The British Polio Fellowship

Accounts for the
Year Ended 31 December 2012

British **Polio**

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The British Polio Fellowship is the largest charity in the UK supporting people with Polio and Post Polio Syndrome (PPS). We were founded in 1939 by and for people with polio and continue to provide information and support to people with polio and PPS, their families and healthcare professionals.

Patrons
Lionel Blair
Dr Moira Anderson, OBE
Michael Cassidy, CBE
Joan Collins OBE
Sir Bobby Charlton, CBE
Joe Fisher
Hannah Gordon
Andy Love MP
Gordon Lumb
Dr Geoffrey Spencer, OBE
Bryan Forbes, CBE – deceased May 2013
Sir Patrick Moore, CBE – deceased December 2012
Lord Morris of Manchester AO, QSO – deceased August 2012

National Officers

National Chairman	Pam Jones
National Treasurer	Aidan Linton-Smith
National Vice Chair	Linda Evers

Other Trustees
Mike Egan
Archie Leyden
Robert Stephens
Dorothy Crook
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Bob Howell

Chief Executive & Company Secretary

Ted Hill MBE RNR LLB (Hons) MA FRSPH FInstLM MCIPR

Reference and Administrative details

Registered Charity Numbers
England and Wales 1108335
Scotland SC038863

Registered Company Number 5294321

Bankers
National Westminster Bank PLC
Head Office
21 Lothbury
London
EC2P 2BP

Auditors
Roffe Swayne,
Registered Auditors &
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Solicitors
Russell-Cooke
2 Putney Hill
Putney
London SW15 2BP

Investment Managers
Charles Stanley & Co
25 Luke Street
London
EC2A 4AR

Central Office
Unit A, Eagle Office Centre
The Runway
South Ruislip, Middlesexs HA4 6SE

Expert Panel

Guideline Development Group (this group comprises certain members of the Expert Panel and patient representatives)

The Expert Panel members who served during the period are

Dr Vivian Auyeung	Research Fellow, Clinical Practice & Medication Use Group Pharmaceutical Science Division Kings College London
Dr Ruth Bridgens MSc, PhD	Medical Sociologist
Dr Jonathon Cole	Consultant Clinical Neurophysiologist Poole Hospital
Ms Alex Curtis CSP, BSc,	Senior Rehabilitation Physiotherapist, the Lane Fox Unit, St Thomas', London
Mrs Alison Farrugia	Patient Guidelines Group - Member Representative
Dr Julian Harriss	Consultant Lane Fox Unit, St Thomas', London
Dr Robin Howard MA, MB, BChir, FRCP, PhD	Consultant Neurologist, the National Hospital for Neurology and Neurosurgery, London
Ms Pam Jones JP, Dip COT	Retired Occupational Therapist and Chair of The British Polio Fellowship's Trustee Board
Dr George Kassianos MD, FRCGP, FESC, DRCOG, LRCPS, LRCS, LRCP, FFTM RCPS	GP, spokesperson on vaccination for the RCGP
Dr Robin Luff BSc MBBS, FRCS, FRCP	Consultant in Rehabilitation Medicine, Kings College Hospital, London
Dr Eliekar Okirie	Consultant in Neurological Rehabilitation Coventry & Warwick University Hospital

Jennifer Rudd	Acting Head Occupational Therapist, Acute Medicine, Neurology, Respiratory Medicine & Stroke Lane Fox Unit, St Thomas' London
Dr John Shneerson MA, DM, MD, FRCP, FCCP	Consultant Respiratory Physician and Director of the Sleep Centre at Papworth Hospital, Cambridge
Dr Ros Sinclair MSc, PGCE, MBA, D Ed	Chartered Psychologist
Dr Steve Sturman MBChB (Hons), FRCP	Consultant in Neurology & Rehabilitation Medicine, City Hospital, Birmingham
Mrs Glenna Tomlin	Polio Survivors Network

Orthotics Panel

The Orthotics Panel members who served during the period are

Dr Mark Edworthy, B Tech, Ph D, C Eng, C Phys, MIET, M Inst P	Member Representative
Dr Glyn Heath	Senior Lecturer in Prosthetics & Orthotics, University of Salford
Mr Wayne Henderson,	Chair, Associate Parliamentary Limb Loss Group (APLLG)
Ms Pam Jones, JP, Dip COT	Retired Occupational Therapist and Chair of the British Polio Fellowship
Mr Gordon Lumb	OrthoticsTechnician and Quality Assurance Manager (Retired) & member representative
Ms Kay Purnell	General Manager of Trulife Limited
Mr Philip Taylor	Orthopaedic Footwear Specialist

The Trustees of The British Polio Fellowship present their report, together with the accounts for the year ended 31st December 2012 This includes the administrative information and list of the charity's Trustees set out on the inside cover

The Constitution and Objects

The Fellowship was formed in 1939 under the name of the Infantile Paralysis Fellowship The original Trust Deed was dated 29th January 1939 and an amended Trust Deed was approved on 17th April 1953 The Fellowship became incorporated on 12th March 2005 and is governed by a set of Memorandum & Articles of Association It is registered charity in England and Wales and registered as a charity in Scotland

Objects for Public Benefit

It is estimated that there are up to 120,000 people in the UK who have had Polio The objects of the company are the relief of persons who have had or may yet have Polio and Post Polio Syndrome (PPS) or associated ailments in particular, but not exclusively by

(a) assisting them to take their full integrated part in the life of the community,

(b) offering help, advice, information, holiday accommodation and support (financial or otherwise) to such people resident in the UK,

(c) liaising with similar groups worldwide to receive and disseminate information and expertise

Purpose and Mission

Our vision is of a society where people living with the effects of Polio and PPS have all the resources they need to lead full, active, independent and integrated lives and of a world where Polio is completely eradicated

