

SOFT UK TRUST

Annual Report and Financial Statements

for the Year Ended 30 April 2016

SOFT UK TRUST

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The following pages do not form part of the statutory financial statements:

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SOFT UK TRUST

Reference and Administrative Details

Charity name	SOFT UK TRUST
Charity registration number	1002918
Principal office	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
Registered office	48 Froggatts Ride Walmley Sutton Coldfield B76 2TQ
Trustees	Mrs C Rose Mrs J Fowler, Chair Dr D Robbins Mrs L Petrie Mr J Capper Mrs E Egan, Treasurer Mr G Glendinning (appointed 1 September 2015) Mrs A Pearson (appointed 1 March 2016)
Solicitor	Anthony Collins Solicitors Birmingham
Bankers	HSBC Ross-on-Wye
Accountant	David Dixie F C A AIMS Accountants 34 Swarthmore Road Selly Oak Birmingham B29 4JS

SOFT UK TRUST

Trustees' Report

The Trustees have pleasure in presenting their Annual report and unaudited financial statements for the year ended 30th April 2016

CONSTITUTION

The Charity is constituted by way of a Trust Deed dated 26th April 1991, updated by means of a Deed of Variation in 2011 and is registered with the Charity Commission under Number 1002918. The Trust Deed regularises the informal arrangements which had been in force since 22nd June 1990.

SOFT UK is a cross border charity and registered with OSCR the Scottish Charity Regulator under the Number SC043341. As a cross border charity SOFT UK operates under the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

SOFT UK is governed by its Trustee board, which is responsible for setting the strategic direction of the organisations and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of SOFT UK and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly.

PRINCIPLE AIMS AND OBJECTIVES OF THE CHARITY

To provide support, assistance and information to families having a child with a chromosome abnormality, principally Patau's Syndrome (Trisomy 13) and Edwards Syndrome (Trisomy 18) and their related disorders of partial Trisomy, Mosaicism and Deletions.

SOFT UK provides information and support at all stages following a prenatal diagnosis, whether the family decides to terminate the pregnancy early or allow it to continue. Approximately 1 in 10 babies will be born alive and SOFT UK supports those who are caring for a baby or child with these conditions (often living with multiple and profound disabilities), and families if a bereavement occurs. As a membership organisation, families can share their experiences through the SOFT UK website, member's magazine and regular family days and conferences. The support is offered to all members of the family, including siblings of the affected child, for as long as required.

For over 25 years, SOFT UK has built networks with many professionals, including health professionals, family support workers and hospice staff. Our information is evidence based, prepared in collaboration with our professional advisors, and is always given to compliment the advice of clinicians who work with individual families. In line with our charitable mission, we do not offer medical advice. Through our membership of organisations including the Genetic Alliance UK, Fetal Anomaly Screening Programme – T13 & T18 National Policy Group and Together for Short Lives, SOFT UK works to advocate on behalf of families affected by Trisomy 13 and Trisomy 18. We seek to improve services for all affected families and raise awareness of these genetic conditions.

GENERAL AND FINANCIAL MATTERS

1. CORE SUPPORT PROVIDED

The main aim of the charity is to provide support for families with a child who has a diagnosis of Trisomy 13 or Trisomy 18. We run a SOFT UK website which enables families to access dedicated volunteer befrienders via an Enquires function. (SOFT UK has no manned office). Families can be referred to the site by professionals or can self-refer. Our trained volunteers offer a supportive, listening ear and evidence based information to support families during a challenging time. All support is provided free of charge.

Prenatal queries are handled by a volunteers trained by ARC and CRUSE.

SOFT has funded and developed, and is now delivering a bespoke training package to support volunteers, in conjunction with Erica Brown, Vice President, Acorn Children's Hospice and Coventry University. The training package is copy righted to SOFT UK and can be delivered at training development days and via distance learning and ensures our support volunteers are prepared and supported to fulfill their role.

Written information is provided via booklets, available in print or electronic copy, and are updated regularly by medical professionals who use their expertise to assist SOFT UK in its objectives.

SOFT UK TRUST

Trustees' Report

Newsletters are sent to families twice a year. These newsletters provide information and an opportunity for our members to share their experiences and personal advice.

2. CONFERENCES AND FAMILY EVENTS

A number of family days were held in 2015. The English family day was held in May 2015 and the Scottish family day was held in September 2015, for our Scottish members with family time and professional speakers.

3. SOFT UK WEBSITE DEVELOPMENT

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

DEVELOPMENTS AND FUTURE PLANS

1. SOFT UK CONTRIBUTION TO NATIONAL PROFESSIONAL FORUMS

Trustees of SOFT UK continue to be actively involved in a range of national professional forums. In supporting the work of these forums, SOFT UK seeks to advocate on behalf of families affected by Trisomy 13 and Trisomy 18, to improve services for all affected families and to raise awareness of these genetic conditions.

