



**ADDISON'S DISEASE SELF HELP GROUP
(A Charitable Incorporated Organisation)**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE PERIOD ENDED 31ST DECEMBER 2020

**Charity No: 1179825
Company No: CE015063**

ADDISON'S DISEASE SELF HELP GROUP

REPORT AND ACCOUNTS

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FOR THE PERIOD ENDED 31ST DECEMBER 2020

The trustees present their annual report and financial statements of the charity for the period ended 31st December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's constitution, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland.

OUR PURPOSE AND ACTIVITIES

The Addison's Disease Self Help Group is a Charitable Incorporated Organization registered with the Charity Commission on 5th September 2018 under charity number 1179825. It took over the activities of the previous charity of the same name (registration number 1106791) and commenced activity on 1st January 2019.

Addison's Disease Self Help Group covers the UK and Ireland. It promotes the relief of persons with Addison's disease, in particular, by the provision of support, information and communication to such persons, their families and carers and by such charitable means as the trustees determine. As part of this, ADShG facilitates donations to give grants for medical or other relevant research.

AIMS AND OBJECTIVES

Support to members

The Charity offers a number of benefits to its members including a newsletter (available online or in print) containing medical updates, first person experiences of living with Addison's and information about day-to-day management of the condition and an online discussion forum. It is supervised by experienced volunteer moderators, where members can post questions and comments throughout the day. This facility is particularly valued by newly-diagnosed members who are finding their feet in day-to-day self-management of their essential steroid therapy. ADShG has also continued to organise public 'question and answer' events on Twitter.

There are two newsletters and two magazines produced yearly.

The Charity produces a regular email News Alert service to keep members up to date with breaking news such as drug shortages or guidance related to the pandemic for example.

A laminated emergency card and printed hospital awareness stickers about their steroid-dependent condition are issued free of charge to all members on joining the group. The Charity's education videos explaining injection method are free-to-view for both members and the public on the charity's website.

The Charity hosts an annual general meeting with talks relevant to adrenal insufficiency and with the opportunity for hands on training injection method. A number of local social meetings are also held throughout the UK and Ireland as well as online.

Group members hosted many local social meetings around the UK in the years before 2020. Since then, it has not been possible to have these very beneficial meetings face-to-face. As we progress out of the Pandemic, we hope that these in-person meetings will restart.

The 2020 AGM and Medical Q&A was carried out remotely by zoom. This was a huge success and, many members indicated their preference for this type of meeting. It was thought a mixture of both might be a possibility in the future.

The number of subscribing members remained stable at 1741. The Hardship fund helped 26 people to become members of the Charity. The Trustees are fully supportive of the continuation of this offering in the years ahead.



FOR THE PERIOD ENDED 31ST DECEMBER 2020

Links with other support groups and medical professionals

The ADSHG continued to maintain links with other endocrine support groups across the UK, especially those representing steroid-dependence and those working to support associated autoimmune, congenital or genetic adrenal conditions.

The ADSHG is a member of National Voices, an umbrella group representing health and social care charities, and of the National Council for Voluntary Organisations, which offers guidance on charitable best practice. It also belongs to Rare Diseases UK and Rare Diseases Ireland.

Also ADSHG are involved in and participate with the SoFE Pat Portal Panel, ACT Panel and the European Adrenal Network. We also collaborate in EJE research.

ACTIVITIES

Special Projects

It has been a busy year for everybody at ADSHG. One of our aims over the last year was to offer an Endocrine Helpline Nurse. We've given it a lot of focus and investigated it thoroughly. At the time of writing this report, we are having great problems sourcing insurance for this service. Obviously, the Charity has to be protected from any liability and we are still exploring options.

Dealing with Covid has taken up a huge amount of time. We were able to advise our members on an ever-changing situation. Having a strong support from our Medical Trustees and Clinical Advisory Panel allowed us to act quickly and effectively.

Research

The Charity has run an adrenal medical research programme this year, awarding grants to two commercial bodies and two academic research bodies.

