

Charity Registration No: 1108160  
Company Registration No: 5206298

**CLEFT LIP AND PALATE ASSOCIATION**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2009**

# CLEFT LIP AND PALATE ASSOCIATION

## GENERAL INFORMATION

FOR THE YEAR ENDED 31 MARCH 2009

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<b>Trustees</b>	Dermot Coleman (Chairman)  A Winn (Treasurer ) H Langford E Southby B Nyman A Ness ( <i>appointed December 2008</i> ) M Taylor G Phippen
<b>Chief Executive</b>	Rosanna Preston
<b>Registered Office</b>	First Floor, Green Man Tower 332B Goswell Road London, EC1V 7LQ
<b>Bankers</b>	Barclays Bank plc Hatton Garden Business Centre 99 Hatton Garden London EC1N 8DN  Lloyds TSB Ilford Branch 45 Cranbrook Road Ilford Essex IG1 4PD ( <i>closed July 2008</i> )
<b>Auditors</b>	Coveney Nicholls
<b>Charity Registration Numbers</b>	1108160 277842 (formerly)
<b>Company Registration Number</b>	5206298

## **CLEFT LIP AND PALATE ASSOCIATION**

### **TRUSTEES REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2009**

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The Trustees present their annual report together with the audited financial statements of the charity for the year ended 31 March 2009.

#### **Organisation**

The Cleft Lip and Palate Association (CLAPA) was established by trust deed dated 5th May 1979 by Michael Mars, Dennis Plint and Barry White and with a registered charity number 277842. The trust deed was amended by Deed of Variation dated 15th May 1998.

CLAPA became a charitable company in 2005, its registered charity number is now 1108160 and its company registration number is 5206298. Its governing documents are the Memorandum and Articles of Association.

The Trustees hold full responsibility for the activities of the charity and the power to appoint new trustees lies within the trustees in office at that time.

The main objectives of the charity are set out in its governing documents, the Memorandum and Articles of Association and in summary the charity's key objective is to support all those with, and affected by cleft lip and palate. It seeks to ameliorate the distress often experienced by parents in bringing up a child with a cleft lip and/or palate and to improve the quality of life for those born with clefts. The strategies for achieving these aims are set out in the charity's Strategic Review, approved by the Trustees in January 2006 and reviewed in January 2008.

At the year end there were 27 fund holding branches (all staffed by volunteers) and many other regional contacts in the United Kingdom, each committed to providing support needed by families affected by cleft lip and/or palate. Branches are run by people who have, themselves, benefited from the organisation, often working in partnership with local health professionals.

The charity maintains a reserves policy in line with that recommended by the Charity Commission. It is difficult to accurately predict income levels year on year and therefore it remains prudent to maintain a level of free reserves sufficient to cover unrestricted expenditure of approximately nine months.

#### **Reflection on the year and future developments**

Gareth Davies, Chief Executive for the past 13 years, left CLAPA in July 2008 and Rosanna Preston took over as the new Chief Executive in September. This provided CLAPA with the opportunity to review and build on its strategic plan and to develop a communications strategy. The current emphasis for CLAPA is on building a "CLAPA Community" of members: people affected by cleft lip and palate and health professionals so that support and services can be provided locally. CLAPA continues to work closely with the volunteer branches and in 2009 we provided them with training on recruiting volunteers, fundraising and using the media.

CLAPA's feeding equipment service continues to be a valuable support to parents as the only supplier of specialist bottles and teats. During 2008/9 CLAPA sent out 8,958 soft bottles and 9,538 packs of teats. 829 free starter packs were issued to new parents providing them with free bottles and teats and information about CLAPA and the support we can provide.

## **CLEFT LIP AND PALATE ASSOCIATION**

### **TRUSTEES REPORT**

#### **FOR THE YEAR ENDED 31 MARCH 2009**

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##### **Reflection on the year and future developments (continued)**

During the year CLAPA continued to develop the Children's and Young People's services: two new websites providing information and forums specifically for children and adolescents were successfully launched in August at an event in Westminster Abbey. There was a wide ranging programme of activities for children and young people including both residential summer camp and ski camp and drama and sports workshops. The innovative Children and Young People's Council was established at the start of 2008 and met regularly throughout the year. The Council was actively involved in designing the style and content of the new websites and is now working on a series of factsheets for children with cleft lip and palate and their families. The Council has members from all over the country with ages ranging between 9 and 15 and is a successful way of involving children and enabling them to influence CLAPA's plans. We were very sad to receive Sandy Bowden's resignation as Children and Young People's Services Manager in early 2009 but are delighted to have appointed Eleanor Flanagan (previously CLAPA Volunteer Manager) to take on and develop this exciting role.