The British Polio Fellowship seeks to empower and support all people in the UK who have had Polio and PPS by

- actively campaigning in support of their rights and needs and those of their personal assistants/carers,
- providing information, advocacy, welfare and support to enable people to live full, independent and integrated lives and being the first resource on Polio and PPS,
- supporting a Regional/Branch/Group structure that enables mutual support amongst members to be carried out in a caring and inclusive environment,
- raising the profile of The British Polio Fellowship to the public, its members, other people who have had Polio and PPS and to professionals to enhance its effectiveness and their contribution to it,
- developing a worldwide alliance with other Polio and PPS groups for the mutual benefit of all of our members

Structure, Governance and Management

The Board of consists of trustees of The Fellowship that since incorporation are also Directors of the charitable company The Board meets at least 6 times a year Trustees are elected by a national ballot and serve for a period of 3 years

We now have a board of 8 Trustees and 1 co-opted member, nominations for Trustees only come from within the membership of The Fellowship and at least 75% of the Board must be people who have had Polio When new Trustees or Co-optees are sought outside of the normal election period they are recruited so that there is a balance of skills, qualifications and experience maintained in order to ensure that the charity is managed efficiently and knowledgeably Trustee training is on-going and Trustees have confirmed their understanding of the responsibilities and the importance of their strategic role in the future well-being of The Fellowship When a vacancy occurs, a profile of the new Trustee Director is agreed, and various methods of finding suitable candidates are used depending upon the expertise required

All new Trustee Directors are given a copy of the Charity Commissioners' booklet on the responsibilities of a trustee A file of essential information is provided as part of their induction programme

The day-to-day management of The Fellowship is delegated to the Chief Executive who attends the Board of Trustees meetings and other committee meetings as required A senior management team comprising the Director of Operations and Finance Officer help in the planning, development and delivery of the approved Business Plan

2012 MAIN PRIORITIES

Following further consultation with stakeholders, the following main tasks were set

Main Tasks
In 2012 it was planned to

- Seek the views of members on the development of the organisation
- Review services
- Review structures
- Review income & fundraising
- Review staffing levels
- Launch a new modern website
- Re launch the expert & orthotics panels which had been on hold since September 2011
- Raise the profile of the organisation within the media targeting the medical profession & the wider public
- Use the Diamond Jubilee and the London Para-Olympics as foci for the organisation
- Ensure the charity is modern, efficient and suitable to face the challenges that lie ahead
- Launch a new 5 year Business Plan to meet the needs and aims of the Fellowship

OBJECTIVES AND ACTIVITIES

CAMPAIGNING
Objective
To carry out appropriate campaigns for the benefit of members and to maximise our publicity opportunities to continue to raise the profile of The Fellowship

DEVELOPMENT
Objective
To ensure sufficient funds are available for The Fellowship to realise its mission and that membership issues are efficiently dealt with

MEMBERSHIP
Objective
To provide an efficient and fast response to enquiries and to support individual members, Regions, Branches and Groups in the provision of membership services

SUPPORT SERVICES DEPARTMENT
Objective
To provide a high quality and accessible information, welfare and support service to meet the needs of those who require it

HOLIDAY PROJECT
Objective
To provide a valuable resource to members and groups of members to enable them to have a good holiday in appropriate accommodation at an affordable cost

STRATEGIC ALLIANCES
Objective
To make meaningful links with national and international organisations dealing with Polio and PPS including sharing knowledge and expertise

POLIO NETWORKS
Objective
To provide a resource to members to help and enable them to keep in contact with like-minded members and to seek out people with Polio and PPS who are not members to ascertain their needs

WELFARE VISITOR SCHEME
Objective
To continue to support a comprehensive welfare visitor scheme

EXPERT PANEL & GUIDELINE DEVELOPMENT GROUP

Objective

To ensure The Fellowship has the best information for our members and that progress is made in gaining medical help and support for them

ORTHOTICS PANEL

Objective

To work towards the provision of better and more appropriate orthotic services including footwear, for the benefit of members

MEMBERS SURVEY

During 2012 we conducted a Members Survey The survey itself was conducted in May & June and was anonymous to obtain honest opinion on the performance of the organisation While the response rate was low at 4% it was statistically significant and can be used with other information to help development

It was pleasing to see that we had responses from members who had been with us for less than 4 years all the way through to over 50 years membership

I am delighted to report the satisfaction rating of Members with the organisation was over 90% (Very good or Good) with comments on the organisation providing "up to date information" and "quick to respond " Additionally over 90% of the respondents felt the organisation provided quality services These are satisfaction levels that any organisation can only dream of

A question was asked about attendance at branch & group meetings, 72% of respondents did not attend meetings, 49% found meeting venues difficult to attend with 24% taking the decision not to attend The remaining respondents would attend if they had details – that is something we were easily able to provide

The Bulletin is well liked and most people prefer a hard copy rather than an e-version Most articles are liked with holiday reports being the least liked In terms of new articles more would be welcomed on research, support and services (discount insurance etc)

78% of respondents had contacted Central Office and 98% found their experience to be very good or good

1. Support Services Department

Our Support Services department is the main Central Office function that interfaces with our members, others who have had Polio and PPS and with health and allied health professionals This is also the main vehicle for our charitable work and public benefit

2987 calls were made to this department in 2012, up 8% from 2011 The significant majority of calls were benefits, & PPS related

We continue to expand and update our range of leaflets and information in order to support the many varied and increasing needs of our members In 2012, a total of 5572 pieces of information were made available to our members

