

Witness Name: Katherine Victoria Burt

Statement No: WITN6392001

Exhibits: WITN6392002 - WITN6392267

INFECTED BLOOD INQUIRY

WITN6392049

THE HAEMOPHILIA SOCIETY

(A COMPANY LIMITED BY GUARANTEE)

CHARITY REGISTRATION NUMBER: 288260

SCOTTISH CHARITY REGISTRATION NUMBER SC039732

COMPANY REGISTRATION NUMBER: 01763614

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2012



THE HAEMOPHILIA SOCIETY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

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THE HAEMOPHILIA SOCIETY

REFERENCE AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31ST MARCH 2012

PRESIDENT The Rt. Hon. The Lord Morris of Manchester PC AO QSO

VICE PRESIDENTS Rt. Hon Frank Field MP
Dr Peter Jones
Baroness Masham of Ilton DL
The Reverend Alan Tanner OBE
Professor the Lord Winston

CHIEF EXECUTIVE Chris James

BOARD OF TRUSTEES Anne-Helene Blosse Duplan (to November 2011)
David Fielding
Adam Fleming (from March 2012)
Matt Gregory
Lynne Kelly
Kate Khair
Bernard Manson – Chair (from November 2011)
Tim Metzgen
Bruce Norval
Dawn Prideaux de Lacy (to November 2011)
Debra Pollard (to November 2011)
Elizabeth Rizzuto - Chair (to November 2011)
Sue Royal
Barbara Scott (from November 2011)
Jeremy Young

SUB COMMITTEES

Resources & Audit Sub Committee

Bernard Manson (from November 2011)
Tim Metzgen – Chair
Dawn Prideaux de Lacy (to November 2011)
Elizabeth Rizzuto (to November 2011)
Barbara Scott (from January 2012)
Jeremy Young

Nominations Committee

Kate Khair
Bernard Manson (from November 2011)
Elizabeth Rizzuto (to November 2011)
Jeremy Young

Scottish Management Committee (from October 2011)

Paul Anderson
Lynn Fraser
GRO-A
Hugh MacInnes
Carolyn McGimpsey
GRO-A
Kay Mutch
Ann Strachan
Susan Warren
Bill Wright - Chair

THE HAEMOPHILIA SOCIETY**REFERENCE AND ADMINISTRATIVE INFORMATION (Continued)****FOR THE YEAR ENDED 31ST MARCH 2012****MEDICAL ADVISORS**

During the year, a large number of medical advisors provided advice on bleeding disorders, including specialised information on nursing, orthopaedics, hepatology, physiotherapy and vCJD.

In February 2012 the Society began the establishment of a formal Clinical Advisory Group which was in place by May 2012.

SECRETARY

Christopher James

REGISTERED OFFICE

Petersham House
57a Hatton Garden
London
EC1N 8JG

COMPANY REGISTRATION NUMBER

1763614

CHARITY REGISTRATION NUMBER

288260

SCOTTISH CHARITY REGISTRATION NUMBER

SC039732

BANKERS

The Co-operative Bank Plc
1 Balloon Street
Manchester
M60 4EP

SOLICITORS

Farrer and Co
66 Lincoln's Inn Fields
London
WC2A 3LH

AUDITORS

Knox Cropper
8/9 Well Court
London
EC4M 9DN

THE HAEMOPHILIA SOCIETY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

The Trustees present their report and financial statements of the charity for the year ending 31 March 2012. The financial statements have been prepared in accordance with the accounting policies set out on pages 13 and 14 and comply with the charity's trust deed and applicable law.

CONSTITUTION AND OBJECTIVES

The Haemophilia Society is constituted as a company limited by guarantee, number 1763614, under Memorandum and Articles of Association dated 21 October 1983, and registered as a charity on 30 November 1983, charity number 288260.

The Society's stated vision is "to ensure that people affected by bleeding disorders have the freedom to make choices and seize opportunities".

The Board of Trustees governs the Society and has responsibility for the overall strategic and policy direction of the organisation. Trustees who have served during the year are listed on page 1.

The Society's three key messages are:

1. We are the only national and independent organisation for all people affected by bleeding disorders
2. We are led by people affected by bleeding disorders, and work in close partnership with the NHS
3. The Society represents, offers support and provides information for all people affected by bleeding disorders

The Society's three strategic aims are:

1. To enable people affected by bleeding disorders to better understand and manage their condition or situation
2. To enable people affected by bleeding disorders to participate in decision making and service delivery
3. To influence policy and improve services

The Society's strategic objectives are:

- To provide resources, newsletters and websites
- To provide individual advocacy and support
- To provide opportunities for people affected by bleeding disorders to meet and support each other
- To campaign on behalf of people affected by bleeding disorders
- To train and support volunteer service user representatives
- To support local groups
- To work with healthcare professionals and other professionals

Public Benefit:

The Trustees have paid due regard to the Charity Commission guidance on public benefit when reviewing the charity's objectives and activities.