In September 2008 CLAPA delivered another Parent Contact training course and now has 68 trained contacts across the country. CLAPA is aware that these are not always used as much as they might be and has been working with them and the NHS Cleft teams to promote the service to new parents. In October 2008 CLAPA held a public AGM with presentations from a range of health professionals and CLAPA staff.

This is an exciting period for research with the announcement by the Healing Foundation of the first £2m of a £5m, 10yr research project into the causes and treatment of cleft lip and palate and a £1.8m NIHR funded project looking at cleft service provision. CLAPA has been involved in both projects, providing the user perspective and ensuring that user priorities are taken into account. In 2009/10 CLAPA will be raising the profile of research with its members and making current research accessible to them via the website.

CLAPA continues to support Cleft work in developing countries, notably Sri Lanka, Ghana and Cambodia. In conjunction with the European Cleft Organisation (ECO), CLAPA has supported parent contact training in Bulgaria. CLAPA is also funding a project in Newcastle to produce an information DVD for parents and health professionals which will be available in 2010.

This was a difficult year financially with the loss of a major donor (£100k) due to the fallout from the credit crunch. CLAPA is concentrating its efforts on income from Trusts and individual fundraisers and has written a conservative budget for 2009/10.

However, in 2009/10 CLAPA has some exciting new initiatives planned including launching a free membership scheme at our Annual Conference to encourage increased member involvement and more volunteering. We will be upgrading and relaunching the Health Professionals' pack which provides information to generic health professionals about cleft lip and palate so that they have the information they need to support new parents and we will further improve our website to include specialist information on Pierre Robin, volunteer resources and research.

CLAPA was delighted to be able to recruit Professor Andy Ness to the Trustee Board to replace surgeon David Adlam. Prof Ness holds the Chair in Epidemiology in the Department of Oral and Dental Science at Bristol University and has an interest the impact of centralisation and multi-disciplinary working on the outcomes in children with cleft lip and palate.

##### **Financial report for the year**

The Statement of Financial Activities shows total reserves amounting to £331,200 with net outgoing resources for the year of £182,548 as disclosed in the financial statements.

**CLEFT LIP AND PALATE ASSOCIATION**

**TRUSTEES REPORT**

**FOR THE YEAR ENDED 31 MARCH 2009**

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**Risk Management**

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the association and are satisfied that systems are in place to mitigate our exposure to the major risks

**Grants Policy**

This is disclosed in note 1 to the financial statements under accounting policies.

**Reserves Policy**

It is the policy of the charity to maintain unrestricted funds, which are the free reserves of the charity, at a level which equates to approximately nine months of unrestricted expenditure. This provides funds to cover management and administration and support costs and to respond to emergency applications for grants which arise. This policy was reviewed by Trustees in December 2008 and it was agreed to aim to rebuild reserves to 9 months expenditure.

**Statement of Trustees Responsibilities**

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the association and to enable them to ensure that the financial statements comply with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005). They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the Trustees

.....  
D Coleman – Chairman

.....  
Date

## **AUDITORS' REPORT TO THE TRUSTEES OF**

### **CLEFT LIP AND PALATE ASSOCIATION**

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We have audited the consolidated financial statements of the Cleft Lip and Palate Association for the year ended 31 March 2009 as set out on pages 7 to 16 which have been prepared under the historical cost convention, the accounting policies set out on pages 9 to 10 and the Financial Reporting Standard for Smaller Entities (effective 2007).

This report is made solely to the charitable company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective Responsibilities of the Trustees and Auditors**

The trustees' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page 4.

Our responsibility is to audit the financial statement in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Trustees is consistent with the financial statements.

In addition, we report to you if, in our opinion, the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and other transactions is not disclosed.

We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements within it.

#### **Basis of opinion**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error.

In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

**AUDITORS' REPORT TO THE TRUSTEES OF**

**CLEFT LIP AND PALATE ASSOCIATION (continued)**

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**Opinion**

In our opinion:

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of affairs of the charity as at 31 March 2009 and of its outgoing resources for the year then ended;
- the financial statements have been properly prepared in accordance with the Companies Act 1985 and Charities Act 1993, and
- the information given in the Trustees' Report is consistent with the financial statements.

