

**DEMENTIA UK**  
**TRUSTEES' REPORT**  
**AND CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014**

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## SECTION 1: LEGAL AND ADMINISTRATIVE INFORMATION

<b>Registered name</b>	Dementia UK
<b>Working names</b>	Admiral Nurses Admiral Nursing DIRECT
<b>Trustees'</b>	Professor David Croisdale-Appleby OBE (Chair) Rosemary Clarke (Vice Chair) Mike Stansfield (Treasurer) David Brettle Jane Jason OBE Vanessa Godfrey Professor Hilary McCallion CBE
<b>Chief Executive Officer</b>	Hilda Hayo (from 9 <sup>th</sup> September 2013) Barbara Stephens (until 9 <sup>th</sup> September 2013)
<b>Company Secretary</b>	Niall Larkin
<b>Charity number</b>	1039404
<b>Company number</b>	2944156
<b>Principal address</b>	2 <sup>nd</sup> Floor 356 Holloway Road London N7 6PA
<b>Registered Office</b>	2 <sup>nd</sup> Floor 356 Holloway Road London N7 6PA
<b>Bankers</b>	<b>National Westminster Bank Plc</b> Camden Town Branch 166 Camden High Street London NW1 0NS
<b>Bankers</b>	Lloyds Bank Plc 6 Camden High Street London NW1 0NS
<b>Auditors</b>	Lewis Golden & Co Chartered Accountants and Statutory Auditors 40 Queen Anne Street London W1G 9EL

## **SECTION 2: TRUSTEES' REPORT FOR THE YEAR ENDED 31<sup>st</sup> MARCH 2014**

The Trustees' present their report and audited consolidated financial statements for the year ended 31<sup>st</sup> March 2014. All Trustees' are also directors for the purpose of company law and the Trustees' Report represents the Directors Report required by S417 of the companies Act 2006.

### **2.1: Structure, Governance and Management**

#### **Governing document:**

Dementia UK is established as a charitable company limited by guarantee and is registered with the Charity Commission under charity number 1039404. The charity's affairs are governed by its Memorandum and Articles of Association dated 17<sup>th</sup> June 1994 which allow for any activities covered by the charity's objectives with no specific restrictions. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

#### **Appointment of Trustees':**

The Trustees' of the charity are also the directors of the company for the purpose of company law and any reference to Trustees' is therefore also to directors.

Trustees' who have held office during the financial year 2013/14 are:  
Professor Tony Butterworth CBE resigned on the 31<sup>st</sup> May 2013. Jean Tottie resigned on the 5<sup>th</sup> November 2013; Brian Hills resigned on the 14<sup>th</sup> November 2013 and Jane Henderson CB resigned on the 3<sup>rd</sup> December 2013.

The current Trustees' are: Professor David Croisdale–Appleby OBE (Chair of Board of Trustees' from 1<sup>st</sup> July 2013); Rosemary Clarke (Chair of Board of Trustees' November 2012–June 2013); Jane Jason OBE; Mike Stansfield; David Brettle; Vanessa Godfrey & Professor Hilary McCallion CBE (both from 9<sup>th</sup> December 2013).

None of the Trustees' has a beneficial interest in the company.

#### **Trustee recruitment, appointment and induction:**

The existing Trustees' of Dementia UK are empowered under the Articles of Association to elect new Trustees' at the Annual General Meeting of the charity and to make co-options at any other time. Dementia UK seeks to embrace a range of skills within the Board of Trustees' and continues to acknowledge the very important contribution made by the founding members of the charity. A skills audit of the current Trustees' was completed to identify any skills deficits on the Board.

New Trustees' are recruited in a number of ways including personal recommendations, previous involvement and interest in the work of the charity. Potential new Trustees' are invited to attend at least one board meeting to assist them in their decision making process about whether to agree to nomination as a Trustee.

All new Trustees' attend the Dementia UK induction programme along with new members of staff and Admiral Nurses. In addition they meet with the Chief Executive and members of staff working in the charity and also receive relevant historical documentation.

The charitable company held third party indemnity insurance on behalf of the Trustees' during the current and prior year.

