

**Registered Charity Number: 1147765**  
**Registered Company Number: 7866190**

**RUBINSTEIN-TAYBI SYNDROME SUPPPORT GROUP**  
**(A COMPANY LIMITED BY GUARANTEE)**  
**RECEIPTS AND PAYMENTS ACCOUNT**

**FOR THE YEAR ENDED 31 DECEMBER 2016**

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**LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Company Registration Number</b>	7866190
<b>Registered Charity Number</b>	1147765
<b>Head Office Address</b>	39 Hale Road Heckington Sleaford Lincs NG34 9JN
<b>Chairperson</b>	Siobhan Lund
<b>Treasurer</b>	Dawn Elliker
<b>Principal Bankers</b>	CAF Bank Ltd

YEAR ENDED 31 DECEMBER 2016

**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.

**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

Resigned

20 May 2016

Maxine Aldred

Barbara Baron

Charlotte Baron

Resigned

2 July 2016

Dr Elizabeth Halstead

Appointed

27 October 2016

Rebecca Lawlor

Appointed

20 October 2016

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 2016**

**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 21<sup>st</sup> 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 2016

## 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 the biggest and most successful event in its history, our International Conference. The aim was to bring families together from around the world 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. We were delighted with the support both from families and professionals from around the globe and we are all more knowledgeable as a result. Recent research has subsequently been shared, including with families who were not able to attend Conference. A conference special edition newsletter has also been published.

The charity also published their annual 'Newsletter', which contains useful and practical information, stories about member families and provides an opportunity for RTS individuals to showcase their achievements. Due to financial constraints we had to make the decision to produce an online newsletter only which, whilst a little disappointing for some families, has been accepted. 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.

#### **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 2016

**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:

**YEAR ENDED 31 DECEMBER 2016**

**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 2016 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:

YEAR ENDED 31 DECEMBER 2016

## RECEIPTS AND PAYMENTS ACCOUNT

	Year Ended 31.12.2016	Year Ended 31.12.2015 (as restated)
<b>RECEIPTS AND ENDOWMENTS FROM</b>		
	<b>£</b>	<b>£</b>
<b>Donations received</b>	13,823	1,738
<b>Other trading activities</b>		
Fundraising events	25,871	27,393
Sales of Merchandise	<u>193</u>	<u>309</u>
	39,887	27,702
<b>Investment income</b>	<u>37</u>	<u>205</u>
<b>Total Receipts</b>	<u>39,924</u>	<u>29,645</u>
<b>PAYMENTS</b>		
<b>Raising funds</b>		
Fundraising trading costs	34	685
Charitable activities	<u>62,331</u>	<u>27,435</u>
	62,365	28,120
<b>Support costs</b>	<u>2,330</u>	<u>2,711</u>
<b>Total Payments</b>	<u>64,695</u>	<u>30,831</u>
<b>NET PAYMENTS FOR THE YEAR</b>	(24,771)	(1,186)
<b>Cash funds at 1 January 2016</b>	<u>44,299</u>	<u>45,485</u>
<b>Cash funds at 31 December 2016</b>	<u>19,528</u>	<u>44,299</u>

All receipts and payments are unrestricted, undesignated and derive from continuing activities.

All gains recognised in the year are included above.

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 2016 in accordance with Section 476 of the Companies Act 2006.

YEAR ENDED 31 DECEMBER 2016

STATEMENT OF ASSETS AND LIABILITIES

	Total Unrestricted 2016 £	Total Unrestricted 2015 £
<b>UNRESTRICTED RESERVES</b>		
<b>Opening Balance</b>	44,299	45,485
Excess Payments over Receipts	<u>(24,771)</u>	<u>(1,186)</u>
<b>Balance c/fwd</b>	<u>19,528</u>	<u>44,299</u>

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

Approved by the Trustees on \_\_\_\_\_ and signed on its behalf by

.....  
**Siobhan Lund - Chairperson**

.....  
**Dawn Elliker- Trustee**

YEAR ENDED 31 DECEMBER 2016

**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.

**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.

**Receipt and Endowments**

All receipts are included in the receipts and payments account when the charity receives such fund.

Any donations arising are accounted for when received or paid.

**Payments**

All payments are accounted for when paid. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the payment to which it relates. Costs of generating funds include both fundraising and trading activities.

Charitable activities include payment 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.

YEAR ENDED 31 DECEMBER 2016

## 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 31/12/16	Year to 31/12/15
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. (2015 - nil)

**5 TRUSTEES EXPENSES**

No trustees received travel expenses totalling £Nil. (2015 – 8 trustees)

**6 FUNDS**

All funds are currently unrestricted and undesignated.

**7 RELATED PARTY TRANSACTIONS**

There are no related party transactions to disclose.

**8 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.

**9 CONTROLLING PARTY**

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

**10 PRIOR YEAR ADJUSTMENT**

The trustees have agreed for the accounts to be prepared on an receipts and payments basis and therefore the previous year's accounts have been restated for these adjustments.

YEAR ENDED 31 DECEMBER 2016

## RECEIPTS AND PAYMENTS

	Year Ended 31.12.2016 £	Year Ended 31.12.2015 £
<b>RECEIPTS</b>		
Conference Grant	13,000	-
Other Donations	823	1,738
Fundraising	25,871	27,393
Interest Received	37	205
Sales of Merchandise	<u>193</u>	<u>309</u>
<b>TOTAL RECEIPTS</b>	<b><u>39,923</u></b>	<b><u>29,645</u></b>
<b>PAYMENTS</b>		
Conference Exps	59,486	5,500
Family Weekend Costs	-	11,962
Purchase of Merchandise	34	35
Insurance	541	523
Hire of Premises	-	40
Bank Charges	68	40
Just Giving Expenses	216	216
Children's Gifts	-	200
Childcare/Entertainment	-	586
Catering	2,845	4,403
Newsletters	-	4,744
Web Site Costs	150	97
Travelling and Subsistence	-	1,086
Management Fees	-	120
Printing, Postage and Stationary	-	523
Affiliation Fee	-	20
Raffle Prizes	-	650
Miscellaneous	520	165
Accountancy	<u>835</u>	<u>(80)</u>
<b>TOTAL PAYMENTS</b>	<b><u>64,694</u></b>	<b><u>30,831</u></b>
<b>Excess payments over receipts</b>	<b>(24,771)</b>	<b>(1,186)</b>
<b>Reserves b/f</b>	<b><u>44,299</u></b>	<b><u>45,485</u></b>
<b>Reserves c/f</b>	<b><u>19,528</u></b>	<b><u>44,299</u></b>