In terms of the commercial bodies, one is developing an adrenal autoinjector for use in an adrenal crisis, and another company developing software to aid diagnosis of patients with adrenal insufficiency [and other rare diseases]. Both commercial parties have demonstrated effective use of their funds in a timely manner, to the satisfaction of the Trustees.

Both academic parties have stalled in the delivery of the programmes citing conflicts with the management of the covid pandemic.

The Charity has offered support to research teams applying to other [bigger] third party research fund holders.

We supported a final year university student, who was doing a research project on children with Addison's and how we could improve their management.



ACHIEVEMENTS AND PERFORMANCE

In 2020 we:

- Collaborated with the NHS and SfE to support the new NHS Emergency Steroid Card development and clearer guidance on Covid and Covid vaccines.
- Hired our Digital Comms and engagement Officer and Governance Consultant.
- Focussed on governance products to renew our GDPR compliance and core policies and procedures.
- Raised Awareness - Rare Disease day including the Guardian article, Comix Videos and Ramadan leaflets.
- Improved resources- Young people, Ramadan, Content review project.
- Built stronger relationships with Genetic Alliance and Rare Disease UK.
- Collaborated internationally- ACT panel, support for Brazil, working with European groups via AdrenalNET and EndoERN.
- Supported the development of the HSE Ireland rare disease pathway.
- Maintained a good level of support from fundraisers with donations remaining stable during a challenging year.

Our reach via social media

In today's world social media plays a huge part of any organisation's marketing and communications approach. For the ADSHG it's been, along with our website and forums, an important channel for reaching people with adrenal insufficiency. This year we've grown our social media following by 5k:

- Twitter followers are up by 390.
- Facebook followers by 1651.
- YouTube: Our videos were viewed 106,836 times in total. Our top videos being Professor Simon Pearce's Covid care video and our emergency injection videos. Our subscribers increased by 615.
- Instagram following grew to 423 [started in June 2020].

Website reach

Users increased from 5,468 in Dec 2019 to 18,403 in Dec 2020 – an increase of 12,935.

Sessions (Site visits by users) increased from 88,014 in 2019 to 328,222 in 2020 – an increase of 240,208.

Member Communications

As well as our magazines and newsletters, we had 3 postal mailings at the height of the Covid Pandemic in May 2020. We also issued 27 email alerts.

OUR VOLUNTEERS

No Charity can flourish without the support of its volunteers. ADSHG have the support of a dedicated group of volunteers who have worked selflessly during 2020. We couldn't accomplish as much as we have without that help.



FOR THE PERIOD ENDED 31ST DECEMBER 2020

Public Benefit Statement

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'public benefit: running a charity (PD2)'. The achievements and activities above demonstrate the public benefit arising through the Charity's activities.

The Charity makes all its medical information freely available online as a public benefit and hosts a video hub which is free to view online. All web content, including videos, is accessible on mobile devices, so that the injection videos showing how to prepare and give a life-saving hydrocortisone injection can be viewed immediately, without prior registration or payment, anywhere that has mobile reception - including in the street if necessary. All publications authored by the charity's advisory clinical panel are open access online and are published in PDF form suitable for home download and print the copyright statement on the group's medical literature states:

This leaflet may be copied for personal use or by medical practitioners for the education of their patients. Otherwise, it should not be reproduced without written permission from the ADSHG.

FINANCIAL REVIEW

The statement of financial activities showed a net deficit of £13,137 (2019 – Net surplus of £175,337). Total reserves stand at £162,200 (2019 - £175,337) of which £150,177 (2019 - £163,314) are unrestricted funds and £12,023 (2019 - £12,023) are restricted funds.

The pandemic has resulted in a difficult time for many Charities and the ADSHG is no different in that respect.

We rely on various sources of income - from donations, yearly subscriptions, legacies and sales of medical supplies.

Member Subscriptions

Our yearly income from subscriptions has increased from £32,437 to £54,311 in 2020. Without the support of our members, it would be very difficult to run a Charity successfully. It is very satisfying to see that our membership has stayed stable and gives us a solid foundation during the year. This has provided ADSHG with stability and allows us to create an environment in which people with Adrenal Insufficiency are given continuous support and advice which enhances the quality of their lives.

