
FRIENDS OF ADI

TRUSTEES REPORT AND FINANCIAL STATEMENTS

For the year ended 31 December 2003

FRIENDS OF ADI

CONTENTS

	Page
Legal and administrative information	1
Trustees' report	2 - 4
Independent Examiner's report	5
Statement of financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8 - 12

FRIENDS OF ADI

LEGAL AND ADMINISTRATIVE INFORMATION For the year ended 31 December 2003

Trustees

Dr Nori Graham

Professor Anthony Mann

Roger Martyn, Secretary

John Murphy, Chair

Charity Registered Number

1076992

Principal Office

45 - 46 Lower Marsh, London, SE1 7RG

Accountants

Trustient, Buckingham House East, The Broadway, Stanmore, Middlesex, HA7 4EB

Bankers

Lloyds TSB, South Bank Branch, 2 York Road, London, SE1 7LZ

FRIENDS OF ADI

TRUSTEES' REPORT For the year ended 31 December 2003

The Trustees submit their annual report and the financial statements of Friends of ADI (the charity) for the year ended 31 December 2003. The Trustees confirm that the annual report and financial statements of the charity comply with current statutory requirements, the requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000.

Method of appointment or election of Trustees

The management of the charity is the responsibility of the Trustees who are elected and co-opted under the terms of the Trust deed. There must be a minimum of three Trustees in office at any point in time.

Constitution policies and objectives

The charity is constituted under a Trust deed dated 14 May 1999 and is a registered charity number 1076992.

The objective of the charity as defined in its Trust deed is the relief of persons suffering from Alzheimer's Disease and related conditions in particular by assisting in the provision of support and assistance for the carers of such persons through the provision, at the discretion of the Trustees, of financial and other assistance to the body 'Alzheimer's Disease International'.

There have been no changes to this objective since the last financial report.

The Trust, Friends of ADI, exists to support the work of Alzheimer's Disease International (ADI) using our status as a registered UK charity.

ADI is a worldwide federation of Alzheimer's Associations, incorporated as a not for profit organisation in the United States. Each member of ADI is the national organisation in that country which supports people with dementia and their families. The mission of ADI is to improve the quality of life of people with dementia and their families throughout the world by building and strengthening the work of Alzheimer Associations and raising awareness about Alzheimer's disease and dementia.

Organisational structure and decision making

There are four Trustees of Friends of ADI, who are supported in their management of the charity by in kind administration from ADI. Day to day management is delegated to the CEO, Elizabeth Rimmer and finance officer Michael Lefevre who report regularly to the board. Friends of ADI does not, itself, run any programmes or employ any staff. The part - time services of Elizabeth Rimmer and Michael Lefevre, who are both employed by ADI, are provided free of charge to Friends of ADI.

FRIENDS OF ADI

TRUSTEES' REPORT (continued) For the year ended 31 December 2003

Review of activities and future developments

The financial results for the year and the financial position of the Trust are shown in the attached financial statements.

In 2003, Friends of ADI, received £136,629 in donations and investment income. £136,630 was given in grants to ADI to support its key activities.

World Alzheimer's Day is celebrated each year on September 21 in over 50 countries worldwide, and is ADI's major awareness raising event of the year. ADI coordinates this by producing and distributing promotional materials to all its members. Dementia is surrounded by stigma and myth throughout the world and it is a fundamental goal of ADI to raise awareness about dementia to encourage individuals affected to come forward for the support and help that is available. Friends of ADI gave a small restricted grant of £200 to ADI in support of World Alzheimer's Day.

Most people with dementia live in developing countries where resources to support people with dementia and their families are low or non-existent. ADI is committed to building and strengthening Alzheimer associations so they are better able to meet the needs of people with dementia and their families. A grant of £650 was given to ADI to support the Sri Lankan Lavinia Lodge project. The Lanka Alzheimer's Foundation is a member of ADI. The Foundation is seeking to establish a centre of excellence in Sri Lanka for the care of people with Alzheimer's disease. So far the Foundation have been donated a building for this purpose and are currently raising the funds needed to convert this into a dementia services centre.

ADI runs training programmes for Alzheimer associations on how to be more effective and provides many useful resources through its website and intranet site. ADI also supports the development of the 10/66 Dementia research group. This group looks at the impact of dementia in developing countries. Unrestricted contributions from Friends of ADI were used to support this work.

Friends of ADI would like to thank the Ardwick Trust, Christadelphian Samaritan Fund, Dr Mossop and the City General Insurance Company for their contributions.