### **Organisational structure:**

The Board of Trustees' is the governing body that administers the charity. All major decisions are made by the Board which meets regularly to discuss and formulate policy. To assist in the smooth running of the charity the Trustees' have set up a number of sub committees that help oversee certain aspects of the charity's work and they report to the Board of Trustees'. These sub committees are:

- Clinical and Professional Committee
- Finance and Audit Committee
- Fundraising and Communications Committee

Each Committee meets at least 6 times per year and has at least 2 Trustees' in the membership with one chairing the meeting. The Trustees' for each Committee have a special interest and skills that they bring to the work of the Committees. A scheme of delegation is in place and day to day responsibility for the affairs of the charity (including operational matters) rests with the Chief Executive and the professional team.

During 2012/13 the Board of Trustees' reviewed the strategic priorities of the charity and decided to focus solely on the promotion, development and support of Admiral Nursing. In view of this a decision was made to appoint a senior nurse to lead the charity so the posts of Chief Executive Officer (CEO) and Head Admiral Nurse were combined to form a new post of Chief Admiral Nurse/CEO. This post was advertised in May 2013 and appointed to in June 2013. The new Chief Admiral Nurse/CEO came into post on the 9<sup>th</sup> September 2013.

### **Risk management:**

The Board of Trustees' is responsible for the management of the risks faced by the charity. A Risk Register has been devised which identifies the potential and actual risks, the nature of the risks, the likelihood and impact of the risks happening and the measures taken to prevent or manage them. The Trustees' review this Risk Register regularly at their Board and Committee meetings. The Trustees' are satisfied that systems are in place to prevent or manage the risks that have been identified. Insurance cover is in place and is reviewed annually to ensure it is providing the most appropriate cover.

## 2.2: Objectives and Activities

Admiral Nurses are specialist dementia nurses who provide vital support to families affected by the condition.

Admiral Nurses have had at least three year's experience working with people affected by dementia, before becoming an Admiral Nurse.

Currently, the majority of Admiral Nurses work within the NHS supporting people in the community. However, Admiral Nurses also work in other care settings such as care homes and in the community supported by voluntary organisations.

### What Admiral Nurses do

Admiral Nurses typically have approximately 40 – 50 families on their caseload and they are available to support families from the point of diagnosis to end of life. Admiral Nurses use their specialist clinical skills to provide family carers with the tools and skills to best understand the condition, as well as emotional and psychological support through periods of transition, when carer breakdown is most likely.

Dementia UK was officially registered as a charity in 1994 to take forward the development of Admiral Nursing. The charity now has 125 Admiral Nurses working in a range of settings including: memory assessment services; community teams; care homes; hospitals; end of life care; charities; not-for-profit organisations and the national helpline (Admiral Nursing DIRECT).

### Our Vision:

“People living with and affected by dementia will receive compassionate expert care and support that is right for them, to live positive and fulfilling lives”.

### Our Mission Statement:

Through Admiral Nurses we will:

- Empower those living with and affected by dementia to receive the best available care that is tailored to meet their needs.
- Become the beacon of excellence by providing unrivalled guidance, responsive solutions and innovative thinking to address the challenge of providing high quality dementia care.
- Influence national policy to ensure that everyone living with dementia has equal and fair access to Admiral Nursing
- Lead the way in innovative and high quality research and development into the best possible dementia care.

### Our Values:

At all times Admiral Nurses and the charity will demonstrate the following values:

- Compassion
- Professionalism
- Relationship centred care
- Ambition
- Leadership

## **Key Strategic Aims for 2014-17:**

- Aim 1). To increase Admiral Nurse posts to 200 nationally by 2016
- Aim 2). To increase the evidence base for Admiral Nursing
- Aim 3). To increase funding to support Admiral Nursing
- Aim 4). To raise the profile of the charity & Admiral Nursing
- Aim 5). To strengthen the charity's infrastructure to support Admiral Nursing

## **Activities:**

The strategies and activities employed by the charity to meet the single objective of promoting, developing and supporting Admiral Nursing were to:

- Appoint a Chief Admiral Nurse/CEO as 'head of profession' for the specialist discipline of Admiral Nursing. She came into post on the 9<sup>th</sup> September 2013.
- Support and develop the professional practice of Admiral Nurses by providing: induction training; clinical supervision; practice development; research and quality assurance in collaboration with host organisations.
- Provide Admiral Nursing DIRECT a nurse-led telephone and email helpline service for people affected by dementia, health, social care and independent sector staff. The opening hours were increased at the beginning of February 2014 to cover the hours of 9am to 5pm Monday to Friday which has resulted in a steadily increasing call volume. At present there are two phone lines available.
- Invest in development work to build capacity and extend the reach of Admiral Nurses in localities around the country, in partnership with health, social care and independent sector provider organisations and commissioners. The numbers of Admiral Nurses have now reached 125 with more posts in development.
- Empower family carers, former carers, friends and relatives of people living with dementia in order to support the aims of the charity.
- Develop the evidence base for Admiral Nursing by actively engaging in research, evaluation, conference presentations and articles during 2013/14.
- Reorganise the staffing structure in order to better support the charity's strategic aims.

The charity moved into premises in Resource for London, 356 Holloway Road at the end of November 2013 which resulted in better facilities at less than half the price of the previous office.

The work of Uniting Carers was discontinued following a consultation process and restructuring programme aligned with the refreshed mission and Strategic Plan.

The Trustees' confirm that in accordance with Section 17 of the Charities Act 2011, they have referred to the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning their future activities.

## **2.3: Achievements and Performance**

### **Admiral Nursing:**

Admiral Nurses are specialist dementia nurses who work closely with families living with the effects of dementia. They provide psychological support, expert advice and information to help families understand and deal with their thoughts, feelings and behaviour and to adapt to the changing situation. Admiral Nurses seek to improve the quality of life for people living with dementia and their families by using a range of interventions to help people live positively with the condition and to develop skills to improve communication and maintain relationships. Uniquely Admiral Nurses join up different parts of the health and social care system and enable the needs of family carers and people with dementia to be addressed in a coordinated way. They provide consultancy and education to professionals to model best practice and improve dementia care in a variety of care settings.

Dementia UK works in partnership with NHS Trusts and other organisations to promote, develop and support Admiral Nurses. There are 125 (2013: 120) Admiral Nurses working in dispersed geographical localities across the UK with many more posts in development.

Dementia UK is responsible for the brand of Admiral Nursing and seeks to uphold standards that underpin their practice. This is achieved by means of a practice development and competency framework comprising monthly practice development days, clinical supervision groups and an annual national forum, which all Admiral Nurses are required to attend.

Admiral Nursing was developed in the following ways in 2013/14:

- Creation of the post of Chief Admiral Nurse/CEO post to provide clinical leadership for Admiral Nursing.
- Financial support was given to sustain Admiral Nursing in Worcestershire and Southampton.
- Creation of a number of additional Admiral Nurse posts with new and pre-existing host organisations, in localities including Kirklees, Lincoln and Cornwall.
- Ongoing collaboration with Bupa Care Services for the development of 11 Admiral Nurse posts.
- Ongoing support of Admiral Nurse posts in collaboration with independent sector providers (Age UK Norfolk, Avante Partnership, Brunelcare, Royal British Legion, St Luke's Hospice, Dementia Forward, Making Space, Young People with Dementia in Berkshire) with grant funding from the People's Health Trust Lottery.
- Increase in opening hours of Admiral Nursing DIRECT to 9-5pm Monday to Friday with two help lines.

- Investment in a research study with Loughborough University to analyse the interactions and interventions of the Admiral Nurses in DIRECT.
- Completion of an evaluation of Admiral Nursing DIRECT in partnership with City University, writing this up for publication in 2014.
- Financial investment in the Admiral Nurse Academy including continued support for the Lead Practice Development Admiral Nurse.
- Continuing financial support for part-time PhD study at UCL for the Lead Practice Development Admiral Nurse and part-time Masters level study for the Lead Nurse for Admiral Nursing DIRECT.
- Completion of a research study on the role of Admiral Nursing with families facing end-of-life experience and dementia in Worcestershire and North Warwickshire with data analysis being undertaken by the Association for Dementia Studies at Worcester University.
- Continuation of the special interest group focussing on 'Culture and Ethnicity' including support for a part-time Admiral Nurse to lead work on developing a specialist assessment model (Culturagram) with a grant from the Foundation of Nursing Studies. This is in the process of being published.