THE HAEMOPHILIA SOCIETY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

ORGANISATION AND DECISION MAKING STRUCTURE

The Memorandum and Articles of Association allow for 12 Trustees; 7 are directly elected by the membership and up to 4 are co-opted by the Board of Trustees to meet particular skills requirements. The Chair is appointed by the Board. At March 2012 there were 11 trustees, comprised of the Chair, 7 elected Trustees and 3 co-opted Trustees. The Trustees appoint, from within the Board of Trustees, a Treasurer and up to two Vice Chairs. The Chair is appointed by the Board for a three-year term of office; other elected Trustees are elected for a three-year term and may stand for a further three-year term. Trustees are required to retire entirely for at least a year after six years' continuous service, after which they may be elected or co-opted for a further three years.

The Board of Trustees appoints the Chief Executive and day-to-day management of the Society is delegated to this paid post holder. The Chief Executive reports regularly to the Board of Trustees and is directly accountable through the Chair.

The Board of Trustees meets at least six times a year.

Standing sub-committees are the Resources & Audit Sub Committee (which meets at least six times a year), the Nominations Committee (which meets as and when necessary) and Scottish Management Committee (which meets up to six times a year) which report to and advise the Board of Trustees. For details of membership see page 1.

The Society is a membership organisation with over 4,000 individual members. The Society keeps members in touch with its work through mailings, a website, social media, events, and the annual general meeting.

The Society has a network of some 16 Local Groups (official branches of the Society). The Local Groups are financially and operationally accountable to the Society. Local Groups are kept in regular contact with the Society by means of information mailings, meetings with staff and Trustees, and other communication channels.

Recruitment, induction and training of Trustees

Trustees must have personal experience of bleeding disorders, although the governing documents allow for the Chair if necessary to be a person without such experience in order to be able to appoint a person with appropriate organisational skills.

New Trustees undergo an induction which will include:

- Roles and responsibilities of Trustees
- Their legal obligations under charity law
- The content of the Memorandum and Articles of Association
- The Board and decision-making processes
- The current strategic plan
- Financial matters associated with the charity
- Meeting key members of staff and fellow Trustees

There is an annual planning day for the Board of Trustees and Trustees are encouraged to attend appropriate external training on an on-going basis to enhance their skills and support their role.

THE HAEMOPHILIA SOCIETY**TRUSTEES' REPORT****FOR THE YEAR ENDED 31ST MARCH 2012****Financial decision making and internal controls**

Management accounts are prepared monthly by the Finance Officer and the Board of Trustees reviews the management accounts at its meetings. The Society has written financial procedures that lay down the internal controls necessary to ensure that the risk of fraudulent or inappropriate use of funds is minimised as much as possible.

Detailed annual budgets are prepared each year by the chief executive and senior managers and approved by the Board of Trustees. The Board of Trustees reviews financial statements showing actual performance against budget.

The Resources Sub Committee has delegated authority to review all financial matters in detail before bringing recommendations to the Board of Trustees. The Committee receives monthly management accounts.

Risk statement

The Board of Trustees regularly reviews the major risks facing the charity. The Chief Executive is responsible for the appropriate management of this plan and for reporting to the Board of Trustees any significant changes or events that impact on the Society's exposure to risk.

The latest iteration of the Board's review process was started during the year under report and completed in May 2012. No major gap was identified in the risk management activities of the Society, but a series of actions was created to further mitigate risks; the Society will aim to implement these actions by March 2013.

The Society has a Policy on Relationships with Commercial Companies; this is particularly relevant to pharmaceutical companies. The policy requires that all company relationships must have a meaningful and related benefit to the Society's Overall Aims. In all our corporate relationships we strive for a partnership that is beneficial for people with bleeding disorders, the donor and the Society. Staff, Trustees, and volunteers must not engage with a company on behalf of the Society where they have a conflict of interest, and they must not make any material personal gain from any company. They must report to the society any benefits they receive from companies and any conflict of interest which may exist.

Progress against Objectives in 2011 to 2012

During the year, the Board of Trustees commenced a review of the Society's Vision and Mission statements, together with its strategy. The timetable was to have a new version of these in place during 2012, to incorporate a clear statement of priorities. It was agreed that a key aim of the strategy should be to create a virtuous circle whereby the Society improved its two-way communication with members, encouraged greater participation by members in the activities of the Society, and improved fundraising.

As part of this review the Board decided that that the Society should develop a public policy statement on Contaminated Blood to support its lobbying of Government. Following development work up to March 2012, a draft policy was agreed by the Board of Trustees and presented to the membership for comment over the summer of 2012, with a final policy agreed by the Board in September 2012.

