

**HEMIHELP**

**(Company limited by guarantee no. 4156922  
registered charity no. 1085349)**

**REPORT AND FINANCIAL STATEMENTS**

**YEAR ENDED 28 FEBRUARY 2011**

**HEMIHELP**

(Company limited by guarantee no. 4156922, registered charity no. 1085349)

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**REPORT AND FINANCIAL STATEMENTS**

For the year ended 28 February 2011

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**REFERENCE AND ADMINISTRATIVE DETAILS OF The Charity,  
ITS TRUSTEES AND ADVISERS**  
For the year ended 28 February 2011

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<b>Trustees</b>	Elizabeth Barnes Rosalyn Burbidge (re-elected 21/10/2010) Cara Evans Susan Holland-Leavens (resigned 01/02/2011) Sheridan Humphreys Anna Phillips (re-elected 21/10/2010) Michael Platten (Honorary treasurer) John Pottage Kathryn Skillings Angus Walker (Chair) Teresa Wheeler (re-elected 21/10/2011) Katy Wills (re-elected 21/10/2011)
<b>Royal Patron</b>	Her Royal Highness Princess Alexandra, The Hon Lady Ogilvy
<b>Patrons</b>	The Countess of Bessborough Lord and Lady Leach Sir Dominic Cadbury The Duchess of Norfolk Mr Richard Fitzalan Howard Mr John Reizenstein Mr Roddie Fleming The Dower Viscountess Rothermere Mrs Peter Haig Miss Jacquetta Wheeler Mrs Edward Harley Mr Paul Riseborough Mr Sascha Kindred OBE Miss Elizabeth Johnson Mr Paul Pritchard
<b>President</b>	Professor Robert Goodman
<b>Vice Presidents</b>	Dr Carole Yude Mrs Hilary Latham Mrs Josephine Fitzalan-Howard Mr John Adams OBE
<b>Company Secretary / Chief Executive</b>	Miss Alice Doyle
<b>Company reg. no.</b>	4156922
<b>Charity reg. no.</b>	1085349
<b>Registered office</b>	6 Market Road, London N7 9PW
<b>Independent Examiners</b>	Macintyre Hudson LLP, Chartered Accountants Friendly House, 52 - 58 Tabernacle Street, London EC2A 4NJ
<b>Bankers</b>	HSBC Bank plc, 117 Balham High Road, London SW12 9AS CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ Brittania Bank, Brittania House, Leek, Staffordshire Moorlands, ST13 5RG
<b>Solicitors</b>	Dixon Ward & Co, 16 The Green, Richmond TW9 1QD

**TRUSTEES' REPORT**

**For the year ended 28 February 2011**

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The Trustees, who also act as directors of the Charity for the purposes of Company Law, submit their annual report and the financial statements of HemiHelp for the year ended 28 February 2011. The Trustees confirm that the annual report and financial statements of the Charity comply with current statutory requirements, the requirements of the Charity's governing document and the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities (revised 2005)'.

**Structure, governance and management**

HemiHelp is a company limited by guarantee and is registered as a charity with the Charity Commission. It is governed by its Memorandum and Articles of Association dated 8 February 2001.

The Board of Trustees administers the Charity and is responsible for determining the overall strategic direction of the Charity and for developing policies to support the delivery of charitable objects. The Board monitors progress across all areas of activity including legal requirements and financial performance.

The Trustees meet quarterly and the Finance and Strategy Committee, a sub-group of the Board of Trustees, also meets quarterly to consider operational issues.

A Chief Executive is appointed by the Trustees to manage the day to day operations of the Charity. To facilitate effective operations, the authority for operational matters including finance, employment and performance related to agreed key objectives is delegated to the Chief Executive. Any decisions outside of the strategic direction agreed by the Board or outside of the agreed budget are referred to Trustees for approval.

*Trustee recruitment and appointment*

An annual review of Trustees' attendance and professional knowledge is carried out to ensure that a broad range of skills and experience is available to guide and govern the Charity. Any skills gaps identified are addressed through the recruitment of new trustees, with positions advertised through the Charity's website and members' magazine. One of the aims of selection is to try and ensure that at least half the Trustees have some direct experience of hemiplegia as a personal condition or because they are a parent of a child with hemiplegia. Potential Trustees meet the Chief Executive and Chairman of Trustees and submit a CV, which is considered by the Board.

