Registered Charity Number
1036419

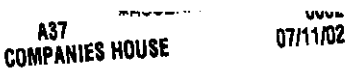
Registered Company Number
2906840

Action for ME

Report and Accounts

31 March 2002





Action for ME
Report and accounts
Contents

	Page
Company information	1
Directors' and Trustees' report	3
Independent auditors' report	8
Statement of Financial Activities	10
Profit and loss account	11
Statement of total recognised gains and losses	11
Movements in Accumulated Funds	11
Balance sheet	13
Notes to the accounts	14

Action for ME
Company Information

Founding President
Claire Francis MBE

Vice Presidents
Martin Arber
Sue Finlay

Patrons
Lord Bragg
Julie Chrisite
Claire Francis MBE
Lord Puttnam CBE

Principal Medical Adviser
Professor Anthony Pinching

Trustees and Directors
Trish Taylor* (Chair from 8th May 2002)
Ondine Upton* (Resigned as Chair on 8th May 2002)
Fiona Agombar
George Armstrong* (Vice -chair)
Louise Fish
Claire Francis MBE
Roma Grant
Dr Derek Pheby ~
Bob Quittenton
Ian Shaw* (Treasurer)
Patricia Shipley~

* Member of the Executive Committee
~ Member of Research Group

Theresa Coe, Editor of the Charity's magazine "InterAction" attends Council meetings as an observer.

Secretary
Nick Farrar

Auditors
Hele Kergozou
Lilac Cottage
The Street
Draycott
Somerset
BS27 3TH

Bankers
Royal Bank of Scotland
Birmingham Colmore
Row Branch
79-83 colmore Row
Birmingham
B3 2AP

Legal Adviser
A J Lutley
Springfield
Rookery Hill
Ashtead Park
Ashtead
Surrey
KT21 1HY

Registered office
73 Watling Street
London
EC4M 9BL

Registered number
1036419

Action for ME
The report of the trustees

The trustees present their annual report and accounts for the year ended 31st March 2002.

Formal Information

The company was incorporated on 10 March 1994 with company number 2906840
It is registered as a charity with number 1036419

The registered office is 73, Watling St, London. EC4M 9BL

The charity is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

Action for ME (AfME) is an organistation largely run by people with ME. The mission is "to improve the lives of people with M.E.".

* Campaigning for the widespread recognition of the severity of M.E., meriting appropriate diagnosis and treatment, services and support.

* Making information available to empower people with M.E., their carers, family and friends and professionals, so that they can make informed choices.

* Providing and enabling support for individuals through independent local support groups; enquiries, benefits and counselling helplines; and a dedicated young people's service.

* Representing people with M.E. to ensure that at all levels of policy and service planning their needs are understood and met.

* Promoting, monitoring, analysing and disseminating research into all aspects of the illness.

The charity receives invaluable support from volunteers, and is pleased to record its thanks for their contribution.

The organisational structure and how decisions are made

The charity is organised so that the Council of Management (the board of trustees) meet regularly with the chief executive and staff as relevant, to manage its affairs. The trustees delegate their responsibilities for the day to day administration of the charity to an Executive Committee. A research committee consisting of trustees, staff and advisers also meets.

Action for ME
The report of the trustees

Objectives achieved in the year and plans for the future

The trustees are satisfied with the performance of the charity during the year and the position at 31st March 2002 and consider that the charity is in a strong position to continue its activities during the coming year.

The year was the most important since the charity was founded.

In May 2001 AfME published a report "Severely Neglected: M.E. in the UK". This presented the results of a survey, the largest of its type, of those most severely affected with M.E. In addition to publicising it through the media, AfME distributed it widely within the NHS and presented its findings to the Chief Medical Officer's (CMO's) Working Group on CFS/ME, with considerable impact.

During the year representatives of AfME contributed to the CMO's Working Group as members, and anticipating the publication of its report, the trustees decided to bring forward the appointment of staff, thus providing the means to publicise the findings and meet the demand for information that would follow.