Specific professional organisations include:

- Genetic Alliance UK
- Fetal Anomaly Screening Programme (FASP) – T13 & T18 National Policy Group (membership)
- FASP Patient Information Group (membership)
- Together for Short Lives (membership)
- Scottish Children and Young People's Palliative Care Network

3. RESEARCH

SOFT UK funded and contributed to a research project – *The impact of genetic life-limiting and life-threatening conditions on non-affected brothers and sisters*; undertaken by the Centre for Children and Families Applied Research (CCFAR), Coventry University with lead researcher Erica Brown. SOFT UK made a financial contribution to the first phase of the research and a number of SOFT families will contribute to the field work data collection. The outcome of this work will enable SOFT to plan to better support siblings.

4. DEVELOPMENT

SOFT UK is currently working in line with the development plans agreed in 2012. A further development planning session with Trustees and volunteers is scheduled for 2016 and will refresh the charities forward plan

5. 25th ANNIVERSARY

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

FINANCIAL MATTERS

The Accounts for the year show a deficit of £6,799.. No new grants were received during the year and donations were 6% less than the previous year. Expenditure was 1% less than in 2015. Reserves at 31st March 201 were £67,878 and are sufficient to cover expenditure for 7 months.

SOFT UK TRUST

Trustees' Report

TRUSTEE STATEMENT

The Trustees have reviewed the Charity's reserves and are content that they are both prudent and suitable. The Trustees are not aware of any major risks other than a catastrophic fall in income. In this unlikely event, the Trustees would curtail the Charity's expenditure accordingly. However the Charity has very few contractual liabilities and has only 1 employee, with a mutual 1 month notice period in contract.

The Trustees have considered the major business and operational risks which the charity faces and confirm that systems are in place and necessary steps taken to lessen these risks. Internal risks are minimised by the development of operational policies and training for volunteers and Trustees.

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Signature Mrs Jan Fowler (Chair)

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Signature Mrs Chris Rose (Co-founder)

SOFT UK TRUST

Trustees' Responsibilities in relation to the Financial Statements

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

The law applicable to charities in Scotland, England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the provisions of the trust deed. They are responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection fraud and other irregularities.

**Independent Examiner's Report to the Trustees of
SOFT UK TRUST**

I report on the accounts of the Trust for the year ended 30 April 2016, which are set out on pages 7 to 13.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the Charities and Trustee Investments (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and the General Directions given by the Charity Commission under section 145 (5) (b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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



.....
David Dixie F C A

Date: 29 September 2016

AIMS Accountants
34 Swarthmore Road
Selly Oak
Birmingham
B29 4JS

SOFT UK TRUST

Statement of Financial Activities for the Year Ended 30 April 2016

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
Note	£	£	£	£
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	32,807	2,150	34,957
Investment income	3	35	-	35
Total incoming resources		<u>32,842</u>	<u>2,150</u>	<u>34,992</u>
Resources expended				
Costs of generating funds				
Fundraising trading: cost of goods sold and other costs	4	2,762	1,764	4,526
Charitable activities	4	19,047	-	19,047
Governance costs	4	18,218	-	18,218
Total resources expended		<u>40,027</u>	<u>1,764</u>	<u>41,791</u>
Net movements in funds		(7,185)	386	(6,799)
Reconciliation of funds				
Total funds brought forward		<u>74,677</u>	-	<u>74,677</u>
Total funds carried forward		<u><u>67,492</u></u>	<u><u>386</u></u>	<u><u>78,973</u></u>
		<u><u>67,878</u></u>	<u><u>74,677</u></u>	<u><u>74,677</u></u>

The notes on pages 9 to 13 form an integral part of these financial statements.

SOFT UK TRUST
Balance Sheet as at 30 April 2016

		2016		2015	
	Note	£	£	£	£
Current assets					
Debtors	8	2,460		254	
Cash at bank and in hand		<u>67,546</u>		<u>76,102</u>	
			70,006		76,356
Creditors: Amounts falling due within one year					
	9		<u>(2,128)</u>		<u>(1,679)</u>
Net current assets			<u>67,878</u>		<u>74,677</u>
Net assets			<u><u>67,878</u></u>		<u><u>74,677</u></u>
The funds of the charity:					
Restricted funds			386		-
Unrestricted funds					
Unrestricted income funds			<u>67,492</u>		<u>74,677</u>
Total charity funds			<u><u>67,878</u></u>		<u><u>74,677</u></u>

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

Approved by the Board on and signed on its behalf by:



.....
Mrs C Rose
Trustee



.....
Mrs J Fowler
Trustee

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities (SORP 2005)', issued in March 2005, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Charities Act 2011.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

Further details of each fund are disclosed in note 11.