Coveney Nicholls  
The Old Wheel House  
31-37 Church Street  
Reigate  
Surrey  
RH2 0AD

Date

**CLEFT LIP AND PALATE ASSOCIATION**

**STATEMENT OF FINANCIAL ACTIVITIES (incorporating an Income and Expenditure Account)**

**FOR THE YEAR ENDED 31 MARCH 2009**

	Notes	Unrestricted Funds £	Restricted Funds £	2009 £	2008 £
<b>Incoming resources</b>					
<b><i>Incoming resources from generated funds</i></b>					
Donations, legacies and similar incoming resources		202,329	23,071	<b>225,400</b>	241,170
Activities to further the charity's objects					
Grant income	2	-	-	-	28,387
Feeding equipment and publications		32,183	-	<b>32,183</b>	23,286
Activities to generate funds					
Sales of merchandise		12,250	-	<b>12,250</b>	13,611
Fundraising events		63,676	-	<b>63,676</b>	67,317
Investment income		20,356	-	<b>20,356</b>	31,070
Other income		355	-	<b>355</b>	1,464
<b>Total incoming resources</b>		<b>331,149</b>	<b>23,071</b>	<b>354,220</b>	<b>406,305</b>
<b>Resources expended</b>					
<b><i>Cost of generating voluntary income</i></b>					
Investment income	3	195	-	<b>195</b>	158
Donations/Sales of feeding equipment and merchandise	4	64,409	-	<b>64,409</b>	49,163
Fundraising	5	45,953	-	<b>45,953</b>	41,162
		<b>110,557</b>	<b>-</b>	<b>110,557</b>	<b>90,483</b>
<b><i>Charitable activities:</i></b>					
Costs of activities in furtherance of the objects of the charity	6				
Head office		366,265	27,781	<b>394,046</b>	303,915
Branches		20,550	-	<b>20,550</b>	13,530
<b>Total charitable activities</b>		<b>386,815</b>	<b>27,781</b>	<b>414,596</b>	<b>317,445</b>
<b>Total charitable expenditure</b>		<b>497,372</b>	<b>27,781</b>	<b>525,153</b>	<b>407,928</b>
<b>Governance costs</b>	7	<b>11,615</b>	<b>-</b>	<b>11,615</b>	<b>8,200</b>
<b>Total resources expended</b>		<b>508,987</b>	<b>27,781</b>	<b>536,768</b>	<b>416,128</b>
<b>Net incoming/(outgoing) resources</b>		<b>(177,838)</b>	<b>(4,710)</b>	<b>(182,548)</b>	<b>(9,823)</b>
Transfer to general funds		24,188	(24,188)	-	-
Net movement in funds		(153,650)	(28,898)	<b>(182,548)</b>	(9,823)
Total funds at 1 April 2008		466,862	46,886	<b>513,748</b>	523,571
<b>Total funds at 31 March 2009</b>		<b>313,212</b>	<b>17,988</b>	<b>331,200</b>	<b>513,748</b>

Movements in funds are disclosed in Note 14 to the financial statements.

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The notes on pages 9 to 16 form part of these accounts.

**CLEFT LIP AND PALATE ASSOCIATION**

**BALANCE SHEET**

**FOR THE YEAR ENDED 31 MARCH 2009**

	<b>Notes</b>	<b>2009</b>		<b>2008</b>	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	10		8,021		9,815
<b>Current assets</b>					
Stocks		12,292		14,573	
Debtors	11	29,768		27,419	
Cash at bank and in hand		321,152		618,378	
		<u>363,212</u>		<u>660,370</u>	
Creditors: amounts falling due within one year	12	<u>(40,033)</u>		<u>(156,437)</u>	
<b>Net current assets</b>			<u>323,179</u>		<u>503,933</u>
<b>Net assets</b>			<u>331,200</u>		<u>513,748</u>
<b>Represented by:</b>					
<b>Restricted funds</b>	14		17,988		46,886
<b>Unrestricted funds</b>					
General funds	14		<u>313,212</u>		<u>466,862</u>
<b>Total charity funds</b>	15		<u>331,200</u>		<u>513,748</u>

The notes on pages 9 to 16 form part of these accounts.