Accordingly key appointments were made to AfME's developing national information service and membership team as well as a Young People's Policy Officer and Press and PR Officer. In making this investment the trustees chose to accept a deficit, at the same time investing in its fundraising team, though delays in recruitment were experienced in order to make the right selection.

In January 2002 the CMO's Report on CFS/ME was published, with an accompanying government statement accepting its conclusions. The report's conclusions and wide ranging recommendations were welcomed by AfME and were an appropiate culmination of three years work by the charity in representing to the Working Group the views of people with M.E.

AfME led the publicity response, gaining widespread coverage in printed, broadcast and professional media. The charity's chief executive was the first author of the Lancet editorial, co-signing with leading doctors from the UK and the USA.

AfME also published a guide to the Report, distributed to all its members within days of publication, and analysis of the responses demonstrated that the Report and attendant publicity were appreciated by the overwhelming majority.

Subsequent to its publication, AfME has produced a range of newly written information materials, with considerable help given by AfME's newly appointed Principal Medical Adviser, Professor Anthony Pinching.

In addition to investing in producing authoritave and accessible information, AfME has prepared a new strategic plan, recognising that publication of the CMO Report "closes one chapter" but presents a new series of challenges in representing the voice of people with M.E. in order to ensure that the Reports's recommendations are implemented and are effective.

Relationships with other groups, charities and individuals

Action for M.E. Trading Limited is a wholly owned subsidiary of the charity that covenants its surpluses to Action for M.E.

Throughout the period AfME worked closely with other M.E. charities as well as government and individuals for the medical professions. A success of the CMO Report was the centre ground established through dialogue and demonstrated by the joint authorship of the Lancet Editorial.

Significant Future Developments

In September 2001 the trustees of AfME met with the trustees of Westcare, a charity based in Bristol and providing both local services to people with M.E. and national help through training, information and telephone support.

Recognising the opportunities presented by the complementary strengths of the two organisations and the scope to reduce administrative costs, the trustees agreed to work towards merger, to be effected by transfer of assets from Westcare to Action for M.E.

The merger was completed on 17 September 2002.

Trustees

It is the policy of AfME that a majority of Trustees should have, or be recovered from M.E. It is common practice for trustees to be recruited through advertisements in the member's magazines and during 2002 an open recruitment process was initiated.

Reflecting its wish to operate practices that reflect the fluctuating and debilitating nature of M.E., potential trustees are usually co-opted or act as observers prior to appointment, or if unwell for sustained periods may be offered the opportunity to take a sabbatical. One third of the council retire by rotation each year and are eligible to be re-appointed.

On the 8 May 2002 Trish Taylor replaced Ondine Upton as Chair. Ondine Upton also stood down from the Board from 8 May for a period of maternity leave.

Trustees retiring by rotation at the Annual General Meeting and eligible for re-election are:
George Armstrong
Nick Farrar
Roma Grant
Bob Quittenton

Transactions and Financial Position

The Financial Accounts are set out fully on pages 7 to 20. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting by Charities issued by the Charity Commission for England & Wales (effective October 2000), and in accordance with the the Financial Reporting Standard for Smaller Entities (effective March 2000).

The trustees consider the financial performance by the charity and its trading subsidiary during the year has been satisfactory.

Specific Changes in Fixed Assets

Changes in fixed assets are shown in detail in the notes to the accounts.

Policies on reserves, investment policies and investment performance

It is the aim that sufficient reserves are retained in order to sustain the core activities of the charity and support those activities funded by grants during the periods when funding gaps appear. A normal minimum of six months running costs and maximum of twelve months reserves will be retained. In order to take advantage of important events in the field the trustees amended the policy, temporarily, accepting a minimum level of three months reserves for the financial period commencing 1 April 2002.

Reserve levels are reviewed annually as part of the charity's financial planning cycle.

AfME chooses to maintain its investments in the form of cash deposits, providing a return on capital but safeguarding the underlying assets.

The trustees review investment policy on a regular basis.