The Admiral Nursing service in Coventry was dis-established following the withdrawal of support by the commissioning authorities and the service closed in March 2014. The Admiral Nurse pilot funded by People's Health Trust Lottery in Hertfordshire closed in March 2014 as no ongoing funding could be found.

### **Uniting Carers:**

The charity made the decision to focus on Admiral Nursing development and to incorporate some Uniting Carers functions within the Admiral Nursing Directorate rather than have this as a separate entity within the charity.

### **Financial review:**

The financial statements have been prepared in accordance with applicable accounting standards, current statutory requirements, the requirements of the Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" (2005) and the charity's governing document.

Total incoming resources for the year were £2,733k (2013: £2,549k) and total expenditure was £2,622k (2013: £3,015k) giving a net surplus of £111k (2013: £466k deficit).

Assets totalled £763k (2013: £652k) with net current assets of £975k (2013 £1,041k). The liquid cash balance was £622k (2013: £804k).

### **Dementia UK Trading Limited:**

The company's profits are covenanted to the charity and the results of the company are included with the consolidated financial statements.

The principal purpose of the company is to develop commercial capabilities. During the year the company created commercial partnerships in the health and social

care sector and as a result we have been able to sell in our technology application (WANDA) and have a view to develop and sell in new products. The company generated a small surplus.

## **2.4: Plans for Future Periods:**

Since commencing with the charity the Chief Admiral Nurse/CEO has been working closely with staff and Trustees' to write a strategic plan, reorganise the departments to ensure there is clarity of focus and that the charity is "lean" but functional.

It is planned that during 2014/15 further collaborative links will be made with other health, social care, independent sector, Government and higher education institutions/agencies to further the aim to increase the numbers of Admiral Nurses in the UK.

A 3 year Strategic Plan was developed by the charity and was finalised in February 2014.

Dementia UK plans to do the following in 2014/15 to achieve the charity's aims:

- **Aim 1).** To increase Admiral Nurse posts to 140
- **Aim 2).** To increase the evidence base for Admiral Nursing by publishing articles and research focused on the benefits of Admiral Nursing in peer reviewed journals and to present these results at national conferences.
- **Aim 3).** To increase funding to support the development of Admiral Nursing and to introduce the concept of Admiral Nurse Roadshows around the UK.
- **Aim 4).** To raise the profile of the charity & Admiral Nursing by achieving Aims 2). And 3) above.
- **Aim 5).** To strengthen the charity's infrastructure to support Admiral Nursing

### **Reserves policy:**

The Board's policy with regard to free reserves has been to set a target for such reserves equal to approximately three months projected management and administration expenditure. The Trustees' aim to continue achieving this by judicious management of its resources.

The aim to increase unrestricted reserves has been developed for the following reasons:

- To act as a precautionary buffer bearing in mind the current economic uncertainty.
- To help develop a platform to seed fund further expansion across all dimensions of the charity.

**Investment policy:**

The Trustees' investment powers are governed by the Memorandum and Articles of Association which permit the charity's funds to be invested in a wide range of securities and assets.

The Board's investment policy is to aim for safety commensurate with immediate and planned spending requirements. Accordingly funds are held as cash balances and are not invested.

The Trustees' will continue to manage the charity's investments in conformity with this policy and the governing document. They are averse to risk and surplus funds will only ever be held on deposit.

Approved by the Board of Trustees' on the 1<sup>st</sup> September 2014 and signed on their behalf by:

Professor David Croisdale-Appleby  
Chair of Trustees'

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### **SECTION 3: STATEMENT OF TRUSTEES' RESPONSIBILITIES:**

The Trustees' who are also the directors of Dementia UK for the purposes of company law are responsible for preparing the Trustees' Annual Report and the group and parent charitable company's financial statements in accordance with applicable law and regulations.