Many of our members receive welfare benefits but often do not receive the correct level they are due At the same time many members should receive welfare benefits but need help with accessing this service and completing the necessary paperwork In order to support our members appropriately with these difficult tasks, one Benefits Advisor has worked within Central Office Outcomes are very positive for our members and for those already receiving some level of benefit the advice often results in significant annual increases in the amount they receive We have recorded £189,000 in the financial year 2011/12 & over £86,000 was received by members during the remainder of 2012

The Fellowship had previously been able to provide disability benefits advice through a specially funded project by London Councils to March 2011 Due to Government funding cuts the project was cancelled by London Councils New funding was sought to replace this project in 2012 and we are hopeful to re-launch in 2013

As in previous years, The Fellowship is proud to report that a proportion of its grants go towards the heating needs of Fellowship members who especially feel the cold because of the effects of Polio and PPS The Fellowship continues to tirelessly campaign on this issue in order that it can continue to support those people living with Polio and PPS who are disabled, under the age of 60 who do not qualify for the government heating grant We were very pleased to once again be able to award heating grants to those members in great need and we believe we continue to be the only national charity still providing such grants to its members In 2012 we were able to award £17,095 in payments

2. Membership

As the Support Services department is the main function that interfaces with enquirers and existing members, it was a sound business decision to amalgamate the Membership and Support Services departments, thus streamlining both service provision and staff cost

The steady increase in media exposure at both national and local level has started to impact on the number of enquiries The Fellowship receives This is particularly important as we are losing the same number of existing members due to old age and moving into care homes The Fellowship strives to increase its membership base so it can support more people living with the effects of the condition whilst being able to demonstrate the need for funding to both government funders and Trusts

We continue to evaluate and streamline processes involved in recruiting new members, improve services both to current members and those we deal with We are continually improving our Enquirer and Membership Database to ensure we hold accurate and fully up-to-date information and are grateful to our Branches and Groups in supporting us with this activity by communicating closely with us We are seeking to recruit new members

The Online Forum is very active and provides a lifeline to many of our members by providing both information and socialisation

Membership at 31st December 2012 7525 (7695 in 2011)
New members during 2012 200

3. Fundraising

Direct fundraising from Trusts delivered a 64% increase on voluntary income (excluding legacies) compared with the previous year £63,466 in 2012 (£38,686 in 2011) This compares favourably with an average downturn for UK charities as a whole

Fundraising at Branch level fell by 30% to £24,039

2012 saw the continuation of British Polio Week, a week when members and their families are encouraged to engage in an activity that helps raise funds for The Fellowship and at the same time helps raise awareness It is planned to enhance the profile further in 2013

The Fellowship has also begun in earnest to sell unwanted items donated by our members on eBay, the online selling and buying channel that will help raise additional income This first attempt was successful and we are looking to expand this activity further in 2013

Our special thank go to the Steam Owners and Drivers Club of Redbourn and Dance International for continuing to choose The Fellowship as their main charity and supporting us so generously These relationships have been on-going for over 40 years Unfortunately the Redbourn Steam Owners & Drivers Club has now disbanded but we take this opportunity of thanking them for their generous support over the years

We are grateful to the following Trusts for supporting our work so generously and to all the other Trusts that have supported us

The Clothworker's Foundation	**Pilkington Charitable Trust**
Sobell Foundation	**Rainford Trust**
Peter Harrison Foundation	**Bruce Wake Charitable Trust**
Middlesex Sports Foundation	**Hospital Saturday Fund**
Camelia Trust	**Albert Hunt**
E F Bulmer Benevolent Fund	**Charles Littlewood Hill Trust**

A further 58 Trusts supported The Fellowship throughout 2012 and we are extremely grateful to them

4 Legacies

Legacies continue to be a large part of our voluntary income In 2012 £950,203 was received direct to Central Office with a further £124,000 being bequeathed to branches but of course this can never be taken for granted The income can vary greatly from one year to the next and although legacies notified in 2012 appear on the balance sheet, they form 90% of our debtors This makes it very difficult to manage cash flow and can result in investment stock having to be sold at short notice

To encourage legacy income we produced a legacy information pack that helps our members through the maze of writing a Will At the same time we linked up with 365legal com, an online network of solicitors providing legal advice at a very low cost

5 Marketing and Campaigns

The PR campaign continued momentum in 2012, building on the success achieved in 2011 focusing on the Diamond Jubilee, Olympics & Paralympics

During February we launched our **A Picture of Health Campaign** This was a five-part social history series looking at some of the big moments in medicine and healthcare from the 1920s to the present day Long-term Fellowship member and former Trustee Bryan Rowley was interviewed by BBC Television for a programme on the big moments in medicine and healthcare over the past 90 years

In March Fellowship member Sue O'Brien appeared on the BBC programme "The 1952 Show" (29th March), talking about the Polio epidemic in the 1950's Also, Sue was interviewed by BBC Radio Norfolk about her appearance on the BBC show The interview was a great success, covering the Polio epidemic and also raising awareness of Post-Polio Syndrome March also saw Fellowship member Marion Whitby being interviewed on local radio about her personal experiences of growing up with Polio, how it affected her life and the support she received

As part of British Polio Month in July we published research we had conducted with British GPs revealing that 69% of GPs rate their level of knowledge of PPS as low (ranking it as three out of 10 or below) A staggering 76% of GPs are turning to the internet for diagnostic information and can be only a little more clued up than their patients on surprisingly common conditions We were able to secure considerable media coverage by publishing the results of the survey

August saw the Paralympics and we linked in our own Paralympics Campaign which was highly successful, generating exceptional levels of national and regional media interest across print, TV and online outlets

National coverage highlights included extensive interviews in The Independent, I, independent co uk, The Guardian, guardian co uk, The Times, thetimes co uk and pieces in Metro co uk, Sunday Mirror and Daily Telegraph