Future Directions

Friends of ADI will continue to support the activities of Alzheimer's Disease International.

Reserves policy

The Trustees consider that the current level of unrestricted reserves, which are the general free reserves of the charity, are sufficient to allow the Trust to continue to operate at current levels of activity. The Trust has minimal administration costs and makes grant payments out of donated income.

Investment policy and performance

The Trustees policy is to maintain all monies not immediately required for charitable purposes in the form of deposits earning a market rate of interest.

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 charity, and are satisfied that systems are in place to mitigate our exposure to the major risks.

FRIENDS OF ADI

TRUSTEES' REPORT (continued) For the year ended 31 December 2003

Grant making policies

Friends of ADI only make grants to Alzheimer's Disease International. Grants are to support the key activities of ADI namely:

- ◆ World Alzheimer's Day
- ◆ Building and strengthening Alzheimer associations
- ◆ Dissemination of Information
- ◆ 10/66 Dementia Research Group

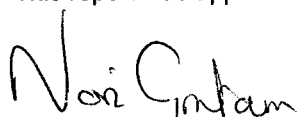
Trustees' responsibilities

Law applicable to charities in England/Wales 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 charity and of the surplus or deficit of the charity for that period. In preparing those financial statements the Trustees have:

- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that are reasonable and prudent;
- stated whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepared the financial statements on a going concern basis (unless it is inappropriate to presume that the Trust will continue in operation).

The Trustees have overall responsibility for ensuring that the charity has an appropriate system of controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the detection and prevention of fraud and other irregularities.

This report was approved by the Trustees on _____ and signed on its behalf, by:



Dr N Graham

26/10/04

Trustee

FRIENDS OF ADI

INDEPENDENT EXAMINERS REPORT For the year ended 31 December 2003

Independent examiner's report on the accounts.

Report to the Trustees/members for the year ended 31 December 2003 on the accounts set out on pages 6 to 12.

Respective responsibilities of Trustees and examiner

As described on pages 2 to 4 the Trustees are responsible for the preparation of the accounts, and they consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act)) and that an independent examination is needed. It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the Act);
- follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the Act); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Acthave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Murtaza Jessa FCA

Trustient
Chartered Accountants
Buckingham House East
The Broadway
Stanmore
Middlesex
HA7 4EB

Dated: 22/10/04

FRIENDS OF ADI

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2003

	Note	Restricted Funds 2003 £	Unrestricted Funds 2003 £	Total Funds 2003 £	Total Funds 2002 £
INCOMING RESOURCES					
Donations, legacies and similar incoming resources	2	850	135,762	136,612	7,426
Investment income	3	-	17	17	60
TOTAL INCOMING RESOURCES		<u>850</u>	<u>135,779</u>	<u>136,629</u>	<u>7,486</u>
RESOURCES EXPENDED					
Charitable expenditure:					
Grants payable	4	850	135,780	136,630	16,727
Resources expended on managing and administering the charity	5	-	940	940	-
TOTAL RESOURCES EXPENDED		<u>850</u>	<u>136,720</u>	<u>137,570</u>	<u>16,727</u>
MOVEMENT IN TOTAL FUNDS FOR THE YEAR		-	(941)	(941)	(9,241)
TOTAL FUNDS AT 1 JANUARY 2003		-	1,506	1,506	10,747
TOTAL FUNDS AT 31 DECEMBER 2003		<u>£ -</u>	<u>£ 565</u>	<u>£ 565</u>	<u>£ 1,506</u>

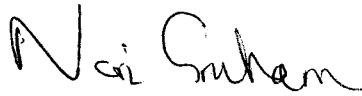
FRIENDS OF ADI

BALANCE SHEET
As at 31 December 2003

	Note	£	2003 £	£	2002 £
CURRENT ASSETS					
Debtors	6	155		-	
Cash at bank		137,980		1,506	
		<u>138,135</u>		<u>1,506</u>	
CREDITORS: amounts falling due within one year	7	(137,570)		-	
NET CURRENT ASSETS			<u>565</u>		<u>1,506</u>
NET ASSETS	9	£	<u>565</u>	£	<u>1,506</u>
CHARITY FUNDS					
Unrestricted - General Funds	8		<u>565</u>		<u>1,506</u>
TOTAL FUNDS		£	<u>565</u>	£	<u>1,506</u>

The financial statements were approved by the Trustees on

and signed on their behalf, by:



26/10/04.