THE HAEMOPHILIA SOCIETY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

Specific activities during the year included:

Providing our information and support service through our Freephone number, email and website

Bringing people together by running events for children and families and providing opportunities for peer support including two activity events attended by 40 young people

Recruiting five new Youth Leaders who have since been involved in the running of Society activities

124 new members joining the Society

Developing and launching a new "Buddy Award" with 45 families attending a launch event in the Houses of Parliament and an awards event at London Zoo in February 2012 where 34 awards were presented

Working with Great Ormond Street Hospital Trust in developing social networking for teenagers

Establishing a new South London Support Group

Supporting people with inhibitors by providing social networks, a magazine, and events including a residential weekend

Reducing isolation for older people by providing social networks and the expansion of the Activate Project through information and support activities

Working with Basingstoke Comprehensive Care Centre and the United Kingdom Centre Directors Organisation to develop guidelines for the care of older people with bleeding disorders with the aim of contributing to guidelines to be set by the United Kingdom Haemophilia Centres Doctors Organisation (UKHCDO)

Working in partnership with UKHCDO and the Haemophilia Nurses Association to develop the Triennial Audit process for Haemophilia Centres, with particular emphasis on patient review

Engaging with the Penrose Inquiry in Scotland as a Core Participant

Engaging with policy makers and NHS Commissioners by promoting the Fit for the Future and Newcastle Recommendations, including contact with MPs, Peers, and Specialised Commissioners, working with the press, and supporting members in establishing contact with local politicians

As part of the Haemophilia Alliance, meeting twice with the Department of Health to raise and resolve treatment and care issues

Holding a Parliamentary Reception in the Scottish Parliament attended by MSPs and other opinion makers.

Being represented on the Welsh Task Force on Haemophilia and supporting the establishment of an All-Party Group on Haemophilia and Contaminated Blood in the Welsh Assembly

Establishing a Scottish Management Committee for the Society

Bidding to hold the World Federation of Haemophilia's Congress in Glasgow in 2018

THE HAEMOPHILIA SOCIETY

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2012

Role and contribution of volunteers

Volunteers and interns are involved in many aspects of the Society's work including as Trustees, as part of Local Groups, assisting at Society events and working in the Society's office. The Society very much appreciates the important contribution of all these volunteers to its work.

The Society has a volunteer policy. Induction training is provided for new volunteers and appropriate training and support is offered to enable them to carry out their roles.

The Society is also grateful for the pro-bono support of Freshfields Plc and 1st October Consulting Limited during the year.

Grants

The Society makes a small number of hardship grants to individuals via the Tanner Fund. Applications are sponsored by a health or social care professional who knows the applicant. Applications are assessed and approved by the Chief Executive and a Trustee. The grant total in 2011-12 was £2,833.

FINANCIAL REVIEW

Overview

Income for the 12 months to March 2012 (FY12) of £689,315 represents an increase of £43,108 from the 12 months to March 2011 (FY11) in which income was £646,207. The increase was due to £201,355 being received as legacies offset by the factors detailed below.

Other funds raised were lower than in FY11, primarily due to reduced Trust income following the resignation of the Fundraiser from November 2011, and reflecting the continued challenging economic conditions in the UK. The Society also had to contend with reduced government grants and lower Corporate income (in part due to timing issues). Individual donations and voluntary contributions including events performed well.

Overall expenditure for FY12 increased to £624,553 from £607,268 in FY11 an increase of £17,285. This reflects committed expenditure on delivering the Society's core services and there being a conference in FY12 but not in FY11.

The Trustees are continuing to review both the cost base and income to ensure that the Society can react quickly in a difficult period for income. The Society's financial position has continued to improve during FY12 as a result of the capacity building grant, three significant legacies received during the year and the ongoing control of costs.

Reserves

Within the reserves of the Society, the Board has a policy of maintaining four months' running costs as free reserves. The Society has an aim of increasing this to six months' to ensure that the Society has a prudent level of resources to fund projects and to meet its financial responsibilities during periods of uncertain or fluctuating income streams.

The Society has continued to improve its level of general funds to attain this target. In FY12 general funds increased by £80,897 to £324,172 from £243,275 at the end of FY11. This quantum of reserves is equivalent to about six months' running costs and does not include Local Group funds or endowed funds.

Under the Memorandum and Articles of Association the Trustees may invest surplus funds in any investment they consider appropriate. To this end the Society has invested in COIF Investment Funds. In March 2011 (YE11) the funds had a market value of £207,113. During the financial year a further £90,000 was invested (with an unrealised gain for FY12 of £3,022), bringing the total of COIF investments at March 2012 (YE12) to £300,135.

THE HAEMOPHILIA SOCIETY**TRUSTEES' REPORT****FOR THE YEAR ENDED 31ST MARCH 2012****Designated Funds**

There were no designated funds during the year as the Trustees wished to concentrate resources on building up reserves.