Company law requires the Trustees' to prepare group and parent charitable company financial statements for each financial year. Under that law the Trustees' have elected to prepare the group and parent charitable company financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the Trustees' must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the group and parent charitable company. The Trustees' must be satisfied that the incoming resources and application of resources, including the income and expenditure of the group and parent charitable company for that period are accurate. In preparing these financial statements, the Trustees' are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities Statement of Recommended Practice (SORP);
- c) make judgements and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the group and parent charitable company's financial statements; and
- e) Prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the group and parent charitable company will continue in business.

The Trustees' are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and the group and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' confirm that so far as they are aware, there is no relevant audit information (as defined by section 418(3) of the Companies Act 2006) of which the charitable company's auditors are unaware. They have taken all the steps that they ought to have taken as Trustees' in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information

# DEMENTIA UK

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DEMENTIA UK FOR THE YEAR ENDED 31 MARCH 2014

We have audited the financial statements of Dementia UK for the year ended 31 March 2014 on pages 15 to 22. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity'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 set out on page 12, 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 (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and parent charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the groups and parent charitable company's affairs as at 31 March 2014 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.

### **Opinion on other matter prescribed by the Companies Act 2006**

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

## **DEMENTIA UK**

### **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DEMENTIA UK FOR THE YEAR ENDED 31 MARCH 2014**

#### **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 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept by the parent charitable company or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting
- 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a strategic report.

**Paul Dent (Senior Statutory Auditor)**  
**For and on behalf of Lewis Golden & Co**

**Chartered Accountants and Statutory Auditors**  
**40 Queen Anne Street**  
**London**  
**W1G 9EL**

**Date**

# DEMENTIA UK

## CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted Income Funds £	Restricted Income Funds £	Total 2014 £	Total 2013 £
<b>INCOMING RESOURCES</b>					
<b>Incoming resources from generating funds</b>					
<b>Voluntary income</b>					
Donations and legacies		1,685,199	545,106	2,230,305	1,979,192
<b>Activities for generating funds</b>					
Fundraising activities		398,300	-	398,300	224,072
<b>Investment income</b>					
Bank interest receivable		3,920	-	3,920	9,826
		<b>2,087,419</b>	<b>545,106</b>	<b>2,632,525</b>	<b>2,213,090</b>
<b>Incoming resources from charitable activities</b>					
Training and education projects		100,242	-	100,242	336,352
<b>TOTAL INCOMING RESOURCES</b>		<b>2,187,661</b>	<b>545,106</b>	<b>2,732,767</b>	<b>2,549,442</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating voluntary income	2	430,915	-	430,915	410,001
Charitable activities	2	1,252,266	915,125	2,167,391	2,568,262
Governance costs	4	23,519	-	23,519	37,084
<b>TOTAL RESOURCES EXPENDED</b>		<b>1,706,700</b>	<b>915,125</b>	<b>2,621,825</b>	<b>3,015,347</b>
<b>Net income / (Expenditure) for the year</b>		<b>480,961</b>	<b>(370,019)</b>	<b>110,942</b>	<b>(465,905)</b>
<b>Net movement in funds</b>					
<b>RECONCILIATION OF FUNDS</b>					
Transfer to / (From) Restricted Funds		(64,020)	64,020		
Fund balances brought forward (Restated)		110,729	541,038	651,767	1,117,672
<b>Fund balances carried forward</b>	14	<b>527,670</b>	<b>235,039</b>	<b>762,709</b>	<b>651,767</b>

## DEMENTIA UK

BALANCE SHEETS AS AT 31 MARCH 2014	Notes	Group		Company	
		2014 £	2013 £	2014 £	2013 £
<b>Fixed assets</b>					
Tangible assets	8	2,535	43,619	2,535	43,619
Investments	9	-	-	1	1
		<u>2,535</u>	<u>43,619</u>	<u>2,536</u>	<u>43,620</u>
<b>Current assets</b>					
Debtors	10	352,300	236,735	384,965	205,745
Cash at bank and in hand		<u>622,327</u>	<u>803,988</u>	<u>567,643</u>	<u>788,471</u>
		974,627	1,040,723	952,608	994,216
Creditors: amounts falling due within one year	11	<u>(214,453)</u>	<u>(432,575)</u>	<u>(205,709)</u>	<u>(378,924)</u>
Net current assets		<u>760,174</u>	<u>608,148</u>	<u>746,899</u>	<u>615,292</u>
<b>Net assets</b>		<u><b>762,709</b></u>	<u><b>651,767</b></u>	<u><b>749,436</b></u>	<u><b>658,912</b></u>
<b>The funds of the charity:</b>					
Unrestricted income funds		527,670	110,729	514,397	117,874
Restricted income funds	12	<u>235,039</u>	<u>541,038</u>	<u>235,039</u>	<u>541,038</u>
<b>Total charity funds</b>	14	<u><b>762,709</b></u>	<u><b>651,767</b></u>	<u><b>749,436</b></u>	<u><b>658,912</b></u>

