

OCD-UK

Annual Report and Financial Statements

Year ended 31 December 2012

REPORT AND FINANCIAL STATEMENTS 2012

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OFFICERS AND PROFESSIONAL ADVISERS

TRUSTEES

K Cloke	-	Chair
C Mills	-	Vice-chair and Treasurer
C Gellard		
M Bartlett	-	
Y Jerrard		(appointed [Jan 2012])
V Rogers		(resigned [Feb 2012])
R Clarke		(resigned [Jan 2012])

CHIEF EXECUTIVE OFFICER

A Fulwood

HONORARY PRESIDENT

S Sharpe

PATRONS

Ian Puleston-Davies		
Prof P Salkovskis		
Dr J Schwartz	-	Overseas Ambassador
Prof A Radomsky	-	Overseas Ambassador (appointed [Dec 2012])

PRINCIPAL OFFICE

OCD-UK
PO Box 8955
Nottingham
NG10 9AU

BANKERS

Royal Bank of Scotland
8 South Parade
Nottingham
NG1 2JS

The Co-operative Bank
PO Box 250
Delf House
Southway
Skelmersdale
WN6 6WT

INDEPENDENT EXAMINER

O Hamnett
Chartered Accountant
Courtlands
Glasllwch Lane
Newport
NP20 3PT

TRUSTEES' REPORT

The trustees present their annual report and financial statements for the year ended 31 December 2012. The address of the principal office and names and addresses of the charity's professional advisers are as shown on page 1.

STRUCTURE, GOVERNANCE AND MANAGEMENT

OCD-UK is a registered charity (number 1103210); it is an unincorporated association governed by its Trust Deed.

The power of appointing trustees is vested in the Executive Committee which comprises trustees elected by the members at the Annual General Meeting. The Executive Committee meets once a month, utilising a number of methods for meetings including telephone conference calls and face-to-face meetings, and remain in daily contact with one another and the Chief Executive Officer via telephone and email. The Executive Committee endeavours to maintain regular communication and will continue to utilise modern technology to aid this communication flow. The trustees who served during the period are as set out on page 1.

The day to day running of the charity is delegated to the Chief Executive Officer, A Fulwood.

OBJECTIVES AND ACTIVITIES

The charity's objectives are to advance the education of the general public in all areas relating to obsessive compulsive disorders (OCD), to relieve persons suffering from OCD and their carers by the provision of information, advice and support.

ACHIEVEMENTS AND PERFORMANCE

OCD-UK has continued to develop its activities during the year to 31 December 2012, with a closing membership of 719 members (31 December 2011 – 672). The trustees are pleased with the achievements of the charity in the furtherance of its objects and note that these have resulted in a surplus of £16,192 for the year (year to 31 December 2011: deficit of £5,408).

Part of the charity's daily commitment to the OCD community is to provide mutual support and understanding through various means, including email, telephone, postal letter and online discussion forum. The charity provides this basic but extremely important work on a daily basis, 365 days a year.

Obtaining treatment for OCD is very much hit and miss, with NHS waiting times up to two years in some areas of the country, primarily due to the lack of trained therapists. Through the provision of literature and presentations, OCD-UK works to educate both sufferers and health professionals about OCD and The National Institute for Health and Clinical Excellence (NICE) recommended treatments. The charity continues to lobby MPs and the Department for Health for improved access to psychological talking therapies.

A review of OCD-UK's achievements during the year and its plans for 2013 can be found in the attached Annual Report.

RESERVES POLICY

The trustees consider that an appropriate level of reserves for the organisation is the equivalent of 6 months' operating expenditure, approximately £45,000. At 31 December 2012, free reserves stood at £32,618. The trustees aim to achieve a maintainable level of free reserves in line with the policy by continuing to increase the charity's membership and thus its incoming resources. The reserves policy will be monitored on an ongoing basis as the charity continues to develop its activities.

TRUSTEES' REPORT (continued)

RISK MANAGEMENT

As part of its business planning process, the trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Approved by the Board of Trustees



K Cloke
Chair

Date 24/10/13

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

The Charities Act requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the organisation and of the surplus or deficit of the organisation for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK 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 organisation will continue to operate.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the organisation and enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for the system of internal control, for safeguarding the assets of the organisation and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF OCD-UK

I report on the accounts of OCD-UK for the year ended 31 December 2012, which are set out on pages 6 to 12.