Donations

Donations have dropped overall, in part due to a large legacy in 2019, but we are very pleased to say that individual donations have been quite resilient despite the difficulties faced in 2020.

As we start to move out of the pandemic, we would expect to see an increase in fundraising and donations.

We benefitted from a large legacy in 2019 but that was not the case in 2020. We are unable to rely on legacies as a source of income alone. Therefore, donations and fundraising are essential for our survival.

Online shop sales

Our online sales of medical supplies have been a fantastic help to all our members. Our bulk buying allows everyone to access emergency kit supplies and essentials at an affordable price.

The income we receive during the year allows us to function to the benefit of all people who have Adrenal Insufficiency. This involves us going in various directions with the same end result - improving our quality of life.

Awarding of research and personal grants

We have exciting grant applications as mentioned earlier, but we must support people who are unable to afford the membership fee, for whatever reason. 26 people received membership through the hardship fund in 2020. This makes me very proud to be associated with this amazing charity.



FOR THE PERIOD ENDED 31ST DECEMBER 2020

EXPENDITURE

Our expenditure increased from £136,025 in 2019 to £141,460 in 2020. This is very encouraging as we are still fulfilling our aims without putting the Charity under any financial pressure.

Membership costs

Our membership costs have increased substantially from 2019 from £10,603 to £24,237 in 2020. When we employed Bioscientifica, they quoted for the anticipated work load. However, as it became obvious that costs were far higher, they requested for the next contract. The cost was deemed reasonable by Trustees.

Legal costs

Legal costs were related to the liability in relation the employment of an endocrine Nurse. We are very lucky to have, as one of our Trustees, Philip Kaye, who is an experienced Solicitor. He helps us on all legal matters which reduces greatly our legal expenditure.

Governance

Good Governance is fundamental to a charity's success. It enables and supports a charity's compliance with the law and relevant regulations. It also promotes a culture in which everything works towards fulfilling the charity's vision. It is because of this that we have retained David Head, an experienced charity consultant, to help us achieve best standards.

Income

Our income was £128,323 in 2020 and in 2019 our income was £311,362. The difference was due to a large legacy and transfer of funds from the old Charity.

Therefore, we are doing well, but even more so than in the past, we have to keep working to raise money for ADSHG, and making sure that we keep aspiring to make life easier for all our members and all people with Adrenal insufficiency.

I have been involved with the. ADSHG for 3 years and I feel that we are in a very positive position. With Vick, Pippa, our amazing volunteers, our subcontractors and our Trustees, I feel we can look forward to the future with confidence.

Investment policy

The investment policy of the charity is determined by the board of trustees and carried out by the treasurer and book-keeper. Currently all funds are held in bank deposit accounts with the CAF Bank, which offers the security of dual authorisation and the flexibility to retain on-call access to funds as required by the trustees. Reserve funds are allocated to long-term deposit accounts within CAF Bank. There are no investments in equities, gilts or bonds.

Reserves Policy

As of 31st December 2020 accounts showed reserves of £162,200 (2019 - £175,337) of which £136,438 (2019 - £149,575) was general funds, £13,739 (2019 - £13,739) was designated funds and £12,023 (2019 – £12,023) was restricted funds. The unrestricted funds not designated or invested in tangible fixed assets held by the charity are £136,438 (2019 - £149,575).

The unrestricted free reserves are equivalent to approximately 12 months average spending. The Charity aims to maintain an amount equivalent to around 6 to 12 months regular expenditure on essential operational spend (member support/benefit activities and supporting contractor services) to ensure it is able to maintain its activities in the event of an unexpected drop in income.



FOR THE PERIOD ENDED 31ST DECEMBER 2020

Plans for future periods

Our three-point strategy will see us driving more achievements towards our goals to 'Support, Connect and Advance' in pursuit of a better quality of life for people with adrenal insufficiency.

Support:

We'll continue to grow and enrich our friendly, supportive community of members and followers while continuing to supply reliable, user friendly support materials and publications. It is hoped our fundraising opportunities will grow during 2021 as it becomes possible for sporting events to take place where it's safe to do so. Continued focus on process improvements behind the operational scenes will help us ensure we get the best value from the investments we make into our core services and systems.