*Induction and training*

New Trustees receive the minutes of past meetings and a copy of the Charity Commission information booklet on being an effective trustee. They also undergo an orientation meeting to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the committee and decision making processes, the business plan and recent financial performance of the Charity. During the induction meeting they meet key employees and other Trustees. Trustees are encouraged to attend appropriate external events where these will facilitate the undertaking of their role.

*Volunteers*

HemiHelp volunteers support the Charity's work in many ways. Most volunteers are directly affected by hemiplegia and the Charity benefits greatly from their experience. The Trustees are especially grateful for the unstinting efforts of the volunteers who are involved in service provision and fundraising. Of particular importance are Helpliners whose efforts are necessarily confidential and unsung. More than 100 individuals provided voluntary service to HemiHelp during 2010/11.

**TRUSTEES' REPORT**  
**For the year ended 28 February 2011**

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*Risk management*

The Trustees have a risk management strategy, which comprises:

- an annual review of the risks the Charity may face;
- the establishment of systems and procedures to mitigate the risks identified;
- the implementation of procedures designed to minimise any potential impact on the Charity should those risks materialise.

The Trustees have focused particular attention on non-financial risks arising from children's activity days and have a separate risk management system for these events.

A key element in the management of financial risk is the setting of a reserves policy and its regular review by Trustees.

**Public benefit**

When planning our activities for the year, the Trustees consider the Charity Commission's guidance on public benefit. The benefit is to a specific group of families who have a child with hemiplegia. The activities provided for this group are detailed throughout the rest of this report.

**Objectives and activities**

*Aim*

The overall aim of the Charity is to put the individual first so that the unique needs of all children and young people with hemiplegia and their families are understood and met.

*Objectives and Strategic Progress*

The objects of the Charity are to provide information and support for children and young people with hemiplegia, their families and carers, to promote their rights and well being, to increase public and professional awareness of the condition, to seek to influence public policy on their behalf and to facilitate research into hemiplegia and its associated conditions.

**TRUSTEES' REPORT**

**For the year ended 28 February 2011**

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The outcome priorities for the year and the strategies employed to achieve them were to:

**Increase awareness** of HemiHelp and the needs of children, young people and families living with hemiplegia through the press and medical professionals, as well as improving the quality and distribution of information materials.

**Reach more people** in order to offer support to every family affected by hemiplegia and by extending activities to give more support to young adults.

**Support members** to better understand their child's needs and maximise their potential by improving existing services and developing new services.

**Increase income** by broadening fundraising activities and increasing support from members – as a means of achieving the priorities set out above.

**Achievements and performance**

**Objective 1: Increasing awareness**

Through the support of a HemiHelp member we won a bid for a team of graduate interns to work for six months on a project to develop marketing and public affairs. Since November the HemiHelp staff have worked with the interns to improve awareness of hemiplegia through the media, research and social networking. We have also built on our networks with other charities and medical professionals to share information and learning and so they can direct families to the support we can provide.

To raise awareness in 2010-11, we:

- Ran a conference for parents and young adults in Cambridge, attended by 91 parents and young adults. 100% of attendees rated the conference as good or excellent overall. Sixteen children with hemiplegia attended the drama workshop during the conference;
- Published stories on hemiplegia in the local and national press and online including the Birmingham Mail, Islington Gazette, Tatler, the Southend Echo, BBC Online and Daily Mail Online;
- Developed contacts and networks with related charities and local authorities in the north of England and Scotland through the home visiting service;
- Supported medical professionals and students undertaking research into treatments and understanding of hemiplegia including NICE and a team of OTs at the Evelina Children's Hospital;
- Conducted online polls with members of the public - this formed part of the pro bono project undertaken by the graduate communication interns;
- Sold 182 schools information packs to support teachers working with children with hemiplegia in schools;
- Visited 12 schools, using a presentation developed for this purpose about the varying support needs of children with hemiplegia;
- Surveyed medical professionals to develop a strategy for distribution of information materials on hemiplegia;
- Joined up with Ars Electronica and the Digital Exploration Centre to support a competition to develop new musical instruments for one-handed use;

## TRUSTEES' REPORT

For the year ended 28 February 2011

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### Plans for the future

In 2011-12 we will:

- Organise a hemiplegia conference for medical professionals, joint with MacKeith Press;
- Publish the first handbook on hemiplegia for the lay reader with MacKeith Press, co-edited by Dr Charlie Fairhurst and Liz Barnes (HemiHelp Trustee)
- Submit funding applications to produce a pack of guidelines for teachers working in secondary schools;
- Develop communications strategy using traditional and social media to raise awareness of the condition and reach different audiences.