Respective responsibilities of trustees and independent examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's 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;
- To follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the 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 audit 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:

- 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 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



O Hamnett ACA

Courtlands
Glasllwch Lane
Newport
NP20 3PT

Date 25 October 2013

STATEMENT OF FINANCIAL ACTIVITIES
Year ended 31 December 2012

	Year to 31 December 2012	Year to 31 December 2012	Year to 31 December 2012	Year to 31 December 2011
Note	Restricted £	Unrestricted £	Total £	Total £
Incoming resources				
Incoming resources from generated funds				
	-	22,441	22,441	13,469
Voluntary income				
Activities for generating funds	2	9,898	53,205	37,133
Investment income	-	15	15	7
Incoming resources from charitable activities	2	29,959	29,959	17,556
Other incoming resources	-	220	220	521
Total incoming resources	9,898	95,942	105,840	68,686
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	3	4,926	4,926	2,116
Fundraising trading: cost of goods sold	3	923	923	2,278
Charitable activities	4	9,898	83,636	69,675
Governance costs	5	163	163	25
Total resources expended	11	9,898	89,648	74,094
Net movement in funds	-	16,192	16,192	(5,408)
Fund balances brought forward	-	16,426	16,426	21,834
Fund balances carried forward	-	32,618	32,618	16,426

All activities of the charity are continuing.

There have been no recognised gains and losses for the current or prior financial period other than as stated in the statement of financial activities and, accordingly, no statement of total recognised gains and losses is presented.

There are no movements in funds other than as stated above.

BALANCE SHEET
31 December 2012

	Note	31 December 2012 £	31 December 2011 £
FIXED ASSETS			
Tangible assets	7	3,193	2,629
CURRENT ASSETS			
Stock	8	2,000	1,940
Debtors	9	1,320	1,785
Cash at bank and in hand		29,594	13,695
		<u>32,914</u>	<u>17,420</u>
CREDITORS: amounts falling due within one year			
Accruals	10	(3,489)	(3,623)
		<u>29,425</u>	<u>13,797</u>
NET CURRENT ASSETS		<u>29,425</u>	<u>13,797</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>32,618</u>	<u>16,426</u>
FUNDS			
Unrestricted income funds		<u>32,618</u>	<u>16,426</u>
TOTAL FUNDS		<u>32,618</u>	<u>16,426</u>

These financial statements were approved by the Trustees on 24/10/13

Signed on behalf of the Trustees

K Cloke
 Chair

NOTES TO THE FINANCIAL STATEMENTS

Year ended 31 December 2012

1. ACCOUNTING POLICIES

The financial statements are prepared in accordance with applicable United Kingdom accounting standards and the Charities Act 2011. The particular accounting policies adopted, which have been applied consistently throughout the financial year and the prior financial period, are described below.

Accounting convention

The financial statements are prepared under the historical cost convention.

Accounting by charities

The financial statements comply with the Statement of Recommended Practice, "Accounting and Reporting by Charities (revised 2005)".

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.

Income recognition

Income comprises donations, income received from fund-raising activities and activities in furtherance of the charity's objects and is recognised on entitlement once receipt is certain.

Charitable expenditure

Charitable expenditure includes all outgoings directly related to the objects of the charity.

Tangible fixed assets

Tangible fixed assets are depreciated at cost in equal annual instalments over the estimated useful lives of the assets. The rates of depreciation are as follows:

Fixtures, fittings and equipment - 20%

Stock

Stock is stated at the lower of cost and net realisable value and consists of goods for resale.

2. INCOMING RESOURCES

	2012 Restricted £	2012 Unrestricted £	2012 Total £	2011 Total £
Incoming resources from charitable activities				
Membership dues	-	35,152	35,152	25,873
Books	-	2,673	2,673	3,216
Grants	9,898	-	9,898	2,750
OCD information booklet sales	-	248	248	158
Conference	-	5,234	5,234	5,136
	9,898	43,307	53,205	37,133
	9,898	43,307	53,205	37,133

Grants include £9,898 from Awards For All towards the live streaming of the 2012 annual conference (2011: £2,750 from The Vodafone Foundation to fund a two-month staff placement).