Regional coverage highlights included extensive pieces in the Sheffield Star, Sheffield Telegraph and on ITV London Tonight, BBC Look North, BBC East Midlands Today and ITV Central Tonight The campaign generated 22 pieces of print, online and broadcast coverage at both national and regional level, reaching a potential 26,100,405 people If we had paid for the coverage by use of adverts the cost would have been a staggering £131,869, however our real cost were closer to £25,000 representing a significant return on investment

Core campaign activity centred on two Paralympics' hopefuls who are members of The British Polio Fellowship, wheelchair racer Anne Strike and swimmer James Crisp Both Anne and James became Ambassadors for the Fellowship in 2012 and continue to help support awareness of The Fellowship

The TV programme **-The Secret of Crickley Hall** was broadcast in August 2012 British Polio Fellowship staff member Shirley Russell helped advise one of the characters on how to act as though she was a Polio survivor

We played our part in the fight for World eradication of Polio **World Polio Day** (October) saw media alerts to support and underpin UN/GPP, Rotary and Gates Foundation statements on Global Eradication of Polio and increasing knowledge of PPS and Fellowship members from specific political constituencies participated in a photo call at the House of Commons, to raise awareness of the Global Polio Eradication campaign

In November we recruited Andy Love MP as Patron helping us to raise our political profile

The 2012 **Winter Warmth Appeal** was launched in November/December Anne Strike showed her support for The Fellowship by spearheading our Winter Warmth campaign Each year, we try to raise funds specifically to make grants to those the British Polio Fellowship members who find it difficult to meet the higher heating costs of winter, yet because they had polio and now may be experiencing the effects of Post Polio Syndrome (PPS), need to make sure they stay extra warm

In December we held a Joint Brunel and Fellowship Event - Master Class on Polio and PPS at Brunel University This attracted a number of students, academics and Fellowship members who heard guest speaker and international authority on PPS, Professor Dr Frans Nollett from Amsterdam University Hospital

While PR activity was successful in 2012, it was felt that we needed a new, fresh approach and accordingly we appointed a new PR agency to forward our work *Beyond PR* was appointed to commence work in January 2013

We re-launched our website in 2012 with the aim of making it fresher, easier to navigate and more interactive In 2012 the website received 14,317 visits of which 9,344 were new visitors Additionally we have increased our *FaceBook & Twitter* activity and are planning to launch an APP in 2013

Expert Panel & Guideline Development

The Orthotics and Experts Panels were revived in 2012 June, after being dormant for over a year Initially the main challenge was to re-engage the volunteers, to review what had transpired in the panels previously and to create groups that were focused on a set of achievable goals

6 The Experts Panel

The larger and more complex of the panels, first met in November 2012 The Chair presented amendments to the terms of reference around the frequency of meetings and the function of the panel
Previously the panel had been engaged in the creation of guidelines for the management of PPS This was following successfully getting a PPS diagnostic pathway onto the Map of Medicine
The guidelines were aimed at addressing different aspects of PPS managements and establish best practice
After liaising with the Royal College of Physicians (RCP) and The Royal College of Nurses (RCN), it was decided that the scope of the previous project needed to be narrowed The project is currently in the scoping stage and Sue Woodward from the RCN, who has considerable experience in guidelines development, has agreed to come on board to guide the panel through the process

7. Orthotics Panel

The smaller of the two panels was kick-started with a meeting in September The main aim was to review its terms of reference and identify and prioritise its immediate and long term goals

It was decided that the focus should be on establishing best practice in the provision of orthotics

The panel has essentially plugged into the work that the Experts are doing Working as liaison between the panels the Support Officer has linked them into the guidelines development process Their role in the project is to develop guidance for orthotics provision and publish their findings as part of the larger guidelines produced by the Experts Panel

The biggest challenge in 2012 has been to make contact with panel members, many of whom had moved on to other things However the greatest accomplishment was getting groups of extremely busy people together to discuss issues which are of great importance to the Fellowship's members It is hoped to use the guidelines as a tool to engage GPs and catalyse change through lobbying This work is especially important in light of the health reforms and their aim is to publish the work on the NHS Choices website A conference is planned, in collaboration with Brunel University and Leeds University, where the Panels will present their findings and their best practice guide

Ultimately, The Panels are hoping the guidelines will have a positive impact on the service that members receive from the NHS

8. Outreach

There are still thought to be many people who have had Polio and PPS living in the UK who are not members and who do not know of the services, help and support that we can offer them Whilst economic circumstances have prevented The Fellowship from obtaining appropriate funding, Central Office continued to support existing Branches and Groups and also assisted in the formation of new Groups on a needs basis

9. Holidays

The Holiday Programme continues to be a popular member benefit, providing information on travel-related matters and enabling people to go on holidays that otherwise they would not have been able to take During the year, Central Office granted an award to 64 individual members, an increase of 8 5% compared to 2011 The amount awarded in 2012 was £19,820 compared to £16,745 in 2011, an increase of just over 18% We continue to receive very positive feedback from members on their holiday experiences, which is shared with other members through articles in the Bulletin We continue to negotiate discounts with selected holiday operators As ever we are extremely grateful to the Scudamore family for their support and funding

The responsibility for administering all bookings for our accessible holiday bungalow in Burnham-on-Sea was transferred back to Central Office in 2011 Rates for the bungalow have remained steady for some years and following a review were increased slightly for 2012 in order to bring them more in line with similar accommodation Bookings in 2012 remained strong with very few vacant weeks between March and the end of November A refurbishment of the bungalow was initiated in 2012 with over £21,000 being spent, the main funder for this being £13,000 from The Clothworkers Foundation

Further minor refurbishments & replacements are scheduled for 2013

10. Staff

The Fellowship continues to operate with financial prudence and our staff have worked hard and have helped to achieve the Strategic and Business Plans set by the Trustees The Trustees and, indeed, the membership of The Fellowship are grateful for the dedication, commitment and professional approach of the staff ably led by the Chief Executive, Ted Hill MBE who joined the organisation in January 2012