### Objective 2: Reaching more people

It is our constant challenge to reach out to ALL families affected by hemiplegia to ensure they know about the support available to them. We made good progress in the last twelve months with 248 new family and professional members joining the Charity. This accounts for approximately 34% of children born with hemiplegia in that year\*. HemiHelp continued reaching out to families in need through the helpline, magazine, home visiting service and events programme. In order to build capacity staff have recruited interns (HemiHelp adult members and others) to work on information projects, service development and administration support.

In 2010-11, we:

- Answered 100 helpline calls and 190 emails, providing tailored one-to-one support to parents, adults and professionals;
- Visited 33 families in their homes to provide more detailed support on a range of issues;
- Set up HemiHelp pages on social media sites including LinkedIn, YouTube and Flickr;
- Developed HemiHelp's Twitter and Facebook pages; more than doubling Facebook group members to 820;
- Ran a Family Fun Day at Regent's Park in London to build children's confidence and self esteem and provide parents with an opportunity to meet and share experiences. Forty-six families attended and 100% rated the day as good or excellent overall;
- Ran children's music, creative movement and media (film-making and podcasting) workshops in Salford, Glasgow and East London;
- Received 80,941 hits on the website (an increase of 6% over the last year);
- Revised the structure of our members' magazine with relevant sections for our key member groups – children, teenagers, young adults and professionals;
- Developed an internship programme to build capacity and provide work experience opportunities for young people with hemiplegia and others;
- Recruited a new Patron, Paul Pritchard, an international climbing expert and author who acquired hemiplegia following a climbing accident;
- Developed plans for a transition support service with the help of a panel of thirteen adult members;
- Developed plans for a series of Paralympic themed Fun Days including coaching by our Paralympic champion patrons Liz Johnson and Sascha Kindred OBE who both have hemiplegia.

\*Based on estimated number of live births ([www.statistics.gov.uk](http://www.statistics.gov.uk)) and estimated 1 in 1000 children born with hemiplegia'

**TRUSTEES' REPORT**

**For the year ended 28 February 2011**

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**Plans for the future**

For the future we will:

- Develop a pack of information materials for medical professionals to share with families about hemiplegia and the support available from HemiHelp, particularly those who have a newly diagnosed child;
- Develop local groups further by producing a pack for coordinators to help them organise events, fundraising and awareness raising activities;
- Hold a joint children's activity day with disability charity CP Sport in Birmingham. Our Patrons Sascha Kindred and Liz Johnson will coach swimming sessions with our members;
- Publish a Wikipedia entry for HemiHelp.

**Objective 3: Supporting our members**

HemiHelp remains the only charity providing specific support to families affected by hemiplegia. Through services such as local groups, events and the helpline, HemiHelp facilitates the community of families reaching out to one another to share experiences and knowledge and to provide mutual support.

We have continued to support family members, with a focus on improving the quality of existing services as well as adding new ones.

In 2010-11, we:

- Completed 'My Moves', a fun DVD of exercises for families to use at home with children aged 0-13+, to support their child's physical development;
- Conducted focus groups with members of HemiHelp to better understand their needs and how HemiHelp can support them;
- Loaned seven one-handed recorders to children in primary schools to support their inclusion in the national curriculum for music;
- Loaned four sets of specially made adjustable stabilisers to help children with hemiplegia develop their balance and learn to ride bicycles;
- Continued to publicise Professor Robert Goodman's online behavioural assessment service, which gives parents tailored advice and support for their child's social development;
- Developed outcome measures to improve our understanding of the impact of services on families;
- Introduced new one-handed living aids into the range of merchandise available in the online shop;
- Continued to improve the efficiency of administrative systems through the membership database.