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 3rd November 2014

.....  
David Croisdale-Appleby  
Trustee

.....  
Mike Stansfield  
Trustee

Dementia UK

(Charity Registration No. 1039404)  
(Company Registration No. 02944156)

# DEMENTIA UK

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

### Accounting policies

#### 1.1 Basis of preparation

The accounts are prepared under the historical cost convention and in accordance with the Companies Act 2006, the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

#### 1.2 Basis of consolidation

The consolidated statement of financial activities and balance sheet include the financial statements of the charitable company and its subsidiary undertaking. The results of the subsidiary undertakings sold or acquired are included for the period during which control is held. Intra-group transactions and balances are eliminated fully on consolidation.

#### 1.3 Incoming resources

When income is certain and can be quantified with reasonable accuracy it is recognised in the statement of financial activities and is classified as follows:

(i) Donations and legacies

Donations, legacies and gifts are recognised as incoming resources when received.

(ii) Charitable activities and fundraising activities

Income from charitable activities and fundraising activities are recognised on an accruals basis. Income is deferred when training course income is received in advance. The income is released on the delivery date of the course

(iii) Investment income

Bank interest is recognised on an accruals basis.

#### 1.4 Resources expended

Expenditure, including project payments, is charged to the statement of financial activities on an accruals basis, when a constructive obligation has arisen and is classified as follows:

(i) Cost of generating funds

This comprises all costs incurred by the charity associated with attracting voluntary income to finance its charitable objectives.

(ii) Charitable expenditure

This comprises all costs incurred by the charity in the delivery of its activities and services for its beneficiaries.

(iii) Support costs

These comprise central costs including salaries and other expenses necessary to support the activities. These costs have been allocated on the basis of staff time relating to delivery of activities, in the prior year costs were allocated to activity costs on a basis consistent with the use of resources.

(iv) Governance costs

These comprise all costs associated with meeting the constitutional and statutory requirements of the charity.

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation, the capitalisation limit is £1,500. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Office equipment: 15% to 33% per annum on a straight line basis  
Impairment is considered annually

#### 1.6 Operating leases

Expenditure on operating leases is charged to income and expenditure on an accruals basis.

# DEMENTIA UK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

### Admiral Nurse Services

Funding is made available to employing authorities to meet employment, travelling and training costs incurred by them in the provision of the Admiral Nurse Services. The funding is accrued and recognised in the accounts in line with the provision of these services.

### 1.8 Direct taxation

As a charity the company is generally exempt from income and capital gains tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

### 1.9 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 subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the accounts.

Designated funds are unrestricted funds which have been earmarked by the Trustees for a particular purpose.

Investment income and gains are allocated to the appropriate fund.

### 1.10 Pension

The charity subscribes to a defined contribution scheme for the benefit of its employees. Contributions payable are charged to the Statement of Financial Activities in the year they are payable.

The charity also subscribes to a multi-employer defined benefit pension scheme. It is not possible to identify the assets or liabilities relating to the charity, therefore in accordance with Financial Reporting Standard 17 'Retirement benefits' the charity accounts for contributions to the scheme as if it were a defined contribution scheme. Contributions payable are charged to the Statement of Financial Activities in the year they are payable. The amount outstanding at the year end was £5,653 (2013: £6,305)

### 1.11 Going concern

The charity has made net incoming resources for the year of £90,523. This is due to less voluntary income being received and an increase in resources expended. The Trustees have reviewed the charitable company's strategic priorities during 2013/14 and decided to focus solely on the promotion, development and support of Admiral Nursing and to devote all resources towards achieving this single goal. As a result, certain activities have been discontinued post March 2013. The continuing activities and projects have been reviewed to establish where costs can be saved. The expenditure saving from the disinvestment in the training department and review of the continuing activities will reduce expenditure incurred. Therefore the Trustees consider it appropriate to prepare the financial statements on a going concern basis.