TRUSTEE RESPONSIBILITIES

Company law requires the Board of Trustees, who are directors for Companies Act 1985 purposes, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those 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 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 assume that the charity will continue in business.

The Board of Trustees is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. It is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud or other irregularities. The Board of Trustees confirm that it has taken appropriate steps to make itself aware of any relevant audit information and to establish that the auditors are aware of such information. As far as the Board of Trustees is aware, there is no relevant audit information which has not been disclosed to the auditors.

GRO-C

By Order of the Board of Trustees
Bernard Manson, Chair

19th September 2012

INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF
THE HAEMOPHILIA SOCIETY

We have audited the financial statements of The Haemophilia Society for the year ended 31st March 2012 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Trustees' Responsibilities Statement the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st March 2012 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

INDEPENDENT AUDITORS' REPORT TO THE
MEMBERS OF
THE HAEMOPHILIA SOCIETY (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the charitable company has not kept proper and adequate accounting records; or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

GRO-C

Kevin Lally (Senior Statutory Auditor)
For and on behalf of Knox Cropper Chartered Accountants
Statutory Auditors

8/9 Well Court
London EC4M 9DN
19th September 2012

Knox Cropper Chartered Accountants is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

THE HAEMOPHILIA SOCIETY
STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31ST MARCH 2012
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

| | Notes | Un-restricted Funds | Restricted Funds | Endowed Funds | Total Funds 2012 | Total Funds 2011 |
|---|-------|---------------------|------------------|----------------|------------------|------------------|
| | | £ | £ | £ | £ | £ |
| INCOMING RESOURCES FROM GENERATED FUNDS | | | | | | |
| Voluntary income | | | | | | |
| Government Grant - Core | 2 | - | - | - | - | - |
| Government Grants - Project | 2 | - | 112,000 | - | 112,000 | 152,000 |
| Other Grants and Donations | 3 | 229,442 | 50,904 | - | 280,346 | 411,772 |
| Legacies | | 144,678 | 56,677 | - | 201,355 | 3,500 |
| Gifts in Kind | 4 | - | - | - | - | - |
| Activities for generating funds | | | | | | |
| Local Group Activities | 5 | 8,683 | - | - | 8,683 | 8,541 |
| Community Fundraising and Events | | 66,336 | 2,210 | - | 68,546 | 60,675 |
| Investment Income | | 12,927 | - | - | 12,927 | 7,816 |
| Other Income | | | | | | |
| Other | | 4,403 | 1,055 | - | 5,458 | 1,903 |
| TOTAL INCOMING RESOURCES | | 466,469 | 222,846 | - | 689,315 | 646,207 |
| RESOURCES EXPENDED | | | | | | |
| Cost of Generating Funds | | | | | | |
| Costs of Generating Voluntary Income | 6 | 61,001 | - | - | 61,001 | 86,632 |
| Fundraising Trading Costs | | 5,075 | - | - | 5,075 | 4,287 |
| | | 66,076 | - | - | 66,076 | 90,919 |
| Charitable Activities | | | | | | |
| Information and Advice | 7 | 173,119 | 151,610 | - | 324,729 | 258,231 |
| Communication & Campaigning | | 79,352 | 43,619 | - | 122,971 | 124,019 |
| Children & Family Activities | | 16,585 | 19,374 | - | 35,959 | 54,770 |
| International Activities | | 20,760 | 13,455 | - | 34,215 | 34,538 |
| Local Support Group | | 16,452 | 851 | - | 17,303 | 12,612 |
| Tanner Fund Grants | | 850 | 2,833 | - | 3,683 | 4,400 |
| | | 307,118 | 231,742 | - | 538,860 | 488,570 |
| Governance Costs | 9 | 19,617 | - | - | 19,617 | 27,779 |
| TOTAL RESOURCES EXPENDED | | 392,811 | 231,742 | - | 624,553 | 607,268 |
| NET INCOME | | 73,658 | (8,896) | - | 64,762 | 38,939 |
| Gain/(Loss) on investments | | 2,821 | - | - | 2,821 | 2,521 |
| Net movement in Funds | | 76,479 | (8,896) | - | 67,583 | 41,460 |
| Fund balance brought forward at 1st April 2011 | | 292,326 | 90,458 | 19,344 | 402,128 | 360,668 |
| Fund balance carried forward at 31st March 2012 | | £368,804 | £81,563 | £19,344 | £469,711 | £402,128 |

The statement of financial activities includes all gains and losses in the year.
All incoming resources and resources expended arise from continuing activities.

