



# Annual Report and Accounts

for the year ended

**30<sup>th</sup> September 2008**

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**Annual Report and Accounts**  
**For the year ended 30<sup>th</sup> September 2008**

**Statutory Information**

***Name, registered office and constitution of the charity***

The full name of the charity is CMT United Kingdom

The legal registration details are:-

<i>Date of incorporation</i>	25 <sup>th</sup> September 2005
<i>Company Registration Number</i>	05574584
<i>Registered Office</i>	10 Lineside, Burton, Christchurch, BH23 7NQ
<i>Charity Registration Number</i>	1112370
<i>Telephone Number</i>	01202 481161

***The members of the Board of Trustees of the Charity during the period ended 30<sup>th</sup> September 2008 were:***

Mr Ian Oakley (to November 2007)	Mrs Lisa Welsh
Mrs Vivien Hartill	Mrs Valerie Ball (to March 2008)
Mrs Annette Masser (to April 2008)	Mrs Annemarie Doyle
Mrs Karen Butcher	Mrs Karin Rodgers
Mr Simon Shorrack	Mrs Alex Williamson (from April 2008)
Ms Suki Jagdeo (from April 2008)	

***Bankers***

CAF Bank Ltd, Kings Hill, West Malling, Kent, ME19 4TA  
Bank of Ireland, Third Party Distribution, PO Box 1168, Newcastle upon Tyne, NE99 1YP.

***Independent Examiners***

Moneywise Solutions Ltd, Chartered Accountants, 9 Sherwood Avenue, Ferndown, Dorset

# The report of the Trustees for the year ended 30<sup>th</sup> September 2008

## Introduction

The Trustees present their annual report and accounts for the year ended 30<sup>th</sup> September 2008.

The Directors of the charitable company (the charity) are its Trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. Their responsibilities include all the responsibilities of Directors under the Companies Acts and of Trustees under the Charities Act.

The Board of Trustees are satisfied with the performance of the charity during this period and with the position at 30<sup>th</sup> September 2008 and consider that the charity is in a strong position to continue its activities in the coming year.

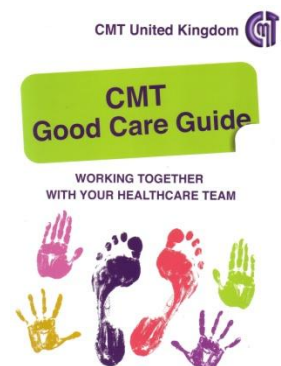
We exist to help, advise and inform people with CMT in the UK, but in addition to this basic function, we are trying to

- Dramatically increase the number of members
- Increase awareness of CMT in the UK
- Generate positive media coverage to help people affected by this condition
- Improve communication with members

## An explanation of the charity's main objectives for the year.

### Our objectives are:

- To help safeguard and strengthen the CMT United Kingdom's membership and to enhance its reputation as a leading charity in this field
- To support and promote positive communications within the organisation and mutually beneficial engagement with members by the means of a high quality website, magazine and other publications, such as the new Good Care Guide.
- To encourage as many members as possible to attend the Annual Conference, allowing members the opportunity to learn and network with each other, and to learn from medical professionals, who are amongst the best in their field.
- To help develop stronger connections with our CMT local groups, and to develop partnerships and mutual understanding with other groups and organisations.
- To produce high quality, reputable information and advice services and to attend other events and activities, which build on opportunities and reputation that are relevant to the CMT United Kingdom's mission.
- To support the achievement of the above by maintaining high levels of management and delivery.



**Details of significant activities (including its main programmes, projects, or services provided) that contribute to the achievement of the stated objectives.**

During 2007/08, we were fortunate enough, with the financial support of many members and companies to be able to:

- Attend the UK's largest disability-related exhibition, Naidex, at the NEC in April 2008. The stand was manned for three days with the assistance of the Trustees and volunteers, and attracted attention from a large number of professionals, primarily Occupational Therapists and Social Workers.
- Held another Young People's Weekend at the Calvert Trust in the Lake District in October 2007, with approximately 20 young people with CMT attending.
- Moved the AGM/Conference to the Hilton Hotel in Coventry, and due to a large donation, were able to subsidise the day delegate rate more than usual, which contributed to the highest number of attendees in the organisation's history, with just over 200 people attending.
- With funding provided from Awards for All, the Good Care Guide was developed in conjunction with Resonant Media, and was distributed to all members during May 2008. This Guide is designed to enhance the individual's relationship with their primary care team to ensure the best possible management of their CMT.
- With the valued assistance of John Hartill, proposals were put in place for the development of a comprehensive Business Plan, which will direct and lead the organisation's activities into the future.
- Trustees attended the Inaugural Neuromuscular Conference in London, which was celebrating the opening of the first MRC Centre for Neuromuscular Disease, at the National Hospital for Neurology. This centre will focus on translational research into neuromuscular diseases such as CMT, and provides a home for CMT research in the UK, headed by Dr Mary Reilly.
- Attended the first ever CMT Information Day in Dublin, hosted by Muscular Dystrophy Ireland, which gave members in Ireland their first opportunity to network with each other.

**Fundraising activities**

We were fortunate to be able to secure a large donation of £10,000, just before the beginning of this financial year, which enabled us to attend Naidex and subsidise the AGM further. We also received a legacy of £11,400 which was also allocated to a variety of events and projects during the course of the year and on into next year.

The Grand Prize draw continues to be the main fundraising activity organised by us, and this raised just over £3,500 after expenses. This revenue is split between offsetting the cost of this year's AGM and Conference, and a fund to assist with the cost of holding an International Convention in 2011.

We continued our subscription to the fundraising site, Justgiving.com during this year, and many members and supporters made use of the online sponsorship services that are provided. Payments are made directly into the organisation's bank account, simplifying sponsorship and gift aid management for all concerned. We also continue to receive regular amounts of money from various affiliated websites and charity search engines and the Weather Lottery. Whilst the sums are not vast, they represent a way of support that costs the individual nothing, and we intend to continue developing this method of fundraising.

We would like to express our thanks to all the members and supporters who raise a vast sum of money for us every year, which allows us to continue with our work to advance the aims and objectives, pays support costs and assists with new initiatives. There are too many to mention, but we would like you all to know that your efforts are greatly appreciated.

### Summary of the main achievements of the charity during the year

The highlight of the year was definitely the high numbers at the AGM/Conference. It was wonderful to see so many members, both new and old.



### Plans for Future Periods

For the period 2008/09 we intend to:

- Hold a Regional Conference in Scotland for members north of the border, partially funded by a donation already received from the Muscular Dystrophy Campaign
- Attend the Royal College of General Practitioners' Annual Conference in Bournemouth
- Hold another Young People's Weekend at the Calvert Trust, Keswick
- Attend Naidex at the NEC
- Attend the Association of British Neurologists' Annual Conference in Liverpool.
- Finalise and put into place Marketing and Communication strategies and the Business Plan
- Upgrade ComMenT and introduce colour to the magazine, with a view to selling advertising space to subsidise the cost
- Standardise and document administration procedures to ensure the smooth running of the organisation, and to develop disaster recovery plans for the office.
- Use regular conference calls to reduce costs and environmental impact of travelling, and reduce committee meeting costs by continually reviewing accommodation packages.