11. Branches

In addition to the valuable work of Central Office, the work of The Fellowship on the ground is carried out by our Regions, Branches and Groups, of which there are over 50 We are very grateful to the many hundreds of volunteers who work in our Regions, Branches and Groups, without whom The Fellowship would not be able to deliver its services With increasing age, disability and the onset of PPS it is becoming increasingly difficult for our volunteers and the organisation recognises that in order to support its ageing membership a more localised support structure needs to be established To assess the real need, The Fellowship undertook an organisational review, involving Regions and Branches in order that appropriate funding can be sought to implement this new service In the meantime we will continue to support our members as we continue to develop our services

12. Risk Management

The Trustees examine the major strategic, business and operational risks, which the charity faces on an on-going basis, and we are satisfied that systems are in place to mitigate our exposure to the major risks A risk register and assessments of the risks include business risks, financial risks, health and safety risks and other identified risk factors

I am honoured to have been National Chairman of The Fellowship during 2012 and have seen the positive changes and the progress The Fellowship is making across the board I am most grateful to the Board of Trustees for their support and hard work during the year and to the staff team who do an excellent job for the members

13. Plans for 2013

With our new Chief Executive, Ted Hill MBE taking up the role this year it has been a time of consolidation and getting the organisation fit for purpose During 2012 we have set the foundations of growth & development and set the tone for 2013

In 2013 we plan to

- Continue to seek the views of members on the development of the organisation
- Review our services
- Review our structures
- Review income & fundraising
- Review our marketing & campaigning strategy
- Develop outreach
- Develop our ICT for greater engagement
- Develop links with our European colleagues
- Bid for European funding
- Develop links with politicians
- Greater use of volunteers

~~Pam Jones~~
National Chairman
VICE CHAIRMAN L. EVERS

Financial Review

Income for the period was £1,466,183 (*year to 31 December 2011 was £874,232*), an increase of £591,951 Expenditure on our charitable activities was £793,400 (*year to 31 December 2011 was £755,238),* an increase of £38,162 The cost of generating funds was £131,746 (*year to 31 December 2011 was £154,602*), a decrease of £22,856 The operating surplus for the period was £492,188 (*year to 31 December 2011 was a deficit of £86,951),* an increase of £579,139 Governance costs of the charity were £48,849 (*year to 31 December 2011* were £51,343) There were net realised and unrealised gains on investment assets of £154,635 (*year to 31 December 2011 net gains of £38,126*), leaving a net surplus for the period of £631,823 (*year to 31 December 2010 net deficit of £48,825*)

Reserves Policy

The Trustees have adopted a policy regarding reserves in accordance with the guidelines issued by the Charity Commission The policy ensures that we are able to meet all our current and future liabilities and is reviewed periodically by the Board of Trustees As we are so dependent on legacies it is considered that the level of reserves needs to be adequate to maintain core activities and this should not fall below 12 months' operating costs (*being approximately £900,000*) The unrestricted undesignated funds at the year-end amounted to £1,761,895

Investment Policy

Our regions and branches are self-funding and branch members work hard, mainly through street collections, to raise funds for them to operate Central Office places no levy on branches Branches have varying amounts of funds mainly acquired through legacies, left to them by other branch members Those funds not immediately required for branch activities are forwarded to Central Office as 'loan units' These are then accumulated and invested through our appointed stockbroker, Charles Stanley & Co A dividend is paid annually to each branch, dependent on the amount of loan units they have and the time they have been invested At 31 December 2012 the amount invested in loan units on behalf of branches was £1,318,935 and this amount has therefore been placed in a separate fund called the 'Branch Loan Unit Fund' These funds are not available to be spent by Central Office

Trustees have had the benefit of presentations by our stockbrokers and have re-examined our level of risk and strategy They are content that the medium risk on a balanced portfolio is still the correct approach even in the current uncertain financial climate

Auditors

The Auditors, Roffe Swayne, will be proposed for re-appointment at the forthcoming AGM

Statement of Trustees' Responsibilities

The Trustees (*who are also directors of The British Polio Fellowship for the purposes of company law*) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (*United Kingdom Generally Accepted Accounting Practice*)

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources for that year In preparing these financial statements, the Trustees are required to

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the Charities SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the charitable company will continue in business

Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (*Scotland*) Act 2005 and the Charities Accounts (*Scotland*) Regulations 2006 They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities

As far as the Trustees are aware, the charitable company's auditor is knowledgeable of all relevant audit information The Trustees have taken all necessary steps to make both themselves and the auditor aware of such information

The Trustees confirm that they have complied with the requirements of the Memorandum & Articles of Association

Signed on behalf of the Trustees on 27 July 2013

~~Pam Jones~~
National ~~Chairman~~
VICE CHAIRMAN L EVERS

Report of the Independent Auditors to the Members of

The British Polio Fellowship

We have audited the financial statements of The British Polio Fellowship for the year ended 31 December 2012 on pages twenty to thirty-one The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities)

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 Our audit work has been undertaken so that we might state to the charitable company's members 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 members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees' Responsibilities, 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

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 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 cause 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 Report of the Trustees 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 of 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 31 December 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 requirements of the Companies Act 2006, Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006

Report of the Independent Auditors to the Members of

The British Polio Fellowship (continued)

Opinion on other matter prescribed by the Companies Act 2006

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

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

- adequate accounting records have not been kept 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

Anthony Kelly BSc FCA (Senior Statutory Auditor)
for and on behalf of Roffe Swayne
Statutory Auditors &
Chartered Accountants
Ashcombe Court
Woolsack Way
Godalming
Surrey
GU7 1LQ