Dr N Graham

FRIENDS OF ADI

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2003

1. ACCOUNTING POLICIES

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

1.2 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

1.3 Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

No amounts are included in the financial statements for services donated free of charge.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

1.4 Resources expended

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Grants payable are charged in the year when the offer is made except in those cases where the offer is conditional, such grants being recognised as expenditure when the conditions attaching are fulfilled.

1.5 Cash flow

The financial statements do not include a cash flow statement because the charitable trust, as a small reporting entity, is exempt from the requirement to prepare such a statement under the Financial Reporting Standard for Smaller Entities (effective June 2002).

1.6 VAT

The charity is not registered for VAT and its costs are therefore inflated by attributable input VAT which cannot be recovered.

FRIENDS OF ADI

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2003

2. DONATIONS, LEGACIES AND SIMILAR INCOMING RESOURCES

	Total Funds 2003 £	<i>Total Funds 2002 £</i>
City General Insurance Company Limited	134,262	-
Gift Aid donations	549	2,790
Gift Aid Tax Credit	155	896
Other Donations	1,646	3,740
	<hr/>	<hr/>
Donations, legacies and similar incoming resources	£ 136,612	£ 7,426
	<hr/>	<hr/>

3. INVESTMENT INCOME

	Total Funds 2003 £	<i>Total Funds 2002 £</i>
Interest receivable	£ 17	£ 60
	<hr/>	<hr/>

4. GRANTS PAYABLE

	Total Funds 2003 £	<i>Total Funds 2002 £</i>
Grants - institutional (ADI)	£ 136,630	£ 16,727
	<hr/>	<hr/>

Three grant were made in total to ADI during the year. One general grant of £135,780 (2002: 1 grant) and two small grants (2002: 4 grants) totaling £850 for restricted purposes.

FRIENDS OF ADI

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2003

5. RESOURCES EXPENDED ON MANAGING AND ADMINISTERING THE CHARITY

	Total Funds 2003 £	Total Funds 2002 £
Accounting fees	£ 940	£ -

During the year, no Trustees received any remuneration (2002 - £NIL).
During the year, no Trustees received any benefits in kind (2002 - £NIL).
During the year, no Trustees received any reimbursement of expenses (2002 - £NIL).

The charity does not employ any staff and is administered free of charge by Alzheimer's Disease International.

6. DEBTORS

	2003 £	2002 £
Due within one year		
Gift Aid Tax recoverable	£ 155	£ -

7. CREDITORS: Amounts falling due within one year

	2003 £	2002 £
Creditors - Grants payable to ADI	136,630	-
Accruals	940	-
	<u>£ 137,570</u>	<u>£ -</u>

FRIENDS OF ADI

NOTES TO THE FINANCIAL STATEMENTS For the year ended 31 December 2003

8. STATEMENT OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Carried Forward £
UNRESTRICTED FUNDS				
General Funds	1,506	135,779	136,720	565
RESTRICTED FUNDS				
Sri Lanka Project	-	650	650	-
World Alzheimer's Day	-	200	200	-
Subtotal	-	850	850	-
Total of Funds	£ 1,506	£ 136,629	£ 137,570	£ 565

General Funds

General funds include a generous unrestricted donation made from the City General Insurance Company Ltd to Friends of ADI. This has been donated in full during the year to Alzheimer's Disease International.

Restricted Funds

Sri Lanka Project:

Friends of ADI have raised funds in support of 'The Lavinia Lodge Appeal' in Sri Lanka. The Lodge is being developed as Sri Lanka's National Centre of Excellence' for the care of people with Alzheimer's disease.

World Alzheimer's Day:

Friends of ADI took part in an international day of awareness called World Alzheimer's Day, raising funds in support of ADI's World's Alzheimer's Day programme.

SUMMARY OF FUNDS

	Brought Forward £	Incoming Resources £	Resources Expended £	Carried Forward £
General Funds	1,506	135,779	136,720	565
Restricted Funds	-	850	850	-
Total of Funds	£ 1,506	£ 136,629	£ 137,570	£ 565

FRIENDS OF ADI

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 December 2003

9. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds 2003 £	Unrestricted Funds 2003 £	Total Funds 2003 £	<i>Total Funds 2002 £</i>
Current assets	850	137,285	138,135	1,506
Creditors due within one year	(850)	(136,720)	(137,570)	-
Total	£ -	£ 565	£ 565	£ 1,506