Connect:

Our Paramedic Training Programme, outreach to professionals via social media and our attendances at medical conferences will be key to our approach to ensuring medical professionals hear the Patient's Voice. We hope to encourage local efforts by groups of members to raise awareness amongst those working at their local healthcare institutions and the wider community.

Advance:

We've announced our 2021 Research Awards Programme and look forward to reporting on the recipients and their projects in our next annual report. Opportunities are on the rise for our patients to take part in research and consultations on patient care so we'll continue to connect our members and audiences with those looking to involve them in their projects.

As always we are keen to hear from members about their aspirations for the future of their care and quality of life so we can look at ways we can contribute to making those ideals a reality.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a Charitable Incorporated Organisation (CIO), established in 2018 and registered as a charity with the Charity Commission on 5th September 2018 under registration number 1179825. The organisation is governed by a constitution based upon the Charity Commission model documentation, which sets out the objects and powers of the charity and governs the actions of the trustees.

Recruitment, Appointment, Induction and Training of Trustees

In accordance with the Constitution, the trustees shall have power at any time, from time to time, to appoint any person to be a trustee.

Training for new trustees includes a "Welcome Pack" which includes a copy of the Constitution and background information on the Charity and a copy of the relevant Charity Commission guidance: *"CC3 - The Essential Trustee"*. The inaugural trustee meeting, following election of new trustees at the Annual General Meeting, is substantially focused on a review of the Charity Commission guidance on the responsibilities and duties of trustees.

Governance and organisation structure

The ADSHG is governed by an elected body of trustees consisting of not more than 11 and not less than five members of the association. Each trustee is elected for a three-year term at the Annual General Meeting, or may be co-opted by the trustees between annual general meetings. This group normally meets either in person or via web and phone conference, with additional sub-committee meetings convened where needed. The Trustees provide governance and direction for the charity's Chief Executive and our wider group of volunteers. The ADSHG is run by and for people with Addison's and welcomes involvement from partners and families of people with Addison's to pursue of the group's charitable aims.

ADSHG is supported by an independent panel of endocrinologists with an interest in adrenal medicine, known as the Addison's Clinical Advisory Panel. The Addison's Clinical Advisory Panel has authored a series of valuable medical guidelines on the management of Addison's disease, which the charity makes available to the public on its website, free of charge. The ADSHG is indebted to its medical advisers for their pro bono support and advice.

**FOR THE PERIOD ENDED 31ST DECEMBER 2020**

The ADSHG works closely with the Society for Endocrinology, the organisation representing clinical endocrinologists, and is grateful to the Society for its support to patient groups in the endocrine sector. The charity also a member of National Voices, the National Council for Voluntary Organisations, Rare Diseases UK and Rare Diseases Ireland.

Risk management and internal controls

The trustees actively review the major risks which the charity faces on a regular basis and have internal control policies and procedures in place to provide reasonable assurances against material misstatement or loss. The charity maintains no delegated spending authority, so that all new spending decisions require prior approval from the trustees or finance committee.

To reduce any risk of fraud, the group's savings are held with the CAF Bank, which operates dual authorisation accounts. Reserve funds are retained in fixed term accounts. Payments are managed from the current account, with additional use of the charity's HSBC current account for its international payment facility.

The ADSHG's receipts and payments processes, book-keeping and annual accounts are managed by contract agencies.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity Number: 1179825

Company Number: CE015063

Trustees: Andrew Richard Glass – Chair
Dominic Stuart Hargreaves
Lisa Shepherd
Stuart Andrew Pinkerton
Rachel Elizabeth Bracken
Phillip Jeffrey Kaye – Appointed 20/06/2020
Dr Helen Louise Simpson – Appointed 20/06/2020
Mary McEntegart – Appointed 20/06/2020
Robert Sherrard McClements – Appointed 20/06/2020
Dr Stephen Wallace Kell – Appointed 20/06/2020

Registered Office: Starling House, 1600 Bristol Parkway North, Bristol, BS34 8YU.

