gross income for this year has not exceeded £250,000.

Having satisfied myself that the Trust is eligible for independent examination, it is my responsibility to:

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

### Basis of independent examiner's report

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

### Independent examiner's statement

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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



Frank Learner DChA  
Fellow, Association of Charity Independent Examiners

Greengage Associates  
8 Ffordd Cwm Cidi  
Barry  
Vale of Glamorgan CF62 6LH

14 April 2014

**National Tremor Foundation Charitable Trust**

**Statement of Financial Activities for the Year Ended 31 December 2013**

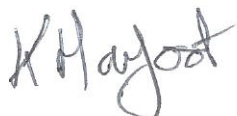
	Notes	Unrestricted funds	Restricted funds	Total for year	
		£	£	2013	2012
		£	£	£	£
<b>Incoming Resources</b>					
Voluntary Income					
Donations		7,666	-	7,666	6,145
Grants		29,210	-	29,210	26,016
Legacy		63,162	-	63,162	-
Subscriptions		5,376	-	5,376	7,197
Other		-	-	-	565
Charitable Activities		228	500	728	1,286
<b>Total Incoming Resources</b>		<u>105,642</u>	<u>500</u>	<u>106,142</u>	<u>41,209</u>
<b>Resources Expended</b>					
2					
Costs of Generating Funds		18,387	-	18,387	16,801
Charitable Activities					
Information		9,789	-	9,789	9,774
Beneficiary Support		3,075	500	3,575	9,048
Governance	3	8,407	-	8,407	6,560
<b>Total Resources Expended</b>		<u>39,658</u>	<u>500</u>	<u>40,158</u>	<u>42,183</u>
<b>Net movement in funds</b>		65,984	-	65,984	(974)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>19,661</u>	-	<u>19,661</u>	<u>20,635</u>
Total funds carried forward		<u>85,645</u>	-	<u>85,645</u>	<u>19,661</u>

**National Tremor Foundation Charitable Trust**

**Balance Sheet as at 31 December 2013**

	Notes	31 December 2013		31 December 2012	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	5	525		-	
			525		-
<b>Current assets</b>					
Debtors	6	660		555	
Cash at bank		94,638		31,996	
		<u>95,298</u>		<u>32,551</u>	
<b>Creditors: Amounts falling due within one year</b>	7	<u>(10,178)</u>		<u>(12,890)</u>	
<b>Net current assets/(liabilities)</b>			85,120		19,661
<b>Net Assets</b>			<u>85,645</u>		<u>19,661</u>
<b>Funds</b>					
Unrestricted income funds			85,645		19,661
Restricted income funds	8		-		-
			<u>85,645</u>		<u>19,661</u>

On behalf of the Board:



Approved by the Board on 14 April 2014

The notes on pages 7 to 8 form part of these financial statements





**National Tremor Foundation Charitable Trust**  
**Notes to the Financial Statements for the Year ended 31 December 2013**

**1. ACCOUNTING POLICIES**

**Accounting convention**

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice-Accounting and Reporting by Charities (SORP 2005), applicable UK accounting standards and the Charities Act 2011.

**Fund accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust.
- Restricted funds are subject to restrictions on their expenditure imposed by the donor or through the terms advertised by the Trust.

**Incoming resources**

All incoming resources are included in the statement of financial activities when the Trust 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 and donations 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 Trust, are recognised when the Trust becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the Trust where this can be quantified.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the Trust earns the right to consideration by its performance.

**Resources expended**

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

- Costs of generating funds comprise the costs associated with attracting voluntary income.
- Charitable expenditure comprises those costs incurred by the Trust 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 Trust and also costs linked to the strategic management of the charity.

**Fixed assets**

Depreciation is provided on a 25% reducing balance basis in order to write off the assets over their estimated useful lives. The item capital threshold is £500 & the minimum item net book value is £200.

**2 RESOURCES EXPENDED**

	Direct	Contractor	Support	2013	2012
	£	£	£	£	£
Cost of Generating Funds	950	14,794	2,643	18,387	16,801
Charitable Activities					
Information	6,192	2,276	1,321	9,789	9,774
Beneficiary Support	770	2,276	529	3,575	9,048
Governance	4,200	3,414	793	8,407	6,560
Total Resources Expended	12,112	22,760	5,286	40,158	42,183

Costs have been attributed on a basis consistent with the use of resources. Where costs cannot be allocated, they are apportioned by the estimated percentage of time spent on each activity. Support costs are mainly office-based costs such as IT and postage.

**National Tremor Foundation Charitable Trust**  
**Notes to the Financial Statements for the Year ended 31 December 2013**

<b>3 GOVERNANCE COSTS</b>	<b>2013</b>	<b>2012</b>
	£	£
Meeting Costs	2,700	1,310
Independent Examination	645	645
Other services from Independent Examiner	690	885
Affiliation fees	165	161
Staff/Contractor-related costs	3,414	2,891
Office overhead	793	667
<b>Total Governance Costs</b>	<u>8,407</u>	<u>6,560</u>

**4 OTHER EXPENDITURE**

The Trust does not employ any staff and relies on a contractor for its office duties. 2 trustees were re-imbursed for expenses totalling £766 (previous year: 2 trustees £447).

**5 FIXED ASSETS**

	£
<b>Cost</b>	
At 1 Jan 2013	-
Additions	700
At 31 Dec 2013	<u>700</u>
<b>Depreciation</b>	
At 1 Jan 2013	-
Charge for year	175
At 31 Dec 2013	<u>175</u>
Net book value at 1 Jan 2013	-
<b>Net book value at 31 Dec 2013</b>	<b>525</b>

**6 DEBTORS**

	<b>2013</b>	<b>2012</b>
	£	£
Prepayment	660	555
<b>Total debtors</b>	<u>660</u>	<u>555</u>

**7 CREDITORS**

	<b>2013</b>	<b>2012</b>
	£	£
Trade creditors	562	1,193
Advance subscriptions	1,420	3,306
Other creditors and accruals	8,196	8,391
<b>Total creditors</b>	<u>10,178</u>	<u>12,890</u>

**8 RESTRICTED FUNDS**

	<b>At 1 Jan 2013</b>	<b>Incoming Resources</b>	<b>Outgoing Resources</b>	<b>At 31 Dec 2013</b>
	£	£	£	£
Celia Blake Trust	-	500	500	-
	<u>-</u>	<u>500</u>	<u>500</u>	<u>-</u>

The grant from the Celia Blake Trust is to pay for a beneficiary's music tuition fees.

**9 FUND/ASSET ANALYSIS**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>2013 total funds</b>	<b>2012 total funds</b>
	£	£	£	£
Fixed assets	525	-	525	-
Net current assets	85,120	-	85,120	19,661
	<u>85,645</u>	<u>-</u>	<u>85,645</u>	<u>19,661</u>