

Registered Charity Number: 1147765
Registered Company Number: 7866190

RUBINSTEIN-TAYBI SYNDROME SUPPPORT GROUP
(A COMPANY LIMITED BY GUARANTEE)
REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2015

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LEGAL AND ADMINISTRATIVE INFORMATION

Company Registration Number	7866190
Registered Charity Number	1147765
Head Office Address	39 Hale Road Heckington Sleaford Lincs NG34 9JN
Chairperson	Siobhan Lund
Treasurer	Dawn Elliker
Principal Bankers	HSBC Bank Plc

YEAR ENDED 31 DECEMBER 2015

TRUSTEES' REPORT

The Trustees present their report and financial statements of the Company for the year ended 31 December 2015.

The financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Reference and administrative details***Directors and Trustees***

The trustees who are directors for the purpose of Company Law and served during the year and up to the date of the report were:

John Peat

Dawn Elliker

Margaret Ruck

Andrea Simpson

Marjorie Aldred

Resigned

9 May 2015

Maxine Aldred

Barbara Baron

Charlotte Baron

Appointed

9 May 2015

Joanne Barlow

Resigned

9 May 2015

Siobhan Lund (Chair)

The directors had no beneficial interests in the company at any time during the year, since the company is Limited by Guarantee and has no share capital.

YEAR ENDED 31 DECEMBER 2015

TRUSTEES' REPORT - continued

Structure, Governance and Management

Governing document

Rubinstein-Taybi Syndrome Support Group is a company limited by guarantee governed by its Memorandum and Articles of Association dated 21st April 2012.

The Company is governed by a Memorandum of Association under the Companies Acts 1985 and 1989, under which the objectives of the organisation are:

- To provide relief of any person affected by Rubinstein-Taybi Syndrome
- To advance medical research into the cause, cure prevention or relief of such conditions and the publishing of useful research results.

Appointment to the Board of Trustees

In accordance with the Memorandum and Articles of Association, the initial Trustees are those person's appointed at the time of the establishment of the charity. Under the article all these sought re-election at the first Annual General Meeting. At all subsequent Annual General Meetings 1/3 of the board (to the nearest whole number) shall retire by rotation. The earliest appointed directors will have to seek re-election first and if two or more directors were appointed on the same day and an agreement of who shall step down cannot be reached it will be determined by lot

The Memorandum and Articles of Association state that the number of members of the board shall never be less than three.

No person other than the Trustees retiring by rotation shall be appointed or re-appointed a Trustee unless recommended by a Trustee or subject to the requisite notice proposed by a member.

The Trustees may appoint one of their members to be chairman of their meetings and may at any time remove that person from office. The trustees are committed to ensuring the membership reflects a broad spectrum of those affected by Rubinstein-Taybi Syndrome irrespective of their cultural environment and demographic location. To this end they are constantly alert to opportunities within their contacts around the country to attract new members and expand the number of people supported by the Charity.

Management

The charity is managed by the trustees who liaise on a regular basis to make decisions.

Recruitment and Training Policy

The directors are committed to ensuring that their trustees have the life and professional experiences essential to developing the charity's role. To this end, they are constantly alert to the opportunities which their contacts within the community offer to attract new trustees. All trustees are given induction training on their first day or as soon after as is reasonably practicable.

YEAR ENDED 31 DECEMBER 2015

TRUSTEES' REPORT - continued

Structure, Governance and Management (Continued)

Risk management

The trustees constantly review the major risks to which the charity is exposed and where appropriate have established procedures to mitigate them.

Objectives and activities

The objects of the Charity are stated in the Memorandum and Articles of Association as follows:-

- To provide relief of any person affected by Rubinstein-Taybi Syndrome
- To advance medical research into the cause, cure prevention or relief of such conditions and the publishing of useful research results.

Achievements and Performance

The main focus of the charity is to support families and individuals affected by Rubinstein-Taybi Syndrome.

During the period, the Charity held two very successful events; a family weekend in Daventry in May and a single day Christmas get together in Nottingham at the end of November. These events are moved around the country in order to allow maximum opportunity for members to access them. The aim is to bring families together to share their experience, benefit from mutual support, to hear from medical and clinical professionals experienced in the area of the Syndrome, and to take part in relevant research projects.

The charity also published their annual "Newsletter" and brief quarterly "Bulletins", always popular with the membership, which contains useful practical information, stories about member families and provides an opportunity for RTS individuals to showcase their achievements. During the year, the charity has continued to use social media in order to maintain as wide a reach as possible, and its website continues to be well used. The website provides a vital contact point for the families, especially new ones, and is used regularly by both members and non-members to contact the Group for advice and information, with a steady number of families having been welcomed as members this year.

This year also saw plans confirmed to host an International Conference in May 2016 with invitations organised amongst member communities around the world. There will be significant associated costs so reserve funds are being made easily accessible to support funding. Grant applications are also being made for this purpose. Finally, banking has been transferred to CAF Bank to better support our charity focus.

Financial Review

Principal sources of funding

The principal sources of funding for the charity are by way of personal and corporate donations and fundraising events held in the charities name.

YEAR ENDED 31 DECEMBER 2015

TRUSTEES' REPORT - continued

Reserves policy

The Board of Trustees have established a policy whereby the unrestricted funds not committed held by the Charity should be between 3 and 6 months of the resources expended. At this level the Board of Trustees feel that they would be able to continue the current activities of the charity in the event of a significant drop of funding. It would obviously be necessary to consider how the funding would be replaced or activities changed. Unrestricted funds were maintained at this level throughout the year.