Risk Review

During the period, the trustees made an assessment of risks facing the charity, reviewing and amending insurances and financial authorisations and introduced new systems of reporting financial performance.

A comprehensive re-assessment of risks will be undertaken to follow the merger with Westcare.

Action for ME
The report of the trustees

Trustees' Responsibilities

Charity law requires the trustees to prepare accounts for each financial year in accordance with current statutory requirements, the requirements of the Charity's governing document and the requirements of the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with all the above requirements. 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.

All the directors of the company are also trustees of the charity, and their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act

This report was approved by the trustees on 3 October 2002

Trish Taylor
Director and Trustee

Action for ME

Independent Auditor's Report to the Members

on the accounts of the Company for the year ended 31 March 2002

We have audited the accounts of the Company on pages 9 to 21 which have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective March 2000, as modified by the Statement of Recommended Practice issued by the Charity Commissioners for England & Wales (effective October 2000), under the historical cost convention and the accounting policies set out on page 14.

Respective responsibilities of trustees and auditors

As described on page 5, the charity's trustees who are also directors of Action for M.E. for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

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, if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and expnations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparaent mis-statements within it.

Basis of opinion

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

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material mis-statement, 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 account

Opinion

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31st March 2002 and of its result for the year then ended and have been properly prepared in accordance with the Companies Act 1985

Hele Kergozou

Lilac Cottage
The Street
Draycott
Somerset
BS27 3TH



3 October 2002

Action for ME

Statement of Financial Activities

for the year ended 31 March 2002

Incoming Resources	Note	Unrestricted Funds 2002 £	Restricted Funds 2002 £	Total Funds 2002 £	Last Year Total Funds 2001 £
Revenue grants,legacies & donations received	12	240,728	101,779	342,507	405,898
Operating activities in furtherance of objectives	12	14,781	-	14,781	28,164
Activities for generating funds	12	4,768	-	4,768	1,346
Investment income	4	9,191	-	9,191	12,087
Other incoming resources - subscriptions	12	113,038	-	113,038	108,224
Total Incoming Resources	3	382,506	101,779	484,285	555,719
Costs of raising and generating funds		107,401	-	107,401	62,311
Costs of activities in furtherance of the Charity's objectives	12	260,203	79,177	339,380	274,532
Support costs of activities in the furtherance of the Charity's objectives	12	24,431	61,802	86,233	150,691
Management and Administration of the Charity	12	16,652	-	16,652	17,648
Total Resources expended		408,687	140,979	549,666	505,182
Net Incoming Resources before Transfers	2	(26,181)	(39,200)	(65,381)	50,537
Gross Transfers between funds		(22,492)	22,492	-	-
Net Incoming Resources before revaluations and investment asset disposals		(48,673)	(16,708)	(65,381)	50,537
Net Movement in funds		(48,673)	(16,708)	(65,381)	50,537
Total funds brought forward		238,236	84,016	322,252	271,715
Total funds carried forward		189,563	67,308	256,871	322,252

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice issued by the Charity Commission for England & Wales

The net movement in total charity funds is reconciled to the total funds as shown in the Balance Sheet on page 13 as required by the Statement of Recommended Practice

All activities derive from continuing operations

The notes on pages 14 to 21 form a part of these accounts

Action for ME
Statement of Financial Activities
for the year ended 31 March 2002
Profit and Loss Account as required by the Companies Act
for the year ended 31 March 2002

	2002 £	2001 £
Gross income from continuing operations	475,094	543,632
Total expenditure from continuing operations	(549,666)	(505,182)
Operating (deficit)/surplus	(74,572)	38,450
Interest receivable	9,191	12,087
Retained (deficit)/surplus for the year	(65,381)	50,537

All activities derive from continuing operations

Statement of Total Recognised Gains and Losses
for the year ended 31 March 2002

	2002	2001
Excess of Expenditure over income	(65,381)	50,537
Net Movement in funds	(65,381)	50,537

There were no recognised gains or losses for the period that are not shown above.

