

Company No. 2469130  
Charity No. 803016  
Scottish Charity No. SC037790

**Meningitis Trust**  
**Report & Financial Statements**  
**31 March 2013**

**sayer vincent**  
  
*auditors and advisors*

## Meningitis Trust

### Legal and administrative details

#### For the year ended 31 March 2013

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<b>Status</b>	The organisation is a charitable company limited by guarantee, incorporated on 12 February 1990 and registered as a charity in England and Wales on 9 March 1990. On 7 February 2007, the charity was registered with the Office of the Scottish Regulator (OSCR).	
<b>Governing document</b>	The organisation was established under a Memorandum of Association which established the objects and powers of the organisation and is governed under its Articles of Association which were last updated on 15 October 2008.	
<b>Company number</b>	2469130	
<b>Charity numbers</b>	803016	England & Wales
	SC037790	Scotland
<b>Registered office and operational address</b>	Fern House Bath Road Stroud Gloucestershire GL5 3TJ	
<b>Honorary officers</b>	Mr A Irvine Miss G Noble CB Mr S Gazard Mr M Wolfe Miss S Davie FCMA	Chairman Vice Chairman (until 1 April 2013) Vice Chairman (from 1 April 2013) Treasurer Secretary
<b>President</b>	Andrew Harvey	
<b>Principal staff</b>	Miss S Davie FCMA	Chief Executive
<b>Honorary Medical Director</b>	Professor Simon Kroll MA BM BCh FRCPCH FRCP FMedSci	
<b>Patrons</b>	HRH The Countess of Wessex Lord Williams of Oystermouth Professor the Lord Darzi of Denham KBE, HonFrEng, FMedSci Baroness Corston Dr Mark Porter Dr Tim Brain, OBE QPM BA PhD FRSA CCMI Dr Jane Wells MBE Ken Loach Dr Chris Steele MBE Geoff Shaw	
<b>Principal bankers</b>	National Westminster Bank Plc Bank Buildings George Street Stroud Gloucestershire GL5 3DT	
<b>Solicitors</b>	BPE St James's House St James' Square Cheltenham GL50 3PR	Russell Cooke LLP 2 Putney Hill London SW15 6AB
<b>Auditors</b>	Sayer Vincent Chartered Accountants Statutory Auditors 8 Angel Gate City Road London EC1V 2SJ	

## **Meningitis Trust**

### **Report of the trustees**

#### **For the year ended 31 March 2013**

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The trustees present their report and the audited financial statements for the year ended 31 March 2013.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with the current statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005).

#### ***Objects of the charity***

The Trust is a charitable company limited by guarantee and governed by a memorandum and articles of association, with four very clear objects:

- a) To relieve sickness and distress among persons who are suffering from meningitis (which in these objects means meningitis in all forms and includes all and any associated conditions) or septicaemia or who are disabled as a result of meningitis.
- b) To undertake and fund research into all strains of meningitis whether viral or bacterial, or septicaemia and to publish, assist with and/or fund the publication and dissemination of the useful results thereof.
- c) To work towards the elimination of meningitis or septicaemia as a serious medical problem.
- d) To provide support to people who suffer from meningitis or septicaemia and their immediate families, guardians or partners.

#### ***Public benefit***

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

#### ***Organisational structure***

The Trust is based in the UK, with its headquarters in Stroud, Gloucestershire. In order to provide local regional support, the charity has a significant number of staff spread across the UK, including Northern Ireland, Scotland, and Wales as well as across England.

During 2012/13 the Trust was governed by a board of 12 trustees who met formally on a regular basis. In addition, there were a number of sub committees, including an Audit & Risk Assessment Committee, Research Grant Committee, Remuneration Committee and Nominations Committee, comprising a subset of trustees and non-trustees having specialist skills including senior executives of the Trust.

Following the merger with Meningitis UK on 1 April 2013, the Trust has been governed by a board of 8 trustees, drawn equally from the boards of the merging charities and this will be increased to 10 during 2013/14. We continue to operate our sub committee structure. The Trust operates a full strategic planning and budgeting process, with detailed budgets and plans being presented to and approved by the Board each year, with performance subsequently reported against the plan and budgets.

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Research is overseen by medical advisors from the medical research panel together with one trustee, the Chief Executive Officer and Honorary Medical Director. Day to day running of the charity is delegated to the Chief Executive.

Financial Grant applications are reviewed on a monthly basis by a committee comprising the Chief Executive Officer & Services Director. The Chief Executive has been delegated authority by the Board to award grants on a specific range of items up to previously agreed maximum values. The trustees receive regular detailed reports of the grants awarded.

#### ***Review of activities***

2012/13 was an incredibly busy and exciting year for the Meningitis Trust culminating in the announcement in March of our intention to merge with Meningitis UK, a merger which was completed on 1 April 2013. This report reflects back on 2012/13 for Meningitis Trust and looks to the future as the merged organisation. There is a separate report and accounts for 2012/13 for Meningitis UK.

As well as achieving a merger, 2012/13 itself was a year of achievement for the Meningitis Trust:

- We reached more people with our unparalleled range of support services.
- Our unique commissioned research into the true impact of Meningitis B, MOSAIC (Meningococcal Outcomes Study in