

**OCD-UK**

**Annual Report and Financial Statements**

**Year ended 31 December 2011**

**REPORT AND FINANCIAL STATEMENTS 2011**

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## **OFFICERS AND PROFESSIONAL ADVISERS**

### **TRUSTEES**

K Cloke	-	Chair
C Mills	-	Vice-chair and Honorary Secretary
M Bartlett	-	(elected 29 <sup>th</sup> Oct)
R Clarke	-	
C Gellard	-	
V Rogers	-	

### **CHIEF EXECUTIVE OFFICER**

A Fulwood

### **PATRONS**

Prof P Salkovskis		
Dr J Schwartz	-	Overseas Ambassador

### **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 2011. 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 2011, with a closing membership of 672 members (31 December 2010 – 681). The trustees are pleased with the achievements of the charity in the furtherance of its objects but note that these have resulted in a deficit of £5,408 for the year (13 months to 31 December 2010: surplus of £5,829).

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 2012 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 £35,000. At 31 December 2011, free reserves stood at £16,426. 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 23/10/12

## 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 2011, 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  
Glaslwich Lane  
Newport  
NP20 3PT

Date .....

27 October 2012

**STATEMENT OF FINANCIAL ACTIVITIES**  
**Year ended 31 December 2011**

	Note	Year to 31 December 2011 £	13 months to 31 December 2010 £
<b>Incoming resources</b>			
Incoming resources from generated funds			
Voluntary income		13,469	4,887
Activities for generating funds	2	37,133	35,982
Investment income		7	15
Incoming resources from charitable activities	2	17,556	37,173
Other incoming resources		521	52
<b>Total incoming resources</b>		<u>68,686</u>	<u>78,109</u>
<b>Resources expended</b>			
Costs of generating funds			
Costs of generating voluntary income	3	2,116	3,925
Fundraising trading: cost of goods sold	3	2,278	1,047
Charitable activities	4	69,675	67,268
Governance costs	5	25	40
<b>Total resources expended</b>	11	<u>74,094</u>	<u>72,280</u>
<b>Net movement in funds</b>		(5,408)	5,829
<b>Fund balances brought forward</b>		<u>21,834</u>	<u>16,005</u>
<b>Fund balances carried forward</b>		<u><u>16,426</u></u>	<u><u>21,834</u></u>

All activities of the charity are continuing and unrestricted.

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 2011**

	Note	31 December 2011 £	31 December 2010 £
<b>FIXED ASSETS</b>			
Tangible assets	7	2,629	1,007
<b>CURRENT ASSETS</b>			
Stock	8	1,940	3,290
Debtors	9	1,785	2,468
Cash at bank and in hand		13,695	15,069
		17,420	20,827
<b>CREDITORS: amounts falling due within one year</b>			
Accruals	10	(3,623)	-
		13,797	20,827
<b>NET CURRENT ASSETS</b>			
		16,426	21,834
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		16,426	21,834
<b>FUNDS</b>			
Unrestricted income funds		16,426	21,834
<b>TOTAL FUNDS</b>			
		16,426	21,834

These financial statements were approved by the Trustees on 23/10/12

Signed on behalf of the Trustees



K Cloke  
Chair

## NOTES TO THE FINANCIAL STATEMENTS

### Year ended 31 December 2011

#### 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

	2011	2010
	£	£
<b>Incoming resources from charitable activities</b>		
Membership dues	25,873	27,108
Books	3,216	3,063
Grants	2,750	-
OCD information booklet sales	158	185
Conference	5,136	5,476
Media payments	-	150
	<hr/>	<hr/>
	37,133	35,982
	<hr/> <hr/>	<hr/> <hr/>

Grants include £2,750 from The Vodafone Foundation to fund a two-month staff placement.