Date 30/7/13

The British Polio Fellowship
Statement of Financial Activities

(incorporating an Income & Expenditure Account)
for the year ended 31 December 2012

	Note	Unrestricted Funds	Restricted Funds	Endowment Funds	Total Funds 2012	Total Funds 2011
		£	£	£	£	£
Incoming Resources						
Voluntary Income	5	950,203	-	-	950,203	422,575
Activities for generating funds	5	390,243	13,000	-	403,243	365,182
Investment Income		106,193	6,544	-	112,737	86,475
Total Incoming Resources		1,446,639	19,544	-	1,466,183	874,232
Resources Expended						
Costs of Generating Funds	6	131,746	-	-	131,746	154,602
Charitable Activities	7	725,832	67,568	-	793,400	755,238
Governance Costs	8	48,849	-	-	48,849	51,343
Total Resources Expended		906,427	67,568	-	973,995	961,183
Net Incoming/ (Outgoing) Resources		540,212	(48,024)	-	492,188	(86,951)
Gross transfers between funds			(147,000)	147,000	-	-
Other Recognised Losses						
Losses on revaluations of fixed assets for charity's own use	10	(15,000)	-	-	(15,000)	-
(Losses)/Gains on investment assets						
Unrealised (losses)/gains	11	102,731	-	-	102,731	35,461
Realised (losses)/gains	11	51,904	-	-	51,904	2,665
Net Movement in Funds		679,847	-195,024	147,000	631,823	(48,825)
Fund balances brought forward at 1 01 12		2,776,640	649,630	-	3,426,270	3,475,095
Fund balances carried forward at 31 December 2012		3,456,487	454,606	147,000	4,058,093	3,426,270

The British Polio Fellowship (5294321)
Balance Sheet
as at 31 December 2012

	Notes	At 31 December 2012 £	£	At 31 December 2011 £	£
Fixed Assets					
Tangible assets	10	321,582		355,969	
Investments	11	2,767,505		2,643,215	
			3,089,087		2,999,184
Current Assets					
Debtors	12	665,280		259,642	
Short term deposits	13	46,765		48,851	
Cash at bank and in hand		350,929		214,988	
		1,062,974		523,481	
Creditors : Amounts falling due within one year	14	93,968		96,395	
Net Current Assets			969,006		427,086
Net Assets	15		4,058,093		3,426,270
Funds					
Unrestricted	17		3,456,487		2,776,640
Restricted	18		454,606		649,630
Endowment	19		147,000		-
Total Funds	15		4,058,093		3,426,270

Approved by the Board and authorised for issue on . 27 July .....2013.

.....
~~**Pam Jones**~~
Chairman VICE CHAIR L. EVERS

The British Polio Fellowship
Notes to the Financial Statements
for the year ended 31 December 2012

1 Principal Accounting Policies

1.1 Accounting basis and standards

These accounts have been prepared on the going concern basis and under the historical cost convention as modified by the revaluation of listed investments They comply with the Statement of Recommended Practice 'Accounting and Reporting by Charities' as revised in 2005 ('the SORP'), together with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 and applicable accounting standards

1.2 Branches

The Fellowship has 51 regional groups and branches throughout the United Kingdom All branches are unincorporated entities and operate under the authority of the Board of Trustees They are managed by their own committees Branch committees determine their own level of welfare and related expenditure based on their available resources

1.3 Funds

Unrestricted funds are general accumulated funds available to the Fellowship for its general purposes and include funds designated by the Fellowship for a particular purpose, the use of such funds remaining at the discretion of the Fellowship's officers and Trustees

Restricted funds are funds subject to conditions imposed by the donor or by the specific terms of the appeal under which the funds were raised The restrictive conditions are binding upon the Trustees of the Fellowship

1.4 Incoming Resources

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability

Deferred Income - Funds have been deferred when the money has already been received in relation to a particular event, but where the event has not yet happened and costs have not been recognised The income is deferred in order to recognise it in the same period as the costs

Income from Endowment Funds - Income from endowment funds is recognised as restricted income

Investment income is recognised on a receivable basis

1.5 Resources Expended

Expenditure is accounted for on an accruals basis and allocated to the specific activity where the cost relates directly to that activity

Irrecoverable VAT is included with the expense to which it relates

Costs of generating funds are those costs incurred in attracting voluntary income and those incurred in managing the charity's investments

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and projects Welfare grants are awarded following assessment of individual needs of these affected by polio

Governance costs include those incurred in the governance of the charity and its assets and include the strategic planning for its future development, external audit costs, any legal advice, and all costs of complying with constitutional and statutory requirements

1.6 Tangible Fixed Assets

The cost of tangible fixed assets is their purchase cost or value at the date of acquisition together with any incidental cost of acquisition The cost of tangible fixed assets excluding freehold and long leasehold properties is written off over their estimated useful lives having regard to their residual values

The principal annual depreciation rates are based on

Fixtures and fittings	20% of cost
Office equipment	20% of cost
Motor vehicles and caravans	20% of cost

The Trustees re-assessed the estimated useful lives of certain fixed assets and as a result the rates of depreciation on fixtures and fittings altered from 10% on cost to 20% on cost and on motor vehicles from 25% on cost to 20% on cost
Depreciation is not provided in respect of freehold and leasehold properties The Trustees have carried out an impairment review and consider that their estimated residual values are such that no depreciation charge is required The Trustees will carry out an impairment review annually

1.7 Investments

Investments are stated at market value Gains or losses on investments, whether realised or unrealised, are disclosed in the Statement of Financial Activities in the year in which they arise