THE HAEMOPHILIA SOCIETY**BALANCE SHEET****AS AT 31ST MARCH 2012**

| | Notes | 31 st March 2012 | | 31 st March 2011 | |
|--|-------|--------------------------------|-----------------|--------------------------------|-----------------|
| | | £ | £ | £ | £ |
| FIXED ASSETS | | | | | |
| Tangible assets | 11 | | 14,222 | | 20,263 |
| Investments | 12 | | 300,412 | | 207,592 |
| | | | 314,634 | | 227,855 |
| CURRENT ASSETS | | | | | |
| Debtors | 13 | 47,551 | | 84,236 | |
| Cash at Bank and in hand | | 165,008 | | 183,994 | |
| | | 212,559 | | 268,230 | |
| CREDITORS: Amounts falling due within one year | | | | | |
| Creditors | 14 | (57,482) | | (93,957) | |
| NET CURRENT ASSETS | | | 155,077 | | 174,273 |
| | | | £469,711 | | £402,128 |
| FUNDS | | | | | |
| Unrestricted General Funds | 15 | 324,172 | | 243,275 | |
| Designated funds | 15 | - | | - | |
| Local Group funds | 15 | 44,632 | | 49,051 | |
| Restricted funds | 16 | 81,563 | | 90,458 | |
| Endowed funds | 17 | 19,344 | | 19,344 | |
| | | | £469,711 | | £402,128 |

Approved by the Board of Trustees on 19 September 2012 and signed on its behalf by:

GRO-C

Bernard Manson, Chair

The notes on pages 13-21 form part of these accounts.

Company Registration Number 01763614

THE HAEMOPHILIA SOCIETY
NOTES FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2012

1. ACCOUNTING POLICIES

a) Basis of Preparation of Accounts

The accounts are prepared under the historical cost convention with the exception of investments which are disclosed at market value and in accordance with the applicable accounting standards and the Statement of Recommended Practice 2005, Accounting and Reporting by Charities.

b) Grants

Grant income is recognised in accordance with the terms of the grant and when the conditions of receipt have been complied with. When donors specify that grants given to the charity must be used in future accounting periods, the income is deferred until those periods.

c) Donations, legacies and similar incoming resources

Donations, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

d) Resources Expended

All expenses are accounted for on an accruals basis. Expenditure incurred in connection with the specific objects of the charity is included under the heading charitable expenditure together with an apportionment of the general overheads (support costs) of the charity.

e) Cost of Generating Funds

The cost of generating funds is accounted for on an accruals basis. These costs are split between the direct costs of the annual draw and events, and the salaries and other costs of the fundraisers.

f) Tangible Fixed Assets and Depreciation

Tangible fixed assets for use by the charity are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

| | |
|--------------------------------|------------------------------|
| Office Equipment and Furniture | 25% per annum, straight line |
| Leasehold Property | Over life of lease |
| Leasehold Improvements | Over life of lease |

g) Pension Costs

Pensions in respect of qualifying employees are provided by individual money purchase schemes. The Society's contributions to these schemes are charged to the income and expenditure account in the year in which they arise.

h) Value Added Tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities.

THE HAEMOPHILIA SOCIETY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2012

1. ACCOUNTING POLICIES (Continued)

i) **Group Funds**

The Society is represented throughout the country by Local Groups. Group funds are incorporated into the Society's financial statements.

j) **Governance Costs**

Governance comprises the costs of maintaining the organisation's status as a charitable company. These include Trustees' expenses, audit fees and costs attributable to compliance with constitutional and statutory requirements together with an apportionment of the general overheads based on an analysis of staff time spent.

k) **Support Costs**

Support costs are costs incurred in the general running of the charity. These costs have been allocated to charitable activities, fundraising and governance based on an analysis of staff time spent.

l) **Investment gains and losses**

The investment gains and losses represent the difference between the opening market value and closing market value or proceeds of sale, and are recognised in the financial statements in the period to which they relate.

m) **Operating Leases**

Rentals payable under operating leases are taken to the Statement of Financial Activities in the period in which they arise.

2. GOVERNMENT GRANTS

The Society received £40,000 under section 64 Charitable Grants and £100,000, the third of five yearly capacity building grants, from the Department of Health. £12,000 was received from the Scottish Department of Health for work in Scotland.

| | 2012 | 2011 |
|-------------------------------|------------------------|------------------------|
| | £ | £ |
| Core Grant | - | - |
| Grant for Children's Projects | - | 40,000 |
| Scottish Department of Health | 12,000 | 12,000 |
| Capacity Building Grant | 100,000 | 100,000 |
| | <u>£112,000</u> | <u>£152,000</u> |

THE HAEMOPHILIA SOCIETY
NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)
FOR THE YEAR ENDED 31ST MARCH 2012

3. OTHER GRANTS AND DONATIONS

| | 2012 | 2011 |
|----------------------------|----------------|-----------------|
| | £ | £ |
| Trust Income | 15,125 | 74,432 |
| Corporate Income | 114,882 | 183,874 |
| Donations from Individuals | 125,545 | 122,858 |
| Gift Aid | 24,794 | 30,608 |
| | <u>280,346</u> | <u>£411,772</u> |

4. GIFTS IN KIND

The Society received no gifts in kind in the form of donated facilities for conferences and functions during the year.