Independent Examiner: Mr. David Terry
Ramon Lee Ltd, 93 Tabernacle Street, London EC2A 4BA

Bankers: CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ, United Kingdom.



FOR THE PERIOD ENDED 31ST DECEMBER 2020

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and 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 incoming resources and application of resources, of the charity for that period. In preparing these financial statements, the trustees are required to:

- (a) select suitable accounting policies and apply them consistently;
- (b) observe the methods and principles in the applicable Charities SORP;
- (c) make judgements and estimates that are reasonable and prudent;
- (d) state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements; and
- (e) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations 2008 and the provisions of the charity's constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

APPROVAL

This report was approved by the trustees on 3rd June 2021 and signed on their behalf.

A handwritten signature in blue ink, appearing to read 'A.R. Glass'.

Andrew Glass (Chair)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF ADDISON'S DISEASE SELF HELP GROUP

I report on the accounts of the charitable incorporated organisation for the period ended 31st December 2020.

This report is made solely to the charity's trustees, as a body, in accordance with the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my Independent Examination, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**DAVID TERRY – CHARTERED ACCOUNTANT
RAMON LEE LTD
93 TABERNACLE STREET
LONDON EC2A 4BA**

3rd June 2021

ADDISON'S DISEASE SELF HELP GROUP
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD ENDED 31ST DECEMBER 2020

	Notes	Unrestricted Funds	Restricted Funds	2020	2019
		£	£	£	£
Income					
Donations	2	48,327	-	48,327	242,460
Income from charitable activities	3	20,514	-	20,514	31,788
Income from trading activities	4	59,336	-	59,336	36,894
Investment income	5	146	-	146	220
Total income		<u>128,323</u>	<u>-</u>	<u>128,323</u>	<u>311,362</u>
Expenditure					
Cost of raising funds	6	34,696	-	34,696	18,031
Expenditure on charitable activities	6	106,764	-	106,764	117,994
Total expenditure		<u>141,460</u>	<u>-</u>	<u>141,460</u>	<u>136,025</u>
Net income/(expenditure) and net movement in funds for the year		(13,137)	-	(13,137)	175,337
Reconciliation of funds					
Total funds, brought forward		163,314	12,023	175,337	-
Total funds, carried forward		<u>150,177</u>	<u>12,023</u>	<u>162,200</u>	<u>175,337</u>

CONTINUING OPERATIONS

None of the charity's activities were acquired or discontinued during the financial periods.

TOTAL RECOGNISED GAINS AND LOSSES

The Charity has no recognised gains or losses other than the above movement in funds for the above financial period.

The notes on pages 13 to 21 form part of these financial statements.

ADDISON'S DISEASE SELF HELP GROUP
BALANCE SHEET AS AT 31ST DECEMBER 2020

	Notes	2020	2019
		£	£
Current assets			
Debtors	10	880	1,443
Stock	11	6,986	-
Cash at bank and in hand		184,064	198,652
		<u>191,930</u>	<u>200,095</u>
Liabilities			
Creditors falling due with in one year	12	29,730	24,758
		<u></u>	<u></u>
Net current assets		162,200	175,337
Net assets		<u>162,200</u>	<u>175,337</u>
The funds of the charity			
Unrestricted funds	13		
General		136,438	149,575
Designated		13,739	13,739
Restricted funds	13	12,023	12,023
Total charity funds		<u>162,200</u>	<u>175,337</u>

These accounts were approved by the trustees on 3rd June 2021 and were signed on their behalf by:



Andrew Glass (Chair)

The notes on pages 13 to 21 form part of these financial statements.

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31ST DECEMBER 2020

1. ACCOUNTING POLICIES

1.1 Basis of preparation of accounts

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) – (Charity SORP (FRS 102), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011 and applicable regulations.

Addison's disease self help group meets the definition of a public benefit entity under FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest pound.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value otherwise stated in the relevant note(s) to these accounts.