Investment policy

Surplus cash is held in interest earning deposits at banks or other similar organisations. Funds not required for immediate use are held in higher interest accounts. This policy is reviewed regularly.

Public Benefit

We have paid due regard to the guidance given by the Charities Commission on public benefit. We believe the aforementioned objectives, activities and achievements verify that our work is for the benefit of the public.

Small Company Exemption

The directors' report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

By order of the Board

Siobhan Lund - Chairperson

Date:

**INDEPENDENT EXAMINER'S REPORT OF THE TRUSTEES OF RUBINSTEIN-TAYBI SYNDROME SUPPORT GROUP
(A COMPANY LIMITED BY GUARANTEE)**

I report on the accounts of the company for the year ended 31 December 2015 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The Trustees (who are also the directors of the company for the purposes of company law) 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.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in 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 statement

My examination was carried out in accordance with 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:

- a) Which gives me reasonable cause to believe that, in any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006 and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting to Charities
- Have not been met; or
- b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Keith Phillips FCA
Duncan & Toplis
Chartered Accountants
18 Northgate
Sleaford
Lincolnshire
NG34 7BJ

.....

Date:

STATEMENT OF FINANCIAL ACTIVITY

	Year Ended 31.12.2015	Year Ended 31.12.2014
INCOMING RESOURCES		
Income and endowments from:		
	£	£
Donations received	1,738	2,994
Other trading activities		
Fundraising events	27,393	37,387
Sales of Merchandise	<u>309</u>	<u>510</u>
	27,702	37,897
Investment income	<u>205</u>	<u>185</u>
Total Incoming Resources	<u>29,645</u>	<u>41,076</u>
RESOURCES EXPENDED		
Raising funds		
Fundraising trading costs	685	844
Charitable activities	<u>21,935</u>	<u>21,273</u>
	22,620	22,117
Governance costs	<u>3,511</u>	<u>3,254</u>
Total Resources Expended	<u>26,131</u>	<u>25,371</u>
NET INCOMING RESOURCES FOR THE YEAR	3,514	15,705
Total funds brought forward at 1 January 2015	<u>45,485</u>	<u>29,780</u>
Total funds carried forward at 31 December 2015	<u>48,999</u>	<u>45,485</u>

All incoming resources and resources expended are unrestricted, undesignated and derive from continuing activities.

All gains recognised in the year are included above.

BALANCE SHEET

	2015	2014
	£	£
CURRENT ASSETS		
Debtors	5,500	-
Deposit Bond Account	-	15,000
Business Money Manager Account	-	30,550
HSBC Community Account	-	416
Friends of RTS Account	-	319
CAF Cash Account	3,085	-
CAF Friends Account	200	-
CAF Gold Account	<u>41,014</u>	<u>-</u>
	49,799	46,285
LESS CURRENT LIABILITIES		
Creditors: amounts falling due within one year	<u>800</u>	<u>800</u>
NET ASSETS	<u>48,999</u>	<u>45,485</u>
UNRESTRICTED RESERVES		
Surplus carried forward	<u>48,999</u>	<u>45,485</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2015.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 December 2015 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the Trustees on _____ and signed on its behalf by

.....
Siobhan Lund - Chairperson

.....
Dawn Elliker- Trustee

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

Basis of Accounting

The financial statements have been prepared in accordance with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities.

Company status

The charity is a company limited by guarantee. The members of the company are the trustees named on page 2. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

Definition of Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund.

Incoming Resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is sufficient certainty of receipt.

Any donations arising are accounted for when received or paid, though amounts notified to the organisation prior to the balance sheet date are accrued as appropriate.

Donations in kind are included in the Statement of Financial Activities at estimated fair value at the time of the gift.

Expenditure

All expenditure is accounted for 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 include both fundraising and trading activities.

Charitable activities include expenditure associated with the various activities of the Charity. The costs include both the direct costs and support costs relating to these activities.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

NOTES TO THE FINANCIAL STATEMENTS - continued

1. ACCOUNTING POLICIES - continued

Taxation

These financial statements are prepared on the basis that the company has an exemption under section 505 of the Income and Corporation Taxes Act (ICTA) 1988 and that no charge to taxation applies.

2 GRANTS PAYABLE

No grants were paid during the period.

3 EXTERNAL SCRUTINY

	Year to 31/12/15	Year to 31/12/14
Independent examiners fee	<u>800</u>	<u>800</u>

4 TRUSTEES REMUNERATION

No Trustee or connected party received any remuneration either directly or indirectly during the period. (2014 - nil)

5 TRUSTEES EXPENSES

Eight trustees received travel expenses totalling £1,051. (2014 -£894)

6 DEBTORS DUE WITHIN ONE YEAR

	Year to 31/12/15	Year to 31/12/14
UNRESTRICTED FUNDS		
Prepayments	<u>5,500</u>	<u>-</u>

7 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	Year to 31/12/15	Year to 31/12/14
UNRESTRICTED FUNDS		
Accruals	<u>800</u>	<u>800</u>

8 FUNDS

All funds are currently unrestricted and undesignated.

9. RELATED PARTY TRANSACTIONS

There are no related party transactions to disclose.

NOTES TO THE FINANCIAL STATEMENTS - continued

11 COMPANY STATUS

The charity is a company limited by guarantee. In the event of the company being wound up the liability in respect of the guarantee is limited to £1 per member of the company.

12 CONTROLLING PARTY

The charity is controlled by the trustees, who are also the Company's directors.