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2011**

**2. INCOMING RESOURCES (continued)**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Incoming resources from generated funds</b>		
Sponsorship	15,052	34,215
Collection box	146	59
Merchandise and clothing	1,064	1,180
Cards and calendars	355	918
eBay sales	250	312
Affiliate income	689	489
	<u>17,556</u>	<u>37,173</u>

**3. COSTS OF GENERATING FUNDS**

	<b>Total funds</b>	<b>Total funds</b>
	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
<b>Costs of generating voluntary income</b>		
Sponsorship	<u>2,116</u>	<u>3,925</u>
<b>Fundraising trading: cost of goods sold</b>		
Merchandise and clothing	1,958	341
Cards and calendars	320	706
	<u>2,278</u>	<u>1,047</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2011**

**4. CHARITABLE ACTIVITIES**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Membership expenses	3,179	1,644
Volunteer expenses	100	-
OCD Awareness Week	1,017	34
Children's day trips	-	148
Book expenses	2,386	2,284
Postage and delivery	2,277	1,734
Travel and subsistence	302	592
Conference costs	2,625	6,955
Support groups	674	1,180
Dues and subscriptions	297	24
Website costs	1,250	1,127
General wages	47,344	41,606
Telephone	2,022	2,064
Depreciation of equipment	725	695
Printing, stationery and advertising	2,122	2,428
Office equipment and supplies	871	1,702
Miscellaneous	157	1,166
Software	497	55
Bank charges (online sales transaction fees)	1,283	1,332
Professional fees	111	80
Insurance	436	418
	<u>69,675</u>	<u>67,268</u>

**5. GOVERNANCE COSTS**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
Committee meeting	<u>25</u>	<u>40</u>

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2011**

**6. INFORMATION REGARDING TRUSTEES AND EMPLOYEES**

	<b>2011</b>	<b>2010</b>
	<b>£</b>	<b>£</b>
	<b>No.</b>	<b>No.</b>
<b>Average number of persons employed</b>		
Management and administration	1	1
	<u>1</u>	<u>1</u>
	<b>£</b>	<b>£</b>
<b>Staff costs during the year</b>		
Wages and salaries	32,800	30,162
Social security costs	14,544	11,444
	<u>47,344</u>	<u>41,606</u>

No employee received emoluments in excess of £60,000 in the current period (2010 - none).

No trustee received emoluments from the charity during the period (2010 – 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**

	<b>Fixtures, fittings and equipment £</b>
<b>Cost</b>	
At 1 January 2011	5,463
Additions	2,347
Disposals	(1,000)
	<u>6,810</u>
At 31 December 2011	6,810
<b>Accumulated depreciation</b>	
At 1 January 2011	4,456
Charge	725
Released on disposal	(1,000)
	<u>4,181</u>
At 31 December 2011	4,181
<b>Net book value</b>	
At 31 December 2011	<u>2,629</u>
At 31 December 2010	<u>1,007</u>

All fixed assets are held for charitable use.

**NOTES TO THE FINANCIAL STATEMENTS**  
**Year ended 31 December 2011**

**8. STOCK**

Stock comprises books and merchandise held for resale. The value attributed to stock as at 31 December 2011 is the trustees' best estimate of its value in accordance with the accounting policy set out in note 1.

**9. DEBTORS**

	2011 £	2010 £
Debtors	166	-
Prepayments	1,619	2,468
	<u>1,785</u>	<u>2,468</u>

All debtors are due within one year.

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2011 £	2010 £
Creditors	603	-
Accruals	3,020	-
	<u>3,623</u>	<u>-</u>

**11. TOTAL RESOURCES EXPENDED**

	Depreciation £	Staff costs £	Other costs £	Total 2011 £	Total 2010 £
Costs of generating funds					
Costs of generating voluntary income	-	-	2,116	2,116	3,925
Fundraising trading: cost of goods sold	-	-	2,278	2,278	1,047
Charitable activities	725	47,344	21,606	69,675	67,268
Governance costs	-	-	25	25	40
	<u>725</u>	<u>47,344</u>	<u>26,025</u>	<u>74,094</u>	<u>72,280</u>