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 December 2012

2. INCOMING RESOURCES (continued)

	2012	2011
	£	£
Incoming resources from generated funds		
Sponsorship	26,698	15,052
Collection box	189	146
Merchandise and clothing	1,087	1,064
Cards and calendars	628	355
eBay sales	316	250
Affiliate income	1,041	689
	<u>29,959</u>	<u>17,556</u>

3. COSTS OF GENERATING FUNDS

	Total funds	Total funds
	2012	2011
	£	£
Costs of generating voluntary income		
Sponsorship	4,926	2,116
	<u>4,926</u>	<u>2,116</u>
Fundraising trading: cost of goods sold		
Merchandise and clothing	429	1,958
Cards and calendars	494	320
	<u>923</u>	<u>2,278</u>

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 December 2012

4. CHARITABLE ACTIVITIES

	2012	2012	2012	2011
	Restricted	Unrestricted	Total	Total
	£	£	£	£
Membership expenses	-	4,794	4,794	1,644
Volunteer expenses	-	13	13	100
OCD Awareness Week	-	-	-	1,017
Book expenses	-	1,794	1,794	2,386
Postage and delivery	-	1,892	1,892	2,277
Travel and subsistence	-	798	798	302
Conference costs (including live streaming)	9,898	5,092	14,990	2,625
Support groups	-	1,533	1,533	674
Dues and subscriptions	-	381	381	297
Website costs	-	1,513	1,513	1,250
General wages	-	45,155	45,155	47,344
Telephone	-	2,240	2,240	2,022
Depreciation of equipment	-	1,047	1,047	725
Printing, stationery and advertising	-	3,767	3,767	2,122
Office equipment and supplies	-	1,115	1,115	871
Miscellaneous	-	262	262	157
Software	-	134	134	497
Training	-	136	136	-
Bank charges (online sales transaction fees)	-	1,289	1,289	1,283
Professional fees	-	100	100	111
Insurance	-	683	683	436
	<u>9,898</u>	<u>73,738</u>	<u>83,636</u>	<u>69,675</u>

Restricted costs relate to the live video streaming of the 2012 annual conference and are set against a grant made by Awards For All for this purpose.

5. GOVERNANCE COSTS

	2012	2011
	£	£
Committee meeting	<u>163</u>	<u>25</u>

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 December 2012

6. INFORMATION REGARDING TRUSTEES AND EMPLOYEES

	2012	2011
	£	£
	No.	No.
Average number of persons employed		
Management and administration	1	1
	<u>1</u>	<u>1</u>
	£	£
Staff costs during the year		
Wages and salaries	31,283	32,800
Social security costs	13,872	14,544
	<u>45,155</u>	<u>47,344</u>

No employee received emoluments in excess of £60,000 in the current period (2011 - none).

No trustee received emoluments from the charity during the period (2011 – none). Amounts were reimbursed to trustees during both the current and prior period in respect of travel and subsistence costs incurred in connection with the furtherance of the charity's objects. However, it has not proved practical to quantify these.

7. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment £
Cost	
At 1 January 2012	6,810
Additions	1,611
	<u>8,421</u>
At 31 December 2012	8,421
Accumulated depreciation	
At 1 January 2012	4,181
Charge	1,047
	<u>5,228</u>
At 31 December 2012	5,228
Net book value	
At 31 December 2012	<u>3,193</u>
At 31 December 2011	<u>2,629</u>

All fixed assets are held for charitable use.

NOTES TO THE FINANCIAL STATEMENTS
Year ended 31 December 2012

8. STOCK

Stock comprises books and merchandise held for resale. The value attributed to stock as at 31 December 2012 is the trustees' best estimate of its value in accordance with the accounting policy set out in note 1.

9. DEBTORS

	2012	2011
	£	£
Debtors	25	166
Prepayments	1,295	1,619
	<u>1,320</u>	<u>1,785</u>

All debtors are due within one year.

10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2012	2011
	£	£
Creditors	-	603
Accruals	3,489	3,020
	<u>3,489</u>	<u>3,623</u>

11. TOTAL RESOURCES EXPENDED

	Depreciation	Staff costs	Other costs	2012	2011
	£	£	£	Total	Total
				£	£
Costs of generating funds					
Costs of generating voluntary income	-	-	4,926	4,926	2,116
Fundraising trading: cost of goods sold	-	-	923	923	2,278
Charitable activities	1,047	45,155	37,434	83,636	69,675
Governance costs	-	-	163	163	25
	<u>1,047</u>	<u>45,155</u>	<u>43,446</u>	<u>89,648</u>	<u>74,094</u>