1.2 Preparation of accounts on a going concern basis

The Charity's Financial Statements show net deficit of £13,137 (2019 – Net surplus £175,337) for the year and free reserves of £136,438 (2019 - £149,575). Having regard to the level of reserves and the ongoing level of expenditure against unrestricted funds in conjunction with the development of the fundraising activities in the coming year the trustees are of the view that these results have secured the immediate future of the Charity for the next 12 to 18 months and on this basis the Charity is a going concern.

1.3 Income recognition

Income is recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and amount can be measured reliably.

- (a) Income received by way of donations and legacies are included in full in the Statement of Financial Activities when received, unless they relate to a specified future period, in which case they are deferred.
- (b) Legacies entitlement is taken as the earlier of the date on which either: the charity is aware that the probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Charity that the distribution is made, or when a distribution is received from the estate.
- (c) Revenue grants are credited to income on the earlier date of when they are received or when they are receivable, unless they relate to a specified future period, in which case they are deferred.
- (d) Grants and donations of general nature which are not conditional on delivering certain levels of service are included as part of Donations and Legacies as shown under note 2. Performance related grants and donations which have conditions for a specific outcome are include as Income from Charitable Activities as shown in Note 3.
- (e) Sale of medical supplies are recognised as earned (that is, as the related goods or are provided).
- (f) Investment income is included when receivable.

1.4 Volunteers and donated services, facilities and goods

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time of the charity is not recognised in the main body of the financial accounts but detail is contained in the Trustees report.

On receipt, donated professional services, donated facilities and goods are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. There were no donations in kind during the year.

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

1.5 Expenditure recognition and irrecoverable VAT

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accrual's basis.

Expenditure is classified under the following activity headings:

- (a) Cost of raising funds comprises the cost of raising donations and their associated support costs.
- (b) Expenditure on charitable activities includes expenditure associated with the main objectives of the charity and includes both direct costs and their associated support costs.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

1.6 Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance and governance costs which support the Trust's programmes and activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 7.

1.7 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of Charity.

Designated funds are unrestricted funds of the Charity which the Trustees have decided at their discretion to set aside to use for a specific purpose.

Restricted funds are grants and donations, which the donor has specified are to be solely used for particular areas of the Charity's work or for specific projects being undertaken by the Charity.

1.8 Debtors

Debtors are recognised at the settlement amount due after any trade discount offered.

1.9 Cash at bank and in hand

Cash at bank and in hand includes cash deposits and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.11 Financial instruments

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.12 Taxation

The charity is a registered charity and therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

1.13 Judgement and key sources of estimation uncertainty

In the application of the Charity's accounting policies, the charity is required to make judgments, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

1.14 Cash flow statement

The charitable incorporated organisation qualifies as a small charity and advantage has been taken of the exemption provided by SORP (FRS 102) as amended by Bulletin 2, not to prepare a cash flow statement.

2. DONATIONS AND LEGACIES

	Unrestricted Funds	Restricted Funds	2020	2019
	£	£	£	£
Donation from Addison's Disease Self-Help Group	-	-	-	121,114
Corporate donations	1,806	-	1,806	15,358
Individual donations	26,333	-	26,333	34,167
Other donations	9,722	-	9,722	4,955
Legacies	10,466	-	10,466	66,731
Gift Aid claimed	-	-	-	135
	<u>48,327</u>	<u>-</u>	<u>48,327</u>	<u>242,460</u>

Donation from Addison's Disease Self-Help Group in 2019 represents the transfer to the charity following the closure of Addison's Disease Self-Help Group (charity number 1106791). Donations and legacies income in 2019 totalling £242,460 was attributed to unrestricted funds £222,417 and restricted funds £20,043.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Restricted Funds	2020	2019
	£	£	£	£
Sale of medical supplies	20,514	-	20,514	31,788
	<u>20,514</u>	<u>-</u>	<u>20,514</u>	<u>31,788</u>

Income from charitable activities in 2019 totalling £31,788 was attributed to unrestricted funds.

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

4. OTHER TRADING ACTIVITIES

	Unrestricted Funds	Restricted Funds	2020	2019
	£	£	£	£
Membership fees	54,311	-	54,311	32,437
Royalties	2,560	-	2,560	3,957
Sponsorship	2,465	-	2,465	500
			-	
	<u>59,336</u>	<u>-</u>	<u>59,336</u>	<u>36,894</u>

Income from other trading activities in 2019 totalling £36,894 was attributable to unrestricted funds.