**Plans for the future**

In 2011-12 we plan to:

- Roll out a transition support service for young adults moving from education into employment, higher education and/ or independent living, incorporating transition workshops, one-to-one support and signposting by phone and email, developing literature, work placements and a mentoring scheme.
- Work on an awareness raising DVD which will provide an opportunity for young people to talk about their experiences of living with hemiplegia in their own words;
- Work towards the Information Standard, a certification and quality mark scheme developed by the Department of Health to help the public identify trustworthy health and social care information.

## TRUSTEES' REPORT

For the year ended 28 February 2011

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### Objective 4: Increase income

Building a sustainable and broad base of fundraising activities is essential to the long term future of HemiHelp. This year we invested in a new staff member to work solely on fundraising through trusts and foundations while continuing to diversify community fundraising opportunities and encouraging individual giving by members. HemiHelp is indebted to the many community fundraisers for their generosity and hard work this year to raise unrestricted income in support of the Charity's work, not least of which is the team of 2010 marathon runners. The Children Helping Children concert in February 2011 raised a fantastic £45,000. Enormous thanks go to the committee and other supporters who volunteered a huge amount of time and effort to ensure the success of this vital fundraising event.

This year:

- We recruited a dedicated Trust Fundraiser to increase income from trusts and foundations;
- The incredible success of the CHC concert 2011 raised £49,392.
- The 2010 Virgin London Marathon raised £30,114;
- Income from local groups' and individuals' involvement in community fundraising grew by 23% on financial year 2009/2010;
- Individual giving from members grew by almost £7,000 (76%) on financial year 2009/10;
- We assembled a committee to work on a fundraising ball for November 2011, led by Patron Paul Riseborough, to diversify income from large fundraising events and encourage corporate support.
- We tried out new appeal methodology – with members now able to donate online, by post or by text.

### Plans for the future

For the future, we will:

- Continue running the popular and successful Children Helping Children concert;
- Encourage more members to set up regular payments by Direct Debit;
- Develop corporate fundraising, particularly through organisations where our members work.

### Financial & strategy review

In 2010/11 staff continued working towards goals set out in a strategy review held in summer 2008, monitored by the Trustees, which addressed fundamental questions such as:

- Should the Charity introduce a compulsory membership fee?
- How can the Charity increase its income and make giving as easy as possible?
- Should the Charity extend its age range to include young adults with hemiplegia?

We made plans for a further strategy day for spring 2011 to consider the Charity's longer term development. Priorities for discussion include a review of governance and setting new strategic goals to steer the Charity's work in its next phase of development.

**TRUSTEES' REPORT**

**For the year ended 28 February 2011**

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A number of actions were taken in this financial year to improve the overall governance of the Charity, including:

- Written financial regulations to formalise procedures relating to all aspects of financial control;
- A pay and benefits policy to help retain staff and provide a fair structured process for setting salaries;
- Tracking the desired outcomes of individual services to begin to find ways to measure their impact.

This year the Charity successfully completed a number of important projects including the production of My Moves, a fun DVD of exercises for families to use at home with children aged 0-13+, to support their child's physical development. A key staff focus was working on ways to reach out to more people affected by hemiplegia. With the help of a number of interns we raised awareness through the press and social media sites and improved understanding of how we can work with medical professionals to distribute information materials to families.

As the review of objectives above demonstrates, good progress has been maintained across all other activities. Overall 2010/11 has been a further period of pleasing performance, including significant growth in membership and good fundraising results.

In 2010-11 HemiHelp increased total income and increased the amount of unrestricted funds spent on charitable activities. This was achieved in a very challenging economic environment.

**Reserves and Designated funds**

The Trustees have reviewed the Charity's need for reserves in line with the guidance issues by the Charity Commission. Their aim is to keep unrestricted funds in the range of six to nine months of running costs. The Board believes the reserves should be kept at least at this level to ensure the Charity can run efficiently and meet the needs of its projects. HemiHelp has ended the year marginally below this level, chiefly due to a planned investment in fundraising capacity with the employment of a Trust Fundraiser. In light of this policy and current reserve levels, the 2011/12 budget is set to achieve an unrestricted surplus which will restore the position back to within our reserves policy range.

The Trustees made the decision to keep a designated fixed assets fund for future capital costs such as replacement of the computer systems and database. At the year end, the value of this fund amounted to £17,261. A further designated fund was previously set up for the cost of completing work on the physiotherapy DVD project. The amount in the fund was spent in the year.