## 2 Resources expended

	Direct expenditure	Note 3: Support costs	Total	Attributable to:	
				Unrestricted funds	Restricted funds
	£	£	£	£	£
<b>Costs of generating voluntary income:</b>					
Fundraising	273,898	157,017	430,915	430,915	-
<b>Charitable activities:</b>					
Admiral Nursing projects	1,045,797	258,519	1,304,316	460,259	844,057
Development	270,382	150,067	420,449	388,320	32,129
Training and education projects	87,948	63,414	151,362	151,362	-
Public awareness	68,224	60,678	128,902	128,902	-
Uniting Carers	89,916	58,549	148,465	109,526	38,939
Other projects	13,897	-	13,897	13,897	-
<b>Total charitable activities</b>	<b>1,576,164</b>	<b>591,227</b>	<b>2,167,391</b>	<b>1,252,266</b>	<b>915,125</b>

# DEMENTIA UK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

### 3 Support costs

	Employment costs	Premises costs	Office and finance costs	Total costs
	£	£	£	£
<b>Costs of generating voluntary income:</b>				
Fundraising	60,361	59,245	37,411	157,017
<b>Charitable activities:</b>				
Admiral Nursing projects	99,381	97,543	61,595	258,519
Development	57,690	56,622	35,755	150,067
Training and education projects	24,378	23,927	15,109	63,414
Public awareness	23,326	22,895	14,457	60,678
Uniting Carers	22,508	22,091	13,950	58,549
	<u>227,283</u>	<u>223,078</u>	<u>140,866</u>	<u>591,227</u>

Support costs have been allocated based on the proportion of staff working on each activity.

### 4 Governance costs and costs of generating voluntary income

Governance costs includes a percentage share of the salaries relating to staff who govern the charity, Trustees expenses, and audit fee of £8,720 (2013: £6,600).

### 5 Trustees

None of the Trustees received any remuneration during the year (2013: £Nil).

During the year expenses of £5,440 (2013: £3,629) were reimbursed to a total of 5 Trustees (2013: 5) for costs incurred in connection with Board of Trustee meetings and travel.

6 In the prior year, the trustees reviewed the charitable company's strategic priorities and decided to devote all resources towards Admiral Nursing. As a result, the training department has ceased in order for the charity to achieve this aim. A number of courses had already been committed to when this decision was made, therefore a proportion of income during the current year relates to training courses.

### 7 Employees

The average monthly number of employees during the year was as follows:

	2014 Number	2013 Number
Charitable activities	17	22
Administration and central service	14	14
	<u>31</u>	<u>36</u>
	<b>2014</b>	<b>2013</b>
	<b>£</b>	<b>£</b>
Wages and salaries	996,932	1,172,133
Social security costs	96,357	106,430
Other pension costs	72,385	72,431
	<u>1,165,674</u>	<u>1,350,994</u>

There were no employee whose annual emoluments were £60,000 or more (2013: 1).

## DEMENTIA UK

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

#### 8 Tangible fixed assets Group and Company

	Office equipment £
<b>Cost</b>	
At 1 April 2013	322,179
Disposals	-
At 31 March 2014	<u>322,179</u>
<b>Depreciation</b>	
At 1 April 2013	281,265
Charge for the year	38,379
At 31 March 2014	<u>319,644</u>
<b>Net book value</b>	
At 31 March 2014	<u>2,535</u>
At 31 March 2013	<u>43,619</u>

Included within tangible fixed assets are restricted assets with cost £106,071 (2013: £106,071) and net book value £Nil (2013: £32,129).

#### 9 Investments Company

	Shares in group undertakings £
<b>Cost and net book value</b>	
At 1 April 2013	1
Additions	-
At 31 March 2014	<u>1</u>

The charitable company holds 100% of the ordinary share capital in Dementia UK Trading Limited, a company registered in England and Wales.