5. LOCAL GROUP ACTIVITIES

| | Local Group Transactions | 2012 Head Office Support | Total |
|-------------|--------------------------------|--------------------------------|----------------|
| | £ | £ | £ |
| Income | 8,683 | - | 8,683 |
| Expenditure | (12,229) | (5,074) | (17,303) |
| | <u>(3,547)</u> | <u>(5,074)</u> | <u>(8,621)</u> |

6. COSTS OF GENERATING VOLUNTARY INCOME

| | 2012 | 2011 |
|--------------------------|----------------|----------------|
| | £ | £ |
| Fundraising Salary Costs | 29,795 | 43,785 |
| Direct Costs | 4,942 | 10,843 |
| Support Costs | 26,264 | 32,004 |
| | <u>£61,001</u> | <u>£86,632</u> |

7. CHARITABLE ACTIVITIES

| | Undertaken Directly | Grant Activities | Support Costs | 2012 | 2011 |
|-----------------------------------|------------------------|---------------------|------------------|-----------------|-----------------|
| | £ | £ | £ | £ | £ |
| Information and Advice to Members | 242,749 | - | 81,980 | 324,729 | 258,231 |
| Communication & Campaigning | 82,319 | - | 40,652 | 122,971 | 124,019 |
| Children & Family Activities | 19,374 | - | 16,585 | 35,959 | 54,770 |
| International Activities | 24,170 | - | 10,045 | 34,215 | 34,538 |
| Local Support Groups (see note 5) | 12,229 | - | 5,074 | 17,303 | 12,612 |
| Tanner Fund Grants | - | 2,833 | 850 | 3,683 | 4,400 |
| | <u>£380,841</u> | <u>£2,833</u> | <u>£155,186</u> | <u>£538,860</u> | <u>£488,570</u> |

THE HAEMOPHILIA SOCIETY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2012

8. SUPPORT COSTS

| | 2012 | 2011 |
|------------------------|------------------------|------------------------|
| | £ | £ |
| Office Overheads | 100,007 | 93,651 |
| Charity Administration | 15,098 | 12,793 |
| Salary Core Costs | 74,297 | 68,220 |
| | <u>£189,402</u> | <u>£174,664</u> |

9. GOVERNANCE COSTS

| | 2012 | 2011 |
|------------------------|-----------------------|-----------------------|
| | £ | £ |
| Trustee Board | 6,175 | 15,795 |
| Audit Fee | 4,200 | 4,200 |
| Legal and Professional | 1,290 | 862 |
| Support Costs | 7,952 | 6,922 |
| | <u>£19,617</u> | <u>£27,779</u> |

10. STAFF COSTS

The number of full time equivalent staff employed by the Society during the year was:

| | 2012 | 2011 |
|-------------------|-------------------|-------------------|
| | No. | No. |
| Direct Charitable | 5.5 | 5.5 |
| Fundraising | 1 | 1.5 |
| Governance | 0.5 | 0.5 |
| | <u>7.0</u> | <u>7.5</u> |

The aggregate staff costs were:

| | £ | £ |
|--------------------------------|------------------------|------------------------|
| Salaries | 258,631 | 268,569 |
| National Insurance | 27,125 | 27,803 |
| Employers Pension Contribution | 9,699 | 9,269 |
| | <u>£295,455</u> | <u>£305,641</u> |

During the year 12 trustees received £2,033 (2011: £2,614) reimbursements for travel expenses incurred.

One employee received emoluments in the band £60,000- £65,000 during the year ended 31st March 2012

THE HAEMOPHILIA SOCIETY**NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)****FOR THE YEAR ENDED 31ST MARCH 2012****11. TANGIBLE FIXED ASSETS**

| | Leasehold Improvements | Land & Buildings | Computers and Office Equipment | Total |
|-------------------------------------|-----------------------------------|---------------------------------|---|----------------|
| | £ | £ | £ | £ |
| Cost | | | | |
| At 1st April 2011 | 9,606 | - | 35,571 | 45,177 |
| Additions | - | - | - | - |
| Disposals | - | - | (1,773) | (1,773) |
| At 31st March 2012 | £9,606 | £- | £33,798 | 43,404 |
| Accumulated Depreciation | | | | |
| At 1st April 2011 | 5,907 | - | 19,006 | 24,913 |
| Charge for the Year | 961 | - | 5,081 | 6,042 |
| Eliminated on Disposal | - | - | (1,773) | (1,773) |
| At 31st March 2012 | £6,868 | £- | £22,314 | 29,182 |
| Net Book Values | | | | |
| At 31st March 2012 | 2,738 | - | 11,484 | 14,222 |
| At 31st March 2011 | 3,699 | £- | £16,565 | £20,264 |