**Preparation of the report**

This report has been prepared taking advantage of the small companies exemption of section 415A of the Companies Act 2006.

This report was approved and authorised for issue by the Trustees on 18 July 2011 and signed on its behalf by:



ANGUS WALKER  
Chairman

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEMIHELP

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I report on the financial statements for the year ended 28 February 2011 set out on pages 10 to 19.

### Respective responsibilities of Trustees and independent examiner

As described on page 1 the Trustees, who are the directors of HemiHelp for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 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 43 of the 1993 Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act, as amended); 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:

1. 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 by Charitieshave 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.



**James Gare ACA BSc DChA**

Macintyre Hudson LLP  
Chartered Accountants  
Friendly House  
52 - 58 Tabernacle Street  
London EC2A 4NJ

Date: 07 September 2011

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating Income and Expenditure Account)**  
**For the year ended 28 February 2011**

	Notes	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds:					
Voluntary income	2	120,195	16,575	136,770	122,213
Activities for generating funds	3	89,788	-	89,788	100,314
Bank interest receivable		260	-	260	801
Incoming resources from charitable activities - conference income		-	-	-	610
<b>TOTAL INCOMING RESOURCES</b>		<b>210,243</b>	<b>16,575</b>	<b>226,818</b>	<b>223,938</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating voluntary income	5	17,056	-	17,056	16,295
Fundraising activities & merchandising	4	46,728	-	46,728	47,201
Charitable activities:					
Increasing awareness	6	39,265	3,800	43,065	51,958
Reaching more people	7	45,473	21,045	66,518	71,002
Supporting members	8	76,689	4,692	81,381	70,062
Total charitable activities		161,427	29,537	190,964	193,022
Governance costs	9	7,669	-	7,669	8,060
<b>TOTAL RESOURCES EXPENDED</b>	10	<b>232,880</b>	<b>29,537</b>	<b>262,417</b>	<b>264,578</b>
Net income/(expenditure)		(22,637)	(12,962)	(35,599)	(40,640)
TOTAL FUNDS AT 1 MARCH 2010		137,238	29,247	166,485	207,125
<b>TOTAL FUNDS AT 28 FEBRUARY 2011</b>		<b>£ 114,601</b>	<b>£ 16,285</b>	<b>£ 130,886</b>	<b>£ 166,485</b>

The annexed notes form part of these financial statements

**BALANCE SHEET**  
**As at 28 February 2011**

	Notes	£	2011 £	£	2010 £
<b>FIXED ASSETS</b>					
Tangible assets	14		<b>5,001</b>		2,261
<b>CURRENT ASSETS</b>					
Debtors	15	<b>19,461</b>		31,993	
Cash at bank and in hand		<b>127,802</b>		158,326	
		<b>147,263</b>		<b>190,319</b>	
<b>CREDITORS: amounts falling due within one year</b>	16	<b>(21,378)</b>		<b>(26,095)</b>	
<b>NET CURRENT ASSETS</b>			<b>125,885</b>		164,224
<b>ASSETS / TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			<b>£ 130,886</b>		<b>£ 166,485</b>
<b>FUNDS</b>					
Restricted funds	17		<b>16,285</b>		29,247
Unrestricted funds:					
Designated funds	17	<b>17,261</b>		32,261	
General fund	17	<b>97,340</b>		104,977	
			<b>114,601</b>		137,238
			<b>£ 130,886</b>		<b>£ 166,485</b>

For the year ended 28 February 2011 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- (i) The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The directors 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 provisions applicable to companies subject to the small companies' regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). They were approved, and authorised for issue, by the directors on 18 July 2011 and signed on their behalf by:-



ANGUS WALKER, Chairman



MIKE PLATTEN, Treasurer

The annexed notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS**

**For the year ended 28 February 2011**

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**1. ACCOUNTING POLICIES**

***Basis of preparation of financial statements***

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in 2005, applicable accounting standards and the Financial Reporting Standard for Smaller Entities (effective April 2008).

The effects of events relating to the year ended 28 February 2011 which occurred before the date of approval of the financial statements by the Trustees has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 28 February 2011 and the results for the year ended on that date.

***Company status***

HemiHelp is a company limited by guarantee. 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.