# Statement of Financial Activities and Income and Expenditure Account

For the year ending 30<sup>th</sup> September 2008

	Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	2008	2008	2008	2007
	£	£	£	£
<b>Incoming Resources</b>				
<b><i>Incoming resources from generated funds</i></b>				
Voluntary Income	51,706	6,377	58,083	65,810
Activities for generating funds	9,038	-	9,038	8,029
Investment Income	3,938	-	3,938	2,508
<b><i>Incoming resources from charitable activities</i></b>	<b>7,115</b>	<b>4,540</b>	<b>11,655</b>	<b>17,516</b>
<b>Total Incoming Resources</b>	<b>71,797</b>	<b>10,917</b>	<b>82,714</b>	<b>93,863</b>
<b><i>Costs of generating funds</i></b>				
Costs of generating voluntary income	4,607	-	4,607	3,136
Fundraising trading – costs of goods and other costs	1,566	-	1,566	974
<b><i>Costs of charitable activities</i></b>	<b>42,274</b>	<b>17,738</b>	<b>60,012</b>	<b>45,265</b>
<b><i>Governance costs</i></b>	<b>7,754</b>	<b>-</b>	<b>7,754</b>	<b>6,369</b>
<b>Total resources expended</b>	<b>56,201</b>	<b>17,738</b>	<b>73,939</b>	<b>55,744</b>
<b>Net incoming resources before transfers between funds</b>	<b>15,596</b>	<b>(6,821)</b>	<b>8,775</b>	<b>38,119</b>
<b>Gross transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net incoming resources before other recognized gains and losses</b>	<b>15,596</b>	<b>(6,821)</b>	<b>8,775</b>	<b>38,119</b>
<b>Other recognized gains and losses</b>				
<b>Net movement in funds</b>	<b>15,596</b>	<b>(6,821)</b>	<b>8,775</b>	<b>38,119</b>
<b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>	<b>59,521</b>	<b>26,467</b>	<b>85,988</b>	<b>47,869</b>
<b>Total Funds carried forward</b>	<b>75,117</b>	<b>19,646</b>	<b>94,763</b>	<b>85,988</b>

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice for Accounting and Reporting issued by the Charity Commission for England and Wales and is reconciled to the total funds as shown in the Balance Sheet on page # as required by the said statement.

**All activities derive from continuing operations.**

## Balance Sheet

For the year ending 30<sup>th</sup> September 2008

	2008 £	2007 £
<b>The assets and liabilities of the charity:</b>		
<b>Fixed assets</b>		
Tangible assets	1,306	2,685
<b>Total fixed assets</b>	<u>1,306</u>	<u>2,685</u>
<b>Current assets</b>		
Stocks and Work in progress	1,699	841
Debtors	5,884	5,031
Cash at bank and in hand	87,434	83,093
<b>Total current assets</b>	<u>95,017</u>	<u>88,965</u>
<b>Creditors:-</b>		
Amounts due within one year	(1,560)	(5,662)
<b>Net current assets</b>	<u>93,457</u>	<u>83,303</u>
<b>Total assets less current liabilities</b>	<u>94,763</u>	<u>85,988</u>
<b>Net assets including pension asset / liability</b>	<u>94,763</u>	<u>85,988</u>
<b>The funds of the charity:</b>		
<b>Unrestricted income funds</b>		
Unrestricted revenue accumulated funds	61,959	42,659
Designated revenue funds	13,158	16,862
<b>Unrestricted capital funds</b>		
Designated fixed asset funds	-	-
<b>Total unrestricted funds</b>	75,117	59,521
<b>Restricted income funds</b>		
Restricted revenue accumulated funds	19,646	26,467
<b>Restricted capital funds</b>		
<b>Total restricted funds</b>	19,646	26,467
<b>Total charity funds</b>	<u>94,763</u>	<u>85,988</u>

The financial information in this summary has been extracted from the Charity's statutory accounts that were approved by the Board of Trustees on 21<sup>st</sup> February 2009. The statutory accounts have been audited, without qualification, and submitted to the Charity Commission. Copies of the full accounts are available from PO Box 5089, Christchurch, BH23 7ZX

*L Welsh*

Mrs L M Welsh  
Trustee

Approved by the Trustees on 21<sup>st</sup> February 2009

## Notes to the Accounts

The individual funds are:

	Funds at 2007	Movements in funds as below	Transfers between funds	Funds at 2008
	£	£	£	£
Research fund	5,097	924		6,021
Projects	10,456	(10,150)		306
Local groups	3,203	2,589		5,792
Young Peoples Weekend	7,711	(184)		7,527
General Funds	42,659	23,239	(3,939)	61,959
AGM/Conference		(4,780)	6,757	1,977
200 Club	3,591	1,100		4,691
GPD	-	3,515	(3,515)	
Exhibition/Publicity	9,483	(8,423)	(1,060)	
International Convention	3,788	-	1,757	5,545
Events		945		945
	<b>85,988</b>	<b>8,775</b>	<b>-</b>	<b>94,763</b>

Analysis of movements as shown in the table above

	Incoming Resources	Outgoing Resources	Gains & Losses	Movement in Funds
Research fund	1,924	1,000	-	924
Projects		10,150	-	(10,150)
Local groups	4,452	1,863	-	2,589
Young Peoples Weekend	4,540	4,724	-	(184)
General Funds	57,905	34,666	-	23,239
AGM/Conference	7,115	11,895	-	(4,780)
200 Club	1,630	530	-	1,100
GPD	4,203	688	-	3,515
Exhibition/Publicity		8,423	-	(8,423)
International Convention			-	-
Events	945			945
	<b>82,714</b>	<b>73,939</b>	<b>-</b>	<b>8,775</b>

## Expenses to Trustees

The nature of the expenses paid to Trustees was in respect of travel, accommodation, subsistence and meeting costs, and the number of trustees to whom expenses payments were made was 11.