These accounts were approved by the Board of Trustees on .....and authorised to be signed on its behalf by:

.....  
D Coleman – Trustee (Chairman)

## CLEFT LIP AND PALATE ASSOCIATION

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2009

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#### 1. Accounting Policies

- a) The Financial Statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP 2005), the Financial Reporting Standard for Smaller Entities ( 2007) and applicable accounting standards.
- b) Voluntary income and donations are included in full in the Statement of Financial Activities when receivable.
- c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Any grants received in advance are taken to income in future periods.
- d) Interest income is included when receivable by the charity.
- e) Income from commercial activities is included in the period in which the charity is entitled to receipt.
- f) Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories. Certain other costs, which are attributable to more than one activity, are apportioned across cost categories on the basis of an estimate of the proportion of time spent by staff on those activities, or some other reasonable basis.
- g) Grants payable are included in the Statement of Financial Activities when approved by the Trustees and agreed with the relevant external organisations.
- h) Fund-raising costs include the purchase of merchandise, salaries, direct expenditure and overhead costs of the staff in the offices who promote fund-raising, including events.
- i) Fixed assets are held on a historical cost basis.  
Depreciation is provided on tangible assets at the following annual rates in order to spread the cost over the estimated useful life of the assets:  

Equipment, Fixtures and Fittings	25% on reducing balance
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- j) Stock is stated at the lower of cost and net realisable value. Stock of literature which is carried for distribution rather than sale is expensed in the year of purchase.
- k) Funds held by the charity are either:

*Unrestricted general funds* – these are funds which can be used in accordance with the charitable objects at the discretion of the Trustees.

*Restricted funds* – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanations, of the nature and purpose of each fund, are included in Note 15 to the Financial Statements.

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

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**1. Accounting Policies (continued)**

- l) Transactions in foreign currencies are recorded at the date of the transaction. All differences are taken to the Statement of Financial Activities.

**2. Grant Income**

	2009	2008
	£	£
The Community Fund	-	28,387
	<u>-</u>	<u>28,387</u>

**3. Cost of Generating Investment income**

	2009	2008
	£	£
Wages and salaries	195	158
	<u>195</u>	<u>158</u>

**4. Cost of Generating Sales and Donations of Feeding Equipment and Merchandise**

	2009	2008
	£	£
Wages and salaries	17,208	14,005
Office rent and rates	928	796
Light and heat	85	105
Repairs and maintenance	87	100
Printing, postage and stationery	12,297	9,300
Telephone	5,013	3,493
Travel and subsistence	41	63
Legal and professional fees	27	27
Sundry expenses	312	211
Cost of feeding equipment and merchandise	27,171	19,709
Management and administration	85	98
Computer cost	1,155	1,256
	<u>64,409</u>	<u>49,163</u>

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

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**5. Fundraising Costs**

	2009	2008
	£	£
Wages and salaries	31,852	25,923
Office rent and rates	1,855	1,593
Light and heat	170	211
Repairs and maintenance	174	201
Printing, postage and stationery	2,050	1,550
Telephone	835	582
Travel and subsistence	577	883
Legal and professional fees	375	375
Sundry expenses	311	209
Specific fundraising expenditure	6,599	8,379
Computer cost	1,155	1,256
	<hr/>	<hr/>
	45,953	41,162
	<hr/> <hr/>	<hr/> <hr/>