5. INVESTMENT INCOME

	Unrestricted Funds	Restricted Funds	2020	2019
	£	£	£	£
Investment income	146	-	146	220
	<u>146</u>	<u>-</u>	<u>146</u>	<u>220</u>

Investment income in 2019 totalling £220 was attributable to unrestricted funds.

6. EXPENDITURE ON CHARITABLE ACTIVITIES

	Raising Funds	Advocacy advice	Medical Supplies	2020	2019
	£	£	£	£	£
Staff costs	-	36,377	-	36,377	28,403
Staff recruitment and training	-	-	-	-	225
Volunteer expenses	-	279	-	279	626
Publications	-	12,618	-	12,618	7,348
Shane McNichols donation	-	-	-	-	8,000
Solution Medical donation	-	5,034	-	5,034	-
Mendelian Limited donation	-	10,000	-	10,000	-
Website Costs	-	2,289	-	2,289	11,238
Conferences	-	2,000	-	2,000	2,125
Costs of sale of medical supplies	-	-	8,363	8,363	21,923
Membership service costs	24,237	-	-	24,237	10,603
Fundraising costs	774	-	-	774	1,604
Governance costs (Note 7)	2,167	5,944	725	8,836	24,217
Support costs (Note 7)	7,518	20,621	2,514	30,653	19,713
	<u>34,696</u>	<u>95,162</u>	<u>11,602</u>	<u>141,460</u>	<u>136,025</u>

Of the £141,460 expenditure in 2020 (2019 - £136,025), £141,460 was charged to unrestricted funds (2019 - £128,005) and £Nil to restricted funds (2019 - £8,020).

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

7. ANALYSIS OF SUPPORT AND GOVERNANCE COSTS

The Charity initially identifies the costs of its support functions. It then identifies those costs which relate to the governance function. Governance costs and other support costs are apportioned separately between charity's key activities undertaken (see note 6) in the period. All the general support and governance costs have been apportioned to the various charitable activities on the basis of a proportion of direct costs, allocated to each activity.

	General Support Costs	Governance Costs	2020	2019
	£	£	£	£
Communication and IT costs	6,579	-	6,579	5,595
Travelling and subsistence	757	-	757	3,910
Insurance	354	-	354	513
Accountancy and book-keeping fees	3,369	-	3,369	10,828
Legal and professional fees	17,002	5,990	22,992	14,435
Other expenses	2,592	-	2,592	3,371
AGM and trustees meeting costs	-	1,646	1,646	4,078
Independent Examiners fees	-	1,200	1,200	1,200
	<u>30,653</u>	<u>8,836</u>	<u>39,489</u>	<u>43,930</u>

8. NET INCOME / EXPENDITURE FOR THE YEAR

	2020 £	2019 £
Net movement in funds is shown after charging:		
Independent examiners' fee	1,200	1,200
	<u>1,200</u>	<u>1,200</u>

9. ANALYSIS OF STAFF COSTS, TRUSTEES REMUNERATION AND EXPENSES

	2020 £	2019 £
STAFF COSTS		
Salaries	35,674	26,617
National Insurance	-	1,785
Pension	703	-
	<u>36,377</u>	<u>28,402</u>

No employee received remuneration in excess of £60,000 during the period.

None of the Trustees received any remuneration or reimbursement of expenses during the year (2019 - £Nil)

The key management personnel of the charity comprise the Chief Executive. The total employee benefits of the key management personnel of the charity, consisting of wages were £30,647 (2019 - £28,402)

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

10. STAFF NUMBERS

The average monthly number of full time staff employed by the charity during the year was as follows:

The average number of full- time equivalent employees was as follows:

	2020	2019
Direct project work		
Administration work	1.50	1.00

11. DEBTORS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Debtors	-	65
Prepayments	880	1,378
	<u>880</u>	<u>1,443</u>