Incoming resources

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

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

Investment income is recognised on a receivable basis.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Fixed assets

Individual fixed assets costing £500 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Office equipment	25% straight line basis
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Research and development expenditure

Research and development expenditure is written off as incurred.

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2016

..... continued

2 Voluntary income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Donations and legacies				
Appeals and donations	32,347	2,150	34,497	36,828
Gift Aid tax reclaimed	460	-	460	853
	<u>32,807</u>	<u>2,150</u>	<u>34,957</u>	<u>37,681</u>

3 Investment income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
Interest on cash deposits	<u>35</u>	<u>-</u>	<u>35</u>	<u>46</u>

4 Total resources expended

	Operating activity 1 £	Charitable activity 1 £	Governance £	Total 2016 £	Total 2015 £
Direct costs					
Fundraising costs	3,322	-	-	3,322	1,586
Employment costs	-	-	15,000	15,000	12,500
Establishment costs	226	247	-	473	842
Office expenses	314	16,872	180	17,366	9,986
Printing, posting and stationery	-	1,928	-	1,928	4,002
Subscriptions and donations	221	-	-	221	327
Research costs not capitalised	-	-	-	-	9,799
Travel and subsistence	-	-	2,438	2,438	2,044
Accountancy fees	443	-	600	1,043	937
	<u>4,526</u>	<u>19,047</u>	<u>18,218</u>	<u>41,791</u>	<u>42,023</u>

5 Trustees' remuneration and expenses

Travel and other expenses paid to trustees in the year are £2,618 (2015 - £2,164). No other payments were made to trustees.

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2016

..... *continued*

6 Employees' remuneration

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

	2016 No.	2015 No.
Governance	<u>1</u>	<u>1</u>

The aggregate payroll costs of these persons were as follows:

	2016 £	2015 £
Wages and salaries	<u>15,000</u>	<u>12,500</u>

No employee received emoluments of more than £60,000 during the year (2015 - No. 0).

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2016

..... continued

7 Tangible fixed assets

	Fixtures, fittings and equipment £
Cost	
As at 1 May 2015 and 30 April 2016	10,901
Depreciation	
As at 1 May 2015 and 30 April 2016	10,901
Net book value	
As at 30 April 2016	-
As at 30 April 2015	-

8 Debtors

	2016 £	2015 £
Other debtors	460	254
Prepayments and accrued income	2,000	-
	2,460	254

9 Creditors: Amounts falling due within one year

	2016 £	2015 £
Trade creditors	1,993	1,537
Taxation and social security	135	142
	2,128	1,679

SOFT UK TRUST

Notes to the Financial Statements for the Year Ended 30 April 2016

..... continued

10 Related parties

Controlling entity

The charity is controlled by the trustees.

11 Analysis of funds

	At 1 May 2015	Incoming resources	Resources expended	At 30 April 2016
	£	£	£	£
General Funds				
Unrestricted income fund	74,677	32,842	(40,027)	67,492
Restricted Funds				
25th Anniversary	-	2,150	(1,764)	386
	<u>74,677</u>	<u>34,992</u>	<u>(41,791)</u>	<u>67,878</u>

12 Net assets by fund

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Current assets	70,006	70,006	76,356
Creditors: Amounts falling due within one year	(2,128)	(2,128)	(1,679)
Net assets	<u>67,878</u>	<u>67,878</u>	<u>74,677</u>

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Statement of financial activities by fund Year Ended 30 April 2016

	Unrestricted income fund 2016	Unrestricted income fund 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	32,807	37,681
Investment income	35	46
Total incoming resources	<u>32,842</u>	<u>37,727</u>
Resources expended		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	2,762	3,311
Charitable activities	19,047	23,448
Governance costs	18,218	15,264
Total resources expended	<u>40,027</u>	<u>42,023</u>
Net movements in funds	(7,185)	(4,296)
Reconciliation of funds		
Total funds brought forward	<u>74,677</u>	<u>78,973</u>
Total funds carried forward	<u><u>67,492</u></u>	<u><u>74,677</u></u>

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

SOFT UK TRUST

Statement of financial activities by fund Year Ended 30 April 2016

..... continued

	25th Anniversary 2016	25th Anniversary 2015
	£	£
Incoming resources		
Incoming resources from generated funds		
Voluntary income	2,150	-
Total incoming resources	<u>2,150</u>	<u>-</u>
Resources expended		
Costs of generating funds		
Fundraising trading: cost of goods sold and other costs	1,764	-
Total resources expended	<u>1,764</u>	<u>-</u>
Reconciliation of funds		
Total funds carried forward	<u>386</u>	<u>-</u>

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