***Fund accounting***

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects 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. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Statutory grants which are given as contributions towards the Charity's core services are treated as unrestricted.

***Incoming resources***

All incoming resources are included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Income tax recoverable in relation to investment income or Gift Aid donations is recognised at the time the relevant income is receivable.

***Resources expended***

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Support costs, which cannot be directly attributed to particular activities, have been apportioned proportionately to the direct staff costs allocated to the activities. Governance costs include the costs of servicing Trustees' meetings scrutiny of the accounts and a fair allocation of management's time.

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

**Tangible fixed assets and depreciation**

All assets costing more than £200 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture/fittings	-	5 years
Office equipment	-	3 years

**2. VOLUNTARY INCOME**

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
<b>Grants:</b>				
Alchemy Foundation	-	1,000	1,000	-
Alexandra Rose Charities	-	1,000	1,000	1,000
BBC Children In Need	-	-	-	5,773
Charles Wolfson Trust	-	2,000	2,000	-
City of London	-	-	-	2,500
Coutts Charity	-	1,000	1,000	-
D'Oyly Carte	-	3,000	3,000	-
Eleanor Barton Trust	-	500	500	-
Ernest Kleinwort Charitable Trust	-	-	-	1,000
Hamilton Wallace Trust	-	-	-	1,000
Hospital Saturday Fund (Belfast)	-	1,000	1,000	-
Jane Hodge Foundation	-	-	-	1,000
Jules Thorn Charitable Trust	-	750	750	-
Laleham Freemasons	3,000	790	3,790	-
London Funday	-	1,535	1,535	-
Paphitis Charitable Trust	-	1,000	1,000	-
Pikington Trust	-	1,000	1,000	-
Radcliffe Foundation	-	-	-	1,000
Roald Dahl Foundation	-	-	-	3,500
Runciman Charitable Trust	-	-	-	5,000
Sobell Foundation	-	-	-	5,000
The Bellinger Donnay Charitable Trust	-	-	-	1,500
The Boshier-Hinton Foundation	-	-	-	2,000
The Scotshill Trust	-	1,000	1,000	-
William Chown Charitable Trust	-	1,000	1,000	-
<b>Donations</b>	<b>117,195</b>	<b>-</b>	<b>117,195</b>	<b>91,940</b>
	<b>£ 120,195</b>	<b>£ 16,575</b>	<b>£ 136,770</b>	<b>£ 122,213</b>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

**3. ACTIVITIES FOR GENERATING FUNDS**

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	<i>Total Funds 2010 £</i>
Concert - Children Helping Children	49,392	-	49,392	51,207
London Marathon	30,114	-	30,114	32,630
Other fundraising	730	-	730	9,097
Merchandising	9,552	-	9,552	7,380
	<u>£ 89,788</u>	<u>£ Nil</u>	<u>£ 89,788</u>	<u>£ 100,314</u>

**4. FUNDRAISING ACTIVITIES & MERCHANDISING**

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	<i>Total Funds 2010 £</i>
Staff costs	12,233	-	12,233	11,621
Direct fundraising costs	25,388	-	25,388	25,974
Merchandising	4,288	-	4,288	4,934
Allocation of support costs	4,819	-	4,819	4,672
	<u>£ 46,728</u>	<u>£ Nil</u>	<u>£ 46,728</u>	<u>£ 47,201</u>

**5. COSTS OF GENERATING VOLUNTARY INCOME**

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	<i>Total Funds 2010 £</i>
Staff costs	12,233	-	12,233	11,621
Allocation of support costs	4,823	-	4,823	4,674
	<u>£ 17,056</u>	<u>£ Nil</u>	<u>£ 17,056</u>	<u>£ 16,295</u>

**6. INCREASING AWARENESS**

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	<i>Total Funds 2010 £</i>
Staff costs	18,269	-	18,269	19,759
Leaflets and videos	12,246	3,800	16,046	13,572
Annual review	1,552	-	1,552	1,966
Other awareness increasing activities	-	-	-	6,362
Allocation of support costs	7,198	-	7,198	10,299
	<u>£ 39,265</u>	<u>£ 3,800</u>	<u>£ 43,065</u>	<u>£ 51,958</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