1.8 Pension Scheme

The Fellowship participates in the Pensions Trust's Growth Plan (the Plan) The Plan is funded and is not contracted out of the state scheme The Growth Plan is a multi-employer pension scheme where the scheme assets are co-mingled for investment purposes, and benefits are paid from the total scheme assets It is not possible in the normal course of events to identify on a reasonable and consistent basis the share of the underlying assets and liabilities belonging to the Fellowship Therefore, in accordance with FRS 17 "Retirement Benefits" the accounting charge for the period represents the employer contribution payable

1.9 Operating Leases

Rentals payable under operating leases are charged against income on a straight line basis over the lease term

2. Grants Paid

Charitable expenditure amounting to £793,400 shown in note 7 includes aggregate grants paid of £42,205 to individuals These grants are all approved in accordance with National Guidelines and cover such diverse needs as disability aids, heating grants, powered wheelchairs, adaptations at home, car deposits and car adaptations and specialised clothing and footwear They make a massive and enabling difference to our members and others with Polio

3. Grant Commitments

There are no commitments to pay grants not otherwise included in these financial statements

4 Trustees' Expenses

There were 9 Charity Trustees during the financial period The overwhelming majority of Trustees are people with polio and their ability to travel is greatly hampered, resulting in high travel and accommodation costs involved in attending committee meetings They were reimbursed for travelling and hotel expenses amounting to £11,211 (2011 £11,733)

No remuneration was paid to any trustee nor any person connected to them in the year

5 Voluntary Income & Activities

for generating funds	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Membership	5,248	-	5,248	4,925
Donations, street collections, appeals and grants	232,573	-	232,573	327,346
Burnham Holiday Home	14,255	13,000	27,255	11,075
Legacies	950,203	-	950,203	422,575
Contributions to welfare, social activities and Fellowship expenses	138,167	-	138,167	21,836
	1,340,446	13,000	1,353,446	787,757

6 Cost of Generating Funds

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Costs of generating voluntary income	121,922	-	121,922	138,347
Investment management costs	9,823	-	9,823	16,255
	131,746	-	131,746	154,602

7 Charitable Activities

	Unrestricted Funds	Restricted Funds	Total Funds 2012	Total Funds 2011
	£	£	£	£
Socials, outings and holidays	147,119	13,000	160,119	145,811
Sundries and other grants	37,453	25,110	62,563	41,609
Heating grants	17,095	-	17,095	17,425
Expert & Orthotics Panel	6,194	-	6,194	2,581
Bulletin and branch newsletters	94,012	-	94,012	69,633
Welfare Information & Education	10,555	-	10,555	62,155
Staff salaries and office costs	387,704	29,458	417,162	414,024
Burnham Holiday Home	25,700	-	25,700	2,000
	725,832	67,568	793,400	755,238

8 Governance Costs	Unrestricted Funds £	Restricted Funds £	Total Funds 2012 £	Total Funds 2011 £
Meetings and travel	17,712	-	17,712	18,610
Legal and professional fees	10,572	-	10,572	6,641
Audit and accountancy fees	20,564	-	20,564	26,092
	48,849	-	48,849	51,343

Amounts payable to the Fellowship auditors related to -

Audit fees	7,200	6,600

9 Staff Costs	2012 £	2011 £
Wages and salaries	305,111	278,121
Social security costs	27,531	25,372
Pension costs	6,875	9,278
	339,517	312,771

No individual earned in excess of £60,000

The average number of employees analysed by function was as follows

	2012	2011
Charitable services	8	8
Fundraising	3	3
Management and administration	3	3
	14	14

10 Tangible Fixed Assets	Freehold properties and improvements	Long Leasehold Properties	Fixtures, Fittings & Equipment	Motor Vehicles	Total
	£	£	£	£	£
Cost					
At 1 January 2012	230,000	95,000	191,650	82,265	598,915
Additions	-	-	7,688	-	7,688
Disposals	-	-	-	-	-
Release of revaluation	-	(15,000)	-	-	(15,000)
At 31 December 2012	230,000	80,000	199,338	82,265	591,603
Accumulated Depreciation					
At 1 January 2012	-	-	160,681	82,265	242,946
Charge for the year	-	-	27,075	-	27,075
At 31 December 2012	-	-	187,756	82,265	270,021
Net Book Value					
At 31 December 2012	230,000	80,000	11,582	-	321,582
At 31 December 2011	230,000	95,000	30,969	-	355,969

All fixed assets are used for direct charitable purposes and administration of the charity

Particulars of revalued freehold and long leasehold properties	31 December 2012	1 January 2012
	£	£
Property Valuation in 2012		
Long leasehold property presently on the market for sale	80,000	95,000
Property Valuation in 2011		
Freehold property valued on 2 July 2011 on the basis of current open market value with the benefit of full vacant possession	230,000	230,000
	310,000	325,000
Historical cost of revalued assets	79,397	79,397

11 Fixed Asset Investments

	Market Value 2012 £
Investments	
At 1 January 2012	2,643,215
Additions	818,948
Disposals	(797,389)
Unrealised gains	102,731
At 31 December 2012	2,767,505

All investments are listed on the London Stock Exchange

The investment portfolio is invested in listed equities, fixed interest stock, mainly British Government funds, and investment and unit trusts

The percentage invested in each category is :

Listed equities	32 4
Overseas investments	8 9
Fixed interest stock	17 6
Fixed interest held in collectives	8 9
Investment and unit trusts	32 2
	100 %

The following investments have a value of 5% or greater of the total portfolio:

	£
UK Government & Local Authority Stock	157,667
Eire Unit Trusts	163,597
Legg Mason Investment Funds	170,555

12 Debtors

	2012 £	2011 £
Prepayments & accrued income	664,175	223,896
Other debtors	1,105	35,746
	665,280	259,642

13 Investment In Short Term Deposits

	2012	2011
	£	£
Bank interest bearing deposits	46,765	48,851

14 Creditors · Amounts falling due within one Year

	2012	2011
	£	£
Trade creditors	14,947	63,344
Taxes and social security	7,833	6,800
Sundry creditors and accruals	71,188	26,251
	93,968	96,395