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

**6. Charitable activities**

	Sales of feeding equipment and publications	Community fund	Overseas fund	General camp	Education and information provision	Befriending training	Website	Branch activities	2009 Total	2008 Total
	£	£	£	£	£	£	£	£	£	£
Wages and salaries	20,705	-	-	8,619	96,894	14,000	14,551	31,735	186,504	155,232
Recruitment and training costs	-	-	4,298	-	20,020	2,502	-	2,502	29,322	2,399
Office rent and rates	9,461	-	1,364	552	2,365	2,365	1,577	-	17,684	15,017
Light and heat	865	-	181	73	216	216	144	-	1,695	1,987
Repairs and maintenance	888	-	172	69	222	222	148	-	1,721	1,891
Printing, postage and stationery	11,990	-	673	340	11,990	2,664	-	-	27,657	21,517
Telephone	4,888	-	252	128	4,888	1,086	-	-	11,242	8,084
Travel and subsistence	350	-	6,490	111	2,452	350	350	-	10,103	9,719
Legal and professional fees	228	-	-	-	1,593	228	228	-	2,277	2,277
Bank Interest and charges	1,902	-	-	-	1,902	1,903	1,902	-	7,609	7,508
Sundry expenses	2,326	-	-	-	2,326	517	-	-	5,169	4,946
Cost of feeding equipment and merchandise	9,057	-	-	-	-	-	-	-	9,057	6,570
Advertising and publicity	81	-	-	-	1,136	81	325	-	1,623	1,864
Management and administration	-	-	-	-	4,591	-	-	-	4,591	2,413
Other meetings/conferences	-	-	-	-	7,804	-	-	-	7,804	9,393
Voluntary expenses	-	-	-	-	4,542	252	-	252	5,046	6,784
Staff recruitment and training	-	-	-	-	1,462	-	-	-	1,462	637
Event expenses	-	-	-	6,016	-	11,912	-	-	17,928	18,901
Donation overseas	-	-	-	-	13,272	-	-	-	13,272	1,400
Donation - grant	-	-	-	-	21,058	-	-	-	21,058	1,681
Computer costs	3,234	-	-	-	3,234	924	1,847	-	9,239	10,049
Branch activities	-	-	-	-	-	-	-	20,550	20,550	13,530
Consultancy	-	-	-	-	1,983	-	-	-	1,983	13,646
	<u>65,975</u>	<u>-</u>	<u>13,430</u>	<u>15,908</u>	<u>203,950</u>	<u>39,222</u>	<u>21,072</u>	<u>55,039</u>	<u>414,596</u>	<u>317,445</u>

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

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**7. Governance Costs**

	2009	2008
	£	£
Auditing	7,569	5,000
Accountancy	4,046	3,200
	<u>11,615</u>	<u>8,200</u>

**8. Staff Costs**

	2009	2008
	£	£
Wages and salaries	206,212	171,589
Social security costs	21,224	17,375
Pension contributions	8,323	6,355
	<u>235,759</u>	<u>195,319</u>

No employee earned £60,000 per annum or above.

	2009	2008
Paid Employees:		
Full time	6	6
Part time	2	1
	<u>8</u>	<u>7</u>

The charity operates a defined contribution pension scheme for its employees and the amount reflected in the Financial Statements represents the charge for the year.

**9. Net Incoming/(outgoing) resources for the year**

	2009	2008
	£	£
This is stated after charging:		
Auditors' remuneration	<u>7,569</u>	<u>5,000</u>
Depreciation	<u>2,674</u>	<u>3,272</u>

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

**10. Fixed assets**

	Unrestricted funds	Equipment community fund	Fixture and fittings feeding fund	Lloyds TSB Foundation	2009 Total
	£	£	£	£	£
Cost					
At 1 April 2008	6,095	11,752	-	8,246	26,093
Additions	880	-	-	-	880
Disposals	-	-	-	-	-
At 31 March 2009	6,975	11,752	-	8,246	26,973
Depreciation					
At 1 April 2008	3,629	7,169	-	5,480	16,278
Charge for the year	837	1,146	-	691	2,674
Depreciation on disposals	-	-	-	-	-
At 31 March 2009	4,466	8,315	-	6,171	18,952
Net book value at 31 March 2009	2,509	3,437	-	2,075	8,021
Net book value at 31 March 2008	2,466	4,583	-	2,766	9,815

**11. Debtors**

	2009 £	2008 £
Debtors	5,104	4,913
Prepayments and accrued income	15,255	9,226
Other debtors	9,409	13,280
	29,768	27,419

**12. Creditors – amounts falling due within one year**

	2009 £	2008 £
Bank overdraft	-	128,465
Taxation and social security	6,406	6,085
Trade creditors	14,200	12,696
Sundry creditors	7,500	-
Accruals and deferred income	11,927	9,191
	40,033	156,437

The bank overdraft was repaid in 2008 because it was no longer financially advantageous.

**CLEFT LIP AND PALATE ASSOCIATION**

**NOTES TO THE ACCOUNTS**

**FOR THE YEAR ENDED 31 MARCH 2009**

**13. Trustees' Remuneration**

During the year no trustee received remuneration from the charity, however, trustees were reimbursed expenses totalling £229.20 (2008: £138.10) incurred for travelling and subsistence.