## 7. REACHING MORE PEOPLE

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Staff costs	28,621	11,639	40,260	32,877
Home visiting	4,426	-	4,426	16,679
Fun day expenses	-	3,978	3,978	1,320
Music and drama workshops	-	758	758	420
One handed recorders	-	1,234	1,234	3,000
Allocation of support costs	12,426	3,436	15,862	16,706
	<u>£ 45,473</u>	<u>£ 21,045</u>	<u>£ 66,518</u>	<u>£ 71,002</u>

## 8. SUPPORTING MEMBERS

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Staff costs	39,435	1,242	40,677	32,286
Helpline and website	1,448	144	1,592	3,646
Newsletters	19,782	-	19,782	18,709
Conferences and events	-	3,306	3,306	-
Allocation of support costs	16,024	-	16,024	15,421
	<u>£ 76,689</u>	<u>£ 4,692</u>	<u>£ 81,381</u>	<u>£ 70,062</u>

## 9. GOVERNANCE COSTS

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Staff costs	2,574	-	2,574	2,212
Fees payable to independent examiner	3,634	-	3,634	4,232
Meeting and Trustee expenses	447	-	447	294
Allocation of support costs	1,014	-	1,014	1,322
	<u>£ 7,669</u>	<u>£ Nil</u>	<u>£ 7,669</u>	<u>£ 8,060</u>

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**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 28 February 2011**


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**10. RESOURCES EXPENDED**

	Staff costs £	Activities under-taken directly £	Support costs £	Total 2011 £	Total 2010 £
Direct charitable expenditure:					
Increasing awareness	18,269	17,598	7,198	43,065	51,958
Reaching more people	40,260	10,396	15,862	66,518	71,002
Supporting members	40,677	24,680	16,024	81,381	70,062
	<u>99,206</u>	<u>52,674</u>	<u>39,084</u>	<u>190,964</u>	<u>193,022</u>
Costs of generating voluntary income	12,233	-	4,823	17,056	16,295
Fundraising	12,233	29,676	4,819	46,728	47,201
Governance costs	2,574	4,081	1,014	7,669	8,060
Support costs	11,208	38,532	(49,740)	-	-
	<u>£ 137,454</u>	<u>£ 124,963</u>	<u>£ Nil</u>	<u>£ 262,417</u>	<u>£ 264,578</u>

Details of staff costs are given in Note 12.

**11. SUPPORT COSTS**

Support costs are overheads which cannot be directly attributed to any individual activity - these have been apportioned in accordance with staff costs. Details of support costs are as follows:

	2011 £	2010 £
Consultancy costs	550	6,224
Bank charges	615	446
Premises costs	13,230	12,566
Telephone and information technology costs	3,145	4,932
Print, postage and stationery	10,987	5,284
Staff training, travel and recruitment	6,205	7,316
Bookkeeping	639	530
Depreciation	1,524	2,992
Office moving costs	-	1,038
General office expenses	1,637	1,400
	<u>£ 38,532</u>	<u>£ 42,728</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

## 12. STAFF NUMBERS AND COSTS

	2011	2010
	£	£
Salaries	126,502	111,014
Social security costs	10,658	9,410
Temporary staff	294	318
	<u>£ 137,454</u>	<u>£ 120,742</u>

The average weekly number of employees, calculated as full time equivalents, during the period was 5.5 (2010 - 4.5).

No employee received remuneration of more than £40,000.

## 13. TRUSTEES

During the year one Trustee, Elizabeth Barnes, received remuneration of £5,027 (2010 - £7,300) for her work on rewriting leaflets and producing the Schools Pack. 3 Trustees were reimbursed expenses totalling £237 (2010 - 4 Trustees were reimbursed £205).

## 14. TANGIBLE FIXED ASSETS

	Furniture and fittings	Computer equipment	Total
	£	£	£
<b>Cost</b>			
At 1 March 2010	6,004	12,577	18,581
Additions	4,265	-	4,265
Disposals	(2,000)	-	(2,000)
At 28 February 2011	<u>8,269</u>	<u>12,577</u>	<u>20,846</u>
<b>Depreciation</b>			
At 1 March 2010	3,744	12,576	16,320
Charge for the year	1,525	-	1,525
On disposals	(2,000)	-	(2,000)
At 28 February 2011	<u>3,269</u>	<u>12,576</u>	<u>15,845</u>
<b>Net book value</b>			
At 28 February 2010	<u>£ 2,260</u>	<u>£ 1</u>	<u>£ 2,261</u>
At 28 February 2011	<u>£ 5,000</u>	<u>£ 1</u>	<u>£ 5,001</u>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