The aggregate amount of expenses paid to Trustees was

	2008	2007
	£	£
	7,379	5,964

Payments totaling £3000 have been made to Mrs K Butcher in respect of office rental.

## Tangible functional fixed assets

	Office Equipment £
<b>Asset cost</b>	
As at 1 October 2007	4,837
Additions	350
At 30 September 2008	<u>5,187</u>
<b>Accumulated Depreciation</b>	
At 1 October 2007	2,152
Depreciation on revaluation	-
Charge for the year	1,729
At 30 September 2008	<u>3,881</u>
<b>Net book value</b>	
At 30 September 2008	<u>1,306</u>
At 30 September 2007	<u>2,685</u>

## Schedule of grants paid to achieve the objects of the charity

	Unrestricted funds 2008	Restricted Funds 2008	2008 £	2007 £
<b>Grants to Institutions</b>				
UCL	-	-	-	160
Gordon Research Conferences	-	500	500	-
G Ramdharry Transcription funding	-	500	500	-
<b>Total Grants</b>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>160</u>

## Charitable Expenditure

	Unrestricted funds 2008	Restricted Funds 2008	2008 £	2007 £
Cost of fundraising activities	4,607	-	4,607	3,136
Goods purchased for resale	1,566	-	1,566	974
Cost of goods and services in furtherance of the charity's objectives	25,531	16,738	42,269	29,819
Support costs of charitable activities (reallocated from governance costs)	15,014	-	15,014	13,555
Depreciation of assets used for charitable purposes	1,729	-	1,729	1,731
<b>Total Charitable Expenditure</b>	<u>48,447</u>	<u>16,738</u>	<u>65,185</u>	<u>49,215</u>

## Schedule to the Statement of Financial Activities

For the year ended 30 September 2008

*Governance costs that are not direct management functions inherent in generating funds, service delivery and programme or project work (including management and administration costs)*

### Incoming Resources

	Unrestricted Funds 2008 £	Restricted Funds 2008 £	Total Funds 2008 £	Prior Period Total Fund 2007 £
Legacies receivable	11,420	-	11,420	-
Donations	20,752	1,924	22,676	35,586
Awards for All Grant	-	-	-	9,015
Gift aid tax recovered	5,342	-	5,342	4,722
Members' subscriptions	14,192	-	14,192	13,539
Local groups	-	4,453	4,453	2,948
Fundraising activities	7,075	-	7,075	6,089
Sales	1,963	-	1,963	1,940
Events income	7,115	4,540	11,655	17,516
Bank deposit interest received	3,938	-	3,938	2,508
<b>Total Incoming Resources</b>	<b>71,797</b>	<b>10,917</b>	<b>82,714</b>	<b>93,863</b>

### Governance Costs

Trustees' expenses	7,379	-	7,379	5,964
Salaries – administrative staff	3,181	-	3,181	958
Reporting Accountant's fees	375	-	375	375
Consultancy fees	588	-	588	588
Legal fees	-	-	-	15
Training and welfare	556	-	556	-
Recruitment expenses	-	-	-	161
Rent payable	3,657	-	3,657	3,611
Insurance	900	-	900	893
Premises repairs and renewals	64	-	64	13
Telephone	287	-	287	-
Postage	2,323	-	2,323	2,674
Stationery	2,082	-	2,082	3,193
Subscriptions	695	-	695	590
Bank charges	596	-	596	637
Sundry expenses	85	-	85	252
Support costs for charitable activities	(15,014)	-	(15,014)	(13,555)
<b>Total governance costs after reallocation</b>	<b>7,754</b>	<b>-</b>	<b>7,754</b>	<b>6,369</b>