12. INVESTMENTS

| | COIF Investments | Other Equities | 31st March 2012 | 31st March 2011 |
|------------------------------------|-----------------------------|---------------------------|---------------------------------------|---------------------------------------|
| | £ | £ | £ | £ |
| COIF Investments | | | | |
| At 1st April 2011 | 207,113 | 479 | 207,592 | 95,071 |
| Additions | 90,000 | - | 90,000 | 110,000 |
| Disposals | - | - | - | - |
| Gain/(Loss) on Investments | 3,022 | (202) | 2,820 | 2,521 |
| Carried Forward at 31st March 2012 | £300,135 | £277 | £300,412 | £207,592 |

13. DEBTORS

| | 31st March 2012 | 31st March 2011 |
|-------------|---------------------------------------|---------------------------------------|
| | £ | £ |
| Debtors | 18,787 | 56,303 |
| Prepayments | 28,764 | 27,933 |
| | £47,551 | £84,236 |

14. CREDITORS

| | 31st March 2012 | 31st March 2011 |
|--------------------------------|---------------------------------------|---------------------------------------|
| | £ | £ |
| Trade Creditors | 8,675 | 8,322 |
| Deferred Income | - | 21,000 |
| Accruals | 42,525 | 56,544 |
| Other Tax & National Insurance | 6,282 | 8,091 |
| | £57,482 | £93,957 |

THE HAEMOPHILIA SOCIETY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2012

15. UNRESTRICTED FUNDS

| | Balance 01.04.11 £ | Incoming £ | (Outgoing) £ | Gains/ (Losses) £ | Transfer Between Funds £ | Balance 31.03.12 £ |
|-----------------|--------------------------|-----------------|-------------------|-------------------------|-----------------------------------|--------------------------|
| Designated Fund | - | - | - | - | - | - |
| Local Groups | 49,051 | 8,683 | (13,102) | - | - | 44,632 |
| General Funds | 243,275 | 457,786 | (379,709) | 2,821 | - | 324,172 |
| | £292,326 | £466,469 | £(392,811) | £2,821 | £- | £368,804 |

16. RESTRICTED FUNDS

| | Balance 01.04.11 £ | Incoming £ | (Outgoing) £ | Balance 31. 03.12 £ |
|-------------------------------|--------------------------|-----------------|-------------------|---------------------------|
| Scottish Development Project | 13,801 | 20,462 | (33,162) | 1,101 |
| Twinning Project | 4,046 | - | - | 4,046 |
| Women and Bleeding Disorders | 6,613 | - | (632) | 5,981 |
| Children & Families | 24,988 | 1,343 | (19,374) | 6,957 |
| Research | - | 56,677 | (25,845) | 30,832 |
| Awards | 484 | - | - | 484 |
| India Child Appeal | 150 | 13,485 | (13,455) | 180 |
| Aging, Health & Independence | 5,929 | 11,325 | (13,083) | 4,171 |
| Inhibitors | 5,950 | 600 | (2,076) | 4,474 |
| Tanner Fund | 2,750 | 2,196 | (2,769) | 2,177 |
| Tanner Fund (Inhibitors) | 64 | - | (64) | - |
| Website for Inhibitors Forum | 13,313 | - | (9,580) | 3,733 |
| Get Involved Get The Best | 5,132 | 3,600 | (3,619) | 5,113 |
| Physiotherapy Clinics | 1,500 | - | (544) | 956 |
| Sponsored Cycle Rides | 770 | - | - | 770 |
| Memorial Service | 648 | 1,502 | (495) | 1,655 |
| Cornwall and Devon | 45 | - | - | 45 |
| Local Group Forum Event | 2,500 | 3,700 | (607) | 5,593 |
| Department of Health | - | 100,000 | (100,000) | - |
| South Central Activities Fund | 1,135 | - | - | 1,135 |
| Annual Conference & AGM | - | 2,200 | (2,200) | - |
| London & South Group | 640 | 609 | (244) | 1,005 |
| WFH Advocacy Project | - | 1,055 | - | 1,055 |
| Russian Project | - | 100 | - | 100 |
| Information Standards | - | 3,120 | (3,120) | - |
| | £90,458 | £221,974 | £(230,869) | £81,563 |

THE HAEMOPHILIA SOCIETY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2012

These Restricted Funds are:

Scottish Development Project

This fund is used to finance outreach work in Scotland

Twinning Project

The UK Society has been twinned with the Armenian Association of Hemophiliacs for over five years. Through this arrangement the UK supports the development of the Armenian Association of Hemophiliacs through exchange of information and training