15. DEBTORS	2011	2010
	£	£
Prepayments & accrued income	19,461	24,615
Other debtors	-	7,378
	<u>£ 19,461</u>	<u>£ 31,993</u>

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2011	2010
	£	£
Deferred income	7,713	4,756
Social security and other taxes	3,459	-
Other creditors	531	1,085
Accruals	9,675	20,254
	<u>£ 21,378</u>	<u>£ 26,095</u>

## 17. STATEMENT OF FUNDS

	Brought forward	Incoming resources	Resources expended	Transfers	Carried forward
	£	£	£	£	£
<b>SUMMARY OF FUNDS</b>					
Designated funds	32,261	-	(4,443)	(10,557)	17,261
General funds	104,977	210,243	(228,437)	10,557	97,340
	<u>137,238</u>	<u>210,243</u>	<u>(232,880)</u>	<u>-</u>	<u>114,601</u>
Restricted funds	29,247	16,575	(29,537)	-	16,285
	<u>£ 166,485</u>	<u>£ 226,818</u>	<u>£ (262,417)</u>	<u>£ Nil</u>	<u>£ 130,886</u>
<b>DESIGNATED FUNDS</b>					
Physio DVD	15,000	-	(4,443)	(10,557)	-
Fixed assets fund	17,261	-	-	-	17,261
	<u>£ 32,261</u>	<u>£ Nil</u>	<u>£ (4,443)</u>	<u>£ (10,557)</u>	<u>£ 17,261</u>

The Physio DVD fund represents money set aside for the production of a physiotherapy DVD.

The Fixed assets designated fund represents amounts set aside in anticipation of future capital expenditure.

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 28 February 2011

	Brought forward £	Incoming resources £	Resources expended £	Transfers	Carried forward £
<b>RESTRICTED FUNDS</b>					
<b>Supporting members</b>					
Helpline	692	-	(692)	-	-
Parents' Conference	1,000	3,000	(4,000)	-	-
<b>Increasing awareness</b>					
Physio DVD	3,800	-	(3,800)	-	-
General DVD	2,421	-	-	-	2,421
School pack	-	1,000	-	-	1,000
<b>Reaching more people</b>					
Fun day	3,000	4,325	(4,536)	-	2,789
Home visiting	12,831	2,750	(13,398)	-	2,183
Music workshops	1,000	-	(1,000)	-	-
Creative art workshops	-	4,500	(1,237)	-	3,263
Forward thinking	-	1,000	-	-	1,000
Drama workshops	4,503	-	(874)	-	3,629
	<u>£ 29,247</u>	<u>£ 16,575</u>	<u>£ (29,537)</u>	<u>£ Nil</u>	<u>£ 16,285</u>

**Supporting members:**

Grants from Charles Wolfson Trust and Pilkington Trust were received towards providing a creating awareness conference (see Note 2 above). The full amount was spent in the year.

**Increasing awareness:**

The Coutts Charity provided £1,000 in support of the school information packs. The amount will be spent during 2011/12.

**Reaching more people**

The Fun Day fund was supported by various parties, including Help a London Child (£1,535), Hospital Saturday Fund (£1,000), and Paphitis Charitable Trust (£1,000). It aims to enable children with hemiplegia to experience new activities, develop new skills and build their confidence and self esteem.

During the year, grants amounting to £2,750 were received from Alchemy Foundation (£1,000), Alexandra Rose (£1,000), and Jules Thorn Charitable Trust (£750) to allow HemiHelp to continue its programme providing specialist one to one support to families in need and to build self help networks.

Grants totaling £4,500 from Eleanor Barton (£500), Scotshill Trust (£1,000), D'Oyly Carte (£3,000) were received in support of the Creative arts workshops. £1,237 of this was spent during the year. The Trustees consider that the remaining £3,263 will be spent in 2011/12.

£1,000 was received from William Chown in support of the Forward Thinking project. The amount will be spent during 2011/12.

All restricted funds were represented by net current assets at the year end. The fixed assets fund is represented by the carrying amount of tangible fixed assets, and other and general designated funds are included in net current assets.