**14. Funds**

	Balance 2008	Income	Expend.	Transfer from/to general fund	Balance 2009
	£	£	£	£	£
<b>Restricted Funds</b>					
Community Fund	24,188	-	-	(24,188)	-
Overseas Fund	8,180	5,766	(13,430)	-	516
Camp Fund	-	11,050	(11,050)	-	-
National Awareness Project	53	-	-	-	53
Claire Stabler Fund	2,818	-	-	-	2,818
G.O.S. Dental Practice	5,547	-	-	-	5,547
James McGowan Scholarship	6,100	600	-	-	6,700
Other Restricted Funds	-	5,655	(3,301)	-	2,354
	<u>46,886</u>	<u>23,071</u>	<u>(27,781)</u>	<u>(24,188)</u>	<u>17,988</u>
<b>Unrestricted Funds</b>					
General Fund: Head Office	305,496	247,032	(456,020)	24,188	120,696
General Fund: Branches	161,366	84,117	(52,967)	-	192,516
	<u>466,862</u>	<u>331,149</u>	<u>(508,987)</u>	<u>24,188</u>	<u>313,212</u>
<b>Total Funds</b>	<u>513,748</u>	<u>354,220</u>	<u>(536,768)</u>	<u>-</u>	<u>331,200</u>

**Analyses of transactions between head office and branches**

	Restricted £	Unrestricted £	Total £
Total Fund: Head Office	9,623	101,053	110,676
Inter – Charity Movement	-	19,643	19,643
	<u>9,623</u>	<u>120,696</u>	<u>130,319</u>
Total Fund: Branches	8,365	212,159	220,524
Inter – Charity Movement	-	(19,643)	(19,643)
	<u>8,365</u>	<u>192,516</u>	<u>200,881</u>
	<u>17,988</u>	<u>313,212</u>	<u>331,200</u>

## CLEFT LIP AND PALATE ASSOCIATION

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 31 MARCH 2009

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#### 14. Funds (continued)

**National Volunteer Development Project:** CLAPA was awarded £196,940 over three years by **The Community Fund** (now known as "The Big Lottery Fund") to overhaul and modernise its volunteer structure, making volunteers' support and training more professional. The project aimed to improve the services provided to families affected by cleft lip and palate. This was achieved through the employment of a volunteer development coordinator, training courses, production of literature and provision of basic computer equipment. The project commenced on 1 April 2004 though a lead in payment of £2,000 was made before this date and was completed in 2008.

**Overseas Fund:** Originally a bequest for the treatment of children with cleft lip and palate in the Third World (1996 – circa £120,000). The fund has been added to over the years with grants and donations from individuals.

**CLAPA Camp Fund:** Since 2001, CLAPA has been organising confidence-building camps for children. These have proved extremely worthwhile and feedback has been excellent.

**National Awareness Project:** This project, part-funded by the Department of Health, is aimed at ensuring "front-line" health professionals are informed about issues around cleft lip and palate. The project is piloting the targeting of information to GP surgeries and health centres around the time of the birth of a baby with a cleft. This is being undertaken in full liaison with cleft team members.

**Claire Stabler Fund:** established by a local newspaper in Norfolk in 1996 to fund treatment for Claire Stabler, a girl born with severe cleft lip and palate anomalies. She was offered treatment in the US for which the fund met the travel and treatment costs. The remainder of the fund was given to CLAPA Norfolk for the benefit of treatment of similar cases.

**Great Ormond Street (G.O.S.) Dental Practice:** funds were designated some years ago for training.

**James McGowan Scholarship:** this fund was established in 2007 at the wish of the family and friends of James who died suddenly in that year. The purpose of the scholarship is to constantly strive for excellence in the care of patients in Northern Ireland born with cleft lip and palate.

**Other Restricted Funds:** small amounts of funding are restricted by some branches for use in local projects.

#### 15. Analysis of Funds Balance between the Net Assets

	Restricted	Unrestricted	Total 2009	Total 2008
	£	£	£	£
Fixed assets	5,512	2,509	8,021	9,815
Net current assets	12,476	310,703	323,179	503,933
At 31 March 2009	<u>17,988</u>	<u>313,212</u>	<u>331,200</u>	<u>513,748</u>

#### 16. Related parties

##### *Overseas Fund – Sri Lanka Project*

The former Chair has a close involvement with this project which is coordinated by the Institute of Child Health, London. No awards of grant funding were made in the year.