The notes on pages 14 to 21 form a part of these accounts

Action for ME
Statement of Financial Activities
for the year ended 31 March 2002

Reconciliation of movements in accumulated fund
for the year ended 31 March 2002

	Unrestricted Funds	Restricted Funds	Total Funds	Last year Total Funds
	2002	2002	2002	2001
	£	£	£	£
Recognised gains and losses	(48,673)	(16,708)	(65,381)	50,537
Accumulated fund brought forward	238,236	84,016	322,252	271,715
Closing Accumulated fund	189,563	67,308	256,871	322,252

If upon winding up or dissolution of the company there remain any assets , after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having objects similar to the objects of the Charity.

Movements in restricted funds for the year ended 31 March 2002

Revenue Restricted funds	Opening Balances	Incoming Resources	Outgoing Resources	Transfer	Closing Balances
Groups and Volunteering NLCB Grant	(355)	30,660	(32,538)	2,233	-
Information Technology NLCB Grant	3,566	26,665	(29,264)	-	967
Children Services	(2,600)	4,454	(22,113)	20,259	-
National information service	46,960	40,000	(53,756)	-	33,204
Research	36,445	-	(3,308)	-	33,137
Total movement in revenue restricted funds	84,016	101,779	(140,979)	22,492	67,308

The statement of changes in resources applied for fixed assets for Charity use is shown in the notes to the accounts

The notes on pages 14 to 21 form a part of these accounts

Action for ME
Balance Sheet
as at 31 March 2002

	Notes		2002 £		2001 £
Fixed assets					
Tangible assets	8		8,635		11,514
Current assets					
Debtors	9	32,755		20,088	
Cash at bank and in hand		228,664		309,757	
		261,419		329,845	
Creditors: amounts falling due within one year	10	(13,183)		(19,107)	
Net current assets			248,236		310,738
Total assets less current liabilities			256,871		322,252
Net assets			256,871		322,252
Capital and reserves					
Restricted Income Funds			67,308		84,016
Unrestricted Income Funds			189,563		238,236
Accumulated Funds	11		256,871		322,252

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000)

Trustee R J [illegible] Trustee

Approved by the trustees on 3 October 2002

The notes on pages 14 to 21 form a part of these accounts

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

1 Accounting policies

The accounts have been prepared under the historical cost convention on a going concern basis and in accordance with with the Financial Reporting Standard for Smaller Entities (FRSSE), effective March 2000, as modified by the Statement of Recommended Practice (the SORP) issued by the Charity Commissioners for England & Wales (effective October 2000). The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act. Attention is drawn to Note 19 with regard to the disclosure requirements in relation to pension funds.

Advantage has been taken of paragraph 3(3) of Schedule 4 of the Companies Act 1985 to allow the format of the financial statements to be adapted to reflect the special nature of the company's operation. The particular accounting policies adopted are set out below.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement

The company has taken advantage of the exemption in Financial Reporting Standard for Smaller Entities from the requirement to produce consolidated accounts. Action for ME Trading Ltd is a wholly owned subsidiary which covenants its surpluses to Action for ME.

Deferred Income
In accordance with the Statement of Recommended Practice (the SORP) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the accounts.

Recognition of Liabilities
Liabilities are recognised on the accruals basis.

Allocation of costs within types of resources expended
Costs are allocated between types of resources expended on the basis of estimates made by the directors.

Administration expenditure includes all expenditure not directly related to charitable activity. In respect of certain items of expenditure it is a matter of judgement as to whether such items are direct charitable expenditure or are administrative, and the directors have applied what they consider to be reasonable judgements in apportioning such costs

Incoming Resources
Incoming resources, including bank interest receivable, are accounted for on a receivable basis deferred as described above where appropriate.

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

Fixed Assets and Depreciation
Tangible fixed assets are stated at cost less depreciation. Items of less than £100 are not capitalised.

Depreciation has been provided at the following rates in order to write off cost of the assets (less their expected residual value) over their estimated useful economic lives.

A regular annual review of the likelihood of asset impairment is undertaken.

Office Equipment	25% on the reducing balance.