#### 10 Debtors

	Group		Company	
	2014	2013	2014	2013
	£	£	£	£
Trade Debtors	5,467	53,550	-	-
Amounts due from group undertakings	-	-	38,232	23,160
Other debtors	325,508	136,382	325,408	135,782
Prepayments	21,325	46,803	21,325	46,803
	<u>352,300</u>	<u>236,735</u>	<u>384,965</u>	<u>205,745</u>

# DEMENTIA UK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

### 11 Creditors: amounts falling due within one year

	Group		Company	
	2014	2013	2014	2013
	£	£	£	£
Trade creditors	2,494	7,103	-	-
Other creditors	179,564	215,444	173,314	205,896
Accruals	32,395	169,788	32,395	168,788
Deferred income	-	40,240	-	4,240
	<u>214,453</u>	<u>432,575</u>	<u>205,709</u>	<u>378,924</u>

### 12 Restricted funds

	Brought forward and Restated	Movement in funds		Overspend (incurred by unrestricted funds)	Carried forward
		Income	Expenditure		
	£	£	£	£	£
<b>Charitable activities:</b>					
ICT and Development SEIF	33,010	-	32,129	-	881
Admiral Nursing projects					
DH Admiral Nursing Evaluation	19,130		19,130		-
Freemasons Grand Charity	52,527		24,750		27,777
Grocers Charity		-			
People's Health Trust	341,870	166,758	436,968	64,020	135,680
NHS Medway					-
Uniting Carers projects					
DH Butterfly Scheme	9,227	-	9,227		-
Carers as Educators	29,712		29,712		-
Other projects (Peter Levy Haringey)	6,980				6,980
Levy Foundation		323,209	323,209		-
ANS Worcester		20,000	20,000		-
University of Herts		20,000	20,000		-
Cornwall Admiral Nursing	* 29,212	8,576			37,788
Sussex Fundraisers	* 19,370	6,563			25,933
Award for Excellence in Dementia care				-	-
<b>Total charitable activities</b>	<u>541,038</u>	<u>545,106</u>	<u>915,125</u>	<u>64,020</u>	<u>235,039</u>

ICT and Development is funded by donations specifically for the upkeep and maintenance of computer equipment and development.

Admiral Nursing projects are funded by donations specifically for the development and support of the services which Admiral Nurses provide.

Uniting Carers projects are funded by the Department of Health to promote activities supporting carers.

### 13 Designated funds

Included in the unrestricted reserves is £Nil (2013: £48,582) of designated funds which have been designated by the Trustees to contribute towards the salary costs of a Dementia Pioneer, part of the Development Team, responsible for establishing and supporting Admiral Nurse posts in Cornwall and Sussex.

# DEMENTIA UK

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2014

### 14 Analysis of net assets between funds

#### Group

	Unrestricted funds	Restricted funds	Total 2014	Total 2013
	£	£	£	£
Fund balances at 31 March 2014 are represented by:				
Tangible fixed assets	2,535	-	2,535	43,619
Current assets	690,963	283,666	974,629	1,040,723
Creditors: amounts falling due within one year	(165,825)	(48,627)	(214,453)	(432,574)
	<u>527,670</u>	<u>235,039</u>	<u>762,709</u>	<u>651,767</u>

#### Company

	Unrestricted funds	Restricted funds	Total 2014	Total 2013
	£	£	£	£
Fund balances at 31 March 2014 are represented by:				
Fixed assets	2,536	-	2,536	43,620
Current assets	668,943	283,666	952,609	994,216
Creditors: amounts falling due within one year	(157,082)	(48,627)	(205,709)	(378,923)
	<u>514,397</u>	<u>235,039</u>	<u>749,436</u>	<u>658,912</u>

### 15 Financial commitments

At 31 March 2014 the group and charitable parent company were committed to making the following annual payments under non-cancellable operating leases:

	Land and buildings	
	2014	2013
	£	£
Operating leases which expire:		
Less than one year	-	114,020
Between one and five years	<u>68,500</u>	<u>-</u>