12. Stock

	2020 £	2019 £
Stock	6,986	-
	<u>6,986</u>	<u>-</u>

13. CREDITORS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Creditors	5,488	1,184
Other Creditors	217	-
Accruals	1,381	4,090
PAYE and National Insurance	265	-
Deffered Income (Note 16)	22,380	19,484
	<u>29,730</u>	<u>24,758</u>

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

14. ANALYSIS OF CHARITABLE FUNDS

	Balance at 01.01.20 £	Income £	Expenditure £	Transfer £	Balance at 31.12.20 £
Restricted funds:					
ADSHG Medical Research Fund	11,690	-	-	-	11,690
Addison's Ireland Fund	333	-	-	-	333
	12,023	-	-	-	12,023
Designated funds:					
Medical Research Fund	13,739	-	-	-	13,739
	13,739	-	-	-	13,739
General funds:	149,575	128,323	141,460	-	136,438
Total unrestricted funds	163,314	128,323	141,460	-	150,177
Total funds	175,337	128,323	141,460	-	162,200

Previous Year

	Balance at 01.01.19 £	Income £	Expenditure £	Transfer £	Balance at 31.12.19 £
Restricted funds:					
Addison's Video Fund	-	20	20	-	-
ADSHG Medical Research Fund	-	11,690	-	-	11,690
Paramedic Conference Fund	-	3,000	-	(3,000)	-
Addison's Ireland Fund	-	5,333	8,000	3,000	333
	-	20,043	8,020	-	12,023
Designated funds:					
Medical Research Fund	-	13,739	-	-	13,739
	-	13,739	-	-	13,739
General funds:	-	277,581	128,006	-	149,575
Total unrestricted funds	-	291,320	128,006	-	163,314
Total funds	-	311,363	136,026	-	175,337

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

Description, nature and purpose of restricted funds:

Addison's Video Fund: The Addison's Video Fund is towards the costs produce further educational video modules, both about injection method and broader aspects of self-management for adrenal steroid-dependence.

ADSHG Medical Research Fund: the ADSHG medical research fund was set up to allow the Charity to expand its support for applied medical research and the advancement of good clinical and nursing practice. The group offers two medical research awards from this fund: the Annette Seal nursing prize and the Alfred Potter medical research grant. The Charity may award more than 1 medical research grant per year, where there are suitable applications. Where there is a strong second candidate for the Annette Seal nursing prize, a runner-up award of £250 may be offered.

Paramedic Conference Fund: The Society for Endocrinology gave a grant for the purpose of contributing to the cost of providing an ADSHG presence at eight or more student paramedic conferences/events nationwide over the period to July 2019.

Addison's Ireland Fund: The Addison's Ireland Fund was a series of donations gathered in Warrenpoint as a result of the sad passing of Shane Nicholl, a young boy who suffered from Addison's.

General funds:

General fund represents funds available to spend at the discretion of the Trustees after allowing for all the designated funds.

Designated funds:

Medical Research Fund: The Medical Research Fund has been designed by the Trustees to include the donation from the legacy of Elsie Gaitens and will be used to support grants for medical research.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds £	Designated Funds £	Restricted Funds £	Total 2020 £
Net Current assets	136,438	13,739	12,023	162,200
	<u>136,438</u>	<u>13,739</u>	<u>12,023</u>	<u>162,200</u>

Previous Year

	Funds £	Funds £	Funds £	2019 £
Net Current assets	149,575	13,739	12,023	175,337
	<u>149,575</u>	<u>13,739</u>	<u>12,023</u>	<u>175,337</u>

ADDISON'S DISEASE SELF HELP GROUP

NOTES TO THE ACCOUNTS (Cont/d)

FOR THE PERIOD ENDED 31ST DECEMBER 2020

16. DEFERRED INCOME

	2020	2019
	£	£
Opening Balance as on 1st January	19,484	-
Amount deferred in year	22,380	19,484
Amount released in year	(19,484)	-
Closing balance as on 31st December	<u>22,380</u>	<u>19,484</u>

Deferred income represents membership income received in advance.

17. RELATED PARTY TRANSACTIONS

Details of transactions with trustees and senior management are in note 9. There are no other related party transactions.