15 Analysis of Net Assets Between Funds

	Tangible Fixed Assets £	Investments £	Net Current Assets £	Total £
Restricted Funds				
Ron Scudamore	-	-	185,564	185,564
Roosevelt Memorial Fund	-	-	18,878	18,878
Metcalfe Legacy	-	-	248,182	248,182
Heating Grants	-	-	1,982	1,982
	-	-	454,606	454,606
Roosevelt Endowment Fund	-	-	147,000	147,000
Unrestricted Funds	321,582	2,767,505	367,400	3,456,487
	321,582	2,767,505	969,006	4,058,093

16 Analysis of Movement in Funds	Total	Accumulated Fund	Unrealised investment revaluation reserve	Unrealised property revaluation reserve
	£	£	£	£
Unrestricted Funds				
At 1 January 2012	2,776,640	2,117,276	417,403	241,961
Operating surplus	540,212	540,212	-	-
Transfers to Restricted Funds	-	-	-	-
Unrealised property revaluation	(15,000)	- -	-	(15,000)
Investment revaluation (note 11)				
Realised gains on investments	51,904	51,904	-	-
Unrealised gains on investments	102,731	-	102,731	-
Transfer to accumulated funds	-	157,768	(157,768)	-
At 31 December 2012	3,456,487	2,867,160	362,366	226,961
Restricted Funds (note 18)				
At 1 January 2012	649,630	620,849	28,781	-
Operating deficit	(48,024)	(48,024)	-	-
Transfers to endowment funds	(147,000)	(147,000)	-	-
At 31 December 2012	454,606	425,825	28,781	-
Roosevelt Endowment Fund	147,000	147,000		
Total funds at 31 December 2012	4,058,093	3,439,985	391,147	226,961
Total funds at 31 December 2011	3,426,270	2,738,125	446,184	241,961

17 Unrestricted Funds	Balance at 1 January 2012	Movement in Resources Incoming	Movement in Resources Outgoing	Transfers and Other Movements	Balance at 31 December 2012
	£	£	£	£	£
Designated funds					
Fixed assets	355,969	7,688	(27,075)	(15,000)	321,582
Loan unit investment fund	1,238,637	36,893	-	43,405	1,318,935
Sutton Building Repairs	51,692	-	(7,656)	-	44,036
Branch Legacy Notifications	10,019	-	-	-	10,019
	1,656,317	44,581	(34,731)	28,405	1,694,572
Other unrestricted funds	1,120,323	1,415,058	(884,716)	111,230	1,761,895
	2,776,640	1,459,639	(919,447)	139,635	3,456,467

The fixed asset fund represents the net book value of fixed assets not allocated to restricted funds

The designated loan unit investment funds represent the funds invested in loan units on behalf of the branches and are not available to be spent by Central Office

The trustees had designated a fund of £55,000 to pay for the running costs of the building used by two groups in Sutton

Transfers and investment gains and losses include £38,126 of gains on investments in the year

18 Restricted Funds	Balance at 1 January 2012	Movement in Resources Incoming	Outgoing	Transfers and Other Movements	Balance at 31 December 2012
	£	£	£	£	£
Roosevelt Memorial Fund	162,394	6,544	(3,060)	(147,000)	18,878
Metcalfe Legacy	256,196	-	(8,014)	-	248,182
Ron Scudamore Holiday Project Fund	229,058	-	(43,494)	-	185,564
Burnham Bungalow	-	13,000	(13,000)	-	
Heating Grants	1,982	-	-	-	1,982
	649,630	19,544	(67,568)	(147,000)	454,606

The nature and purpose of the restricted funds are as follows -

Roosevelt Memorial Fund
A fund to assist in the purchase of equipment for those disabled by polio
Metcalfe Fund
A fund for the benefit of those living in Scotland who have had polio
Ron Scudamore Holiday Project Fund
A fund to provide information and grants for accessible holidays
Burnham Bungalow Refurbishment
A grant from the Clothworkers' Foundation to assist in the refurbishment of the kitchen and bathroom at the holiday bungalow
Heating Appeal
An annual appeal on behalf of qualifying members to assist with winter fuel bills

19 Endowment Funds

	Balance at 1 January 2012	Movement in Resources Incoming	Outgoing	Transfers and Investment Gains/(Losses)	Balance at 31 December 2012
	£	£	£	£	£
Roosevelt Memorial Fund	-	-	-	147,000	147,000

The capital value of this endowment is preserved into the future for the long term benefit of those who have had polio The return of the money invested within the Charles Stanley Investment Portfolio is used solely for the purchase of equipment

20 Pension scheme

The Fellowship participates in the Pensions Trust's Growth Plan (the Plan) The Plan is funded and is not contracted out of the state scheme The Growth Plan is a multi-employer defined benefit scheme

The Plan's actuary undertakes a full scheme valuation every three years The last such valuation was performed at 30 September 2011 using the Technical Provisions valuation basis

This valuation indicated an overall deficit in the Plan of £147 6 million However, it is not possible to identify the share of underlying assets and liabilities belonging to individual participating employers

Because of the nature of the Plan the charge in the Statement of Financial Activities for the period under FRS17 represents the employer contributions payable

A recovery plan has been put in place to show how the deficit can be eliminated over a fixed period As a result the charity's additional contributions will be £20,547 per annum from 1 April 2013

20 Financial Commitments

At 31 December 2012, the Charity had the following financial commitments under non-cancellable operating leases

	2012 Land and buildings	2011 Land and buildings
	£	£
In more than 5 years	31,223	31,223

21 Controlling Party

The trustees do not consider there to be a controlling party