Women and Bleeding Disorders

The Society has been raising funds for a service to provide information and support for women and girls who are affected by a bleeding disorder. This may be as a carrier of the haemophilia gene, through having von Willebrands or another bleeding disorder, or as a parent, partner, sister, daughter, or carer of someone with a bleeding disorder

Children and Families

This fund is used for all our children and families activities including childcare at events, adventure holidays, information and support

Research

Funds from a specific legacy used for general research work that informs our service provision

Awards

Residue of funds donated for awards the Society occasionally gives to young people for various purposes

Indian Child Appeal

The Indian Child Appeal was set up in 2003, in collaboration with the Haemophilia Federation in India. This fund is used to sponsor children with Haemophilia to enable them to access treatment so that they can live full and active lives

Aging, Health & Independence

A project addressing issues faced by older people affected with Haemophilia or other bleeding disorders

Inhibitors

The Inhibitor Support Group exists to provide information and support to all who are affected by an inhibitor to their treatment for a bleeding disorder, or who have acquired haemophilia (or other acquired bleeding disorder). The project is seen as a core work of the Society and as such, support for people with inhibitors is a long-term priority

Tanner Fund

A hardship fund providing grants of up to £200. These are given on the recommendation of a medical practitioner or social worker. Some funds are reserved for people with inhibitors

Website for Inhibitors Forum

Funds enable the Society to establish an international inhibitor website

Get Involved Get The Best

A project supporting and training lay/patient representatives influencing care locally and nationally

Physiotherapy Clinics

Project costs for the provision of specialist clinics working with local health professionals

THE HAEMOPHILIA SOCIETY

NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)

FOR THE YEAR ENDED 31ST MARCH 2012

Sponsored Cycle Rides

Sponsorship for the Blood, Sweat and Tyres team cycling 1,200 miles from John O'Groats to Land's End

Memorial Service

Funds held for the administration of an annual service of thanksgiving and remembrance in London for those who died as a result of the contamination of blood products in the 1970s and 1980s

Cornwall and Devon

Funds to support activities of the Cornwall and Devon support group

Local Group Forum Event

Funds provided for an event to provide support and information for Local Group officers

Department of Health

A capacity-building grant to support the Society's activities in providing support and information for those affected by bleeding disorders

South Central Activities Fund

Funds donated to support work in the South Central NHS Commissioning region

Annual Conference and AGM

A residential weekend event for Society members, which historically has been held every second year in different locations across the UK

London & South Group

Funds held by the Society for use by the South London Group

WFH Advocacy Project

Grant made by the World Federation of Haemophilia to support an advocacy project to change the Department of Health decision to time-limit widows and dependents' applications to the Skip ton Fund

Russian Project

Donation towards the cost of a visit of young men with bleeding disorders from Russia to Scotland in 2012

Information Standards

Department of Health grant given to the Society to review for the Society's literature so as to attain the Department's Information Standard

17. ENDOWED FUNDS

The endowed funds include the Philip Morris Art Award Fund and the Howard Abraham Memorial Award Fund. The interest earned on these funds is credited to the relevant restricted fund to fund awards.

THE HAEMOPHILIA SOCIETY**NOTES FORMING PART OF THE FINANCIAL STATEMENTS (Continued)****FOR THE YEAR ENDED 31ST MARCH 2012****18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

| | Fixed Assets | Net Current Assets | Total |
|--------------------|-------------------------|-------------------------------|------------------------|
| | £ | £ | £ |
| Endowed Funds | 19,344 | - | 19,344 |
| Restricted Funds | - | 81,563 | 81,563 |
| Unrestricted Funds | 295,290 | 28,882 | 324,172 |
| Designated Funds | - | - | - |
| Local Group Funds | - | 44,632 | 44,632 |
| | <u>£314,634</u> | <u>£155,077</u> | <u>£469,711</u> |

19. LIMITED BY GUARANTEE

The Society has no share capital and is limited by guarantee. The liability of each of the twelve trustee members is a maximum of £1.

20. LEASE COMMITMENTS

At 31st March 2012 the Society had annual commitments under operating leases as set out below. The figures stated are the amounts payable in the following year.

| | 31st March 2012 | | 31st March 2011 | |
|-------------------------------|---------------------------------------|----------------------|---------------------------------------|----------------------|
| | Land and Building | Other | Land and Building | Other |
| | £ | £ | £ | £ |
| Operating Leases that expire: | | | | |
| Within one year | - | - | - | - |
| In the second to fifth years | 69,906 | 3,768 | 70,034 | 3,768 |
| Over five years | - | - | - | - |
| | <u>£69,906</u> | <u>£3,768</u> | <u>£70,034</u> | <u>£3,768</u> |

The Land and Buildings commitment represents the lease on the Petersham House premises. This included a three month rent free period in year ended 2011.