Pensions
The company operates an occupational pension scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with the rules of the scheme.

Capital Grants
The directors consider that, in order to give a true and fair view, non government grants of a capital nature given for specific purposes and fully utilised in the furtherance of the objects of the Charity should be credited to the capital reserve account after the sums have been properly expended on the restricted purpose. These grants are not subject to the terms of SSAP4 , not being government grants, as defined.

The related assets are subject to restrictions by the grant making organisation on their use and disposal, and these restrictions are noted in the fixed asset section of these accounts.

Government grants are treated in accordance with SSAP4.

Taxation
As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities

2 Net Incoming Resources before Transfers	2002 £	2001 £
This is stated after crediting :-		
Revenue Turnover from ordinary activities	475,094	543,632
and after charging:-		
Depreciation of owned fixed assets	2,879	3,836
Auditors' Remuneration	1,500	1,500
Trustees' expenses	3,591	7,081
Pension costs	3,240	-

Funds belonging to the Charity have been used for the purchase of insurance to protect the Charity from loss arising from the neglect or defaults of its employees or agents, acting as such, or to indemnify the employees, acting as such, against the consequences of any neglect or default on their part. This does not cover any employees who are also trustees in their capacity as trustees and acting as such. The sum expended on such insurance was £415.

3 Details of incoming resources and analysis of management and administration costs

The detailed analyses of incoming resources and management and administration costs required by the Statement of Recommended Practice issued by the Charity Commissioners for England and Wales is shown in the attached schedule to the Statement of Financial Activities.

4 Investment Income	2002 £	2001 £
Interest from cash investments in the UK	9,191	12,087

5 Endowment funds

The company had no endowment funds in the year ended 31st March 2002, or in the year ended 31st March 2001

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

6 Staff Costs and Emoluments	2002	2001
	£	£
Gross Salaries	303,011	244,889
Employer's National Insurance	27,002	21,221
Pension Contributions	3,240	-
	333,253	266,110

Numbers of full time employees or full time equivalents	2002	2001
Engaged on charitable activities	19	15
Engaged on management and administration	1	1
	20	16

There were no employees with emoluments in excess of £50,000 per annum

Trustees Expenses	2002	2001
	£	£
Trustees are reimbursed for out of pocket expenses for travelling to meetings and telephone calls. The total amounted to	3,591	7,081

	2002	2001
Number of Trustees reimbursed for expenses	5	6

7 Changes in resources applied for Fixed Assets	2002	2001
	£	£
Net movement in funds from Statement of Financial Activities	(65,381)	50,537
Resources applied on Fixed Assets for charitable use	-	(614)
Add Grants Received to fund fixed assets	-	-
Net movement in funds available for future activities	(65,381)	49,923

8 Tangible fixed assets

	Office
	£
Cost	
At 1 April 2001	27,716
At 31 March 2002	27,716
Depreciation	
At 1 April 2001	16,202
Charge for the year	2,879
At 31 March 2002	19,081
Net book value	
At 31 March 2002	8,635
At 31 March 2001	11,514

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

9 Debtors	2002 £	2001 £
Trade debtors	1,000	2,477
Prepaid expenses	10,410	5,378
Due from subsidiary - see below	6,345	2,233
Other Debtors	15,000	10,000
	32,755	20,088

AfME Trading Ltd is a wholly owned subsidiary with an issued share capital of two £1 ordinary shares. The charity is exempted under the Financial Reporting Standards for Smaller Entities from preparing consolidated accounts.

10 Creditors: amounts falling due within one year	2002 £	2001 £
Other creditors	-	5,692
Accrued expenses	3,248	7,355
Trade creditors	9,935	6,060
	13,183	19,107

11 Analysis of net assets between funds

	Tangible Fixed Assets	Net Current Assets	2002
	£	£	£
Unrestricted Funds	-	189,563	189,563
Restricted Funds	8,635	58,673	67,308
	8,635	248,236	256,871

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

12. Incoming and Outgoing Resources

	Unrestricted Funds 2002	Restricted Funds 2002	2002 £ Total Funds 2002	2001 £ Prior Period Total Funds 2001
Revenue grants,legacies & donations received for revenue purposes				
Non government and non public bodies				
Trusts and Companies	75,706	-	**75,706**	**135,693**
Donations and Appeals	120,702	-	**120,702**	**126,843**
Groups and Volunteering NLCB Grant	-	30,660	**30,660**	**38,899**
Information Technology NLCB Grant	-	26,665	**26,665**	**78,267**
Children Services	-	4,454	**4,454**	**8,548**
Legacies	26,324	-	**26,324**	**13,685**
Sundry grants and donations	2,740	-	**2,740**	-
National information service	-	40,000	**40,000**	-
Tax Recoverable	15,256	-	**15,256**	**3,963**
Total	**240,728**	**101,779**	**342,507**	**405,898**
Total Grants,Legacies & Donations Received	**240,728**	**101,779**	**342,507**	**405,898**
Operating activities in furtherance of objectives				
Journal Information Materials and Others	14,781	-	14,781	**28,164**
	14,781	-	**14,781**	**28,164**
Activities for generating funds				
Action for ME Trading Ltd	4,768	-	4,768	**1,346**
	4,768	-	**4,768**	**1,346**
Investment income				
Interest from cash investments in the UK	9,191	-	9,191	12,087
	9,191	-	**9,191**	**12,087**
Other incoming resources - subscriptions				
Subscriptions	113,038	-	113,038	**108,224**
	113,038	-	**113,038**	**108,224**
Total Incoming Resources	**382,506**	**101,779**	**484,285**	**555,719**

12. Incoming and Outgoing Resources

	Unrestricted Funds 2002	Restricted Funds 2002	2002 £ Total Funds 2002	2001 £ Prior Period Total Funds 2001
Costs of raising and generating funds				
Fundraising costs	107,401	-	107,401	62,311
Costs of activities in furtherance of the Charity's objectives				
Campaigning and PR	116,387	-	116,387	89,912
Member Services	98,172	-	98,172	102,782
Children Services	-	22,113	22,113	30,308
Information and publications	45,644	-	45,644	40,703
Research	-	3,308	3,308	6,287
National Information Service	-	53,756	53,756	4,540
	260,203	79,177	339,380	274,532
Support costs of activities in the furtherance of the Charity's objectives				
Volunteers' expenses	-	32,538	32,538	46,682
Information Technology	-	29,264	29,264	77,255
Support costs	24,431	-	24,431	26,754
	24,431	**61,802**	**86,233**	**150,691**
Management and Administration of the Charity				
Employee costs:				
Wages and salaries - administration	7,308	-	7,308	3,483
Trustees' expenses	3,591	-	3,591	7,081
Pensions contributions	145	-	145	-
Staff Expenses	201	-	201	-
Travel and subsistence	2	-	2	13
	11,247	**-**	**11,247**	**10,577**

Action for ME
Notes to the Accounts
for the year ended 31 March 2002

12. Incoming and Outgoing Resources

	Unrestricted Funds 2002	Restricted Funds 2002	2002 £ Total Funds 2002	2001 £ Prior Period Total Funds 2001
Premises Costs				
Rent	492	-	492	955
	492	**-**	**492**	**955**
General administrative expenses:				
Telephone and fax	136	-	136	304
Postage	180	-	180	227
Stationery and printing	154	-	154	250
Training	-	-	-	1,111
Equipment expenses	13	-	13	-
Depreciation	45	-	45	-
Sundry expenses	114	-	114	419
	642	**-**	**642**	**2,311**
Legal and professional costs:				
Reporting Accountant's Fees	627	-	627	270
Auditor's Remuneration	1,500	-	1,500	1,500
Solicitors fees	153	-	153	-
Insurance	35	-	35	80
Bank charges	1,750	-	1,750	1,066
Professional Fees	206	-	206	-
	4,271	**-**	**4,271**	**3,805**
Total spent on administration	**16,652**	**-**	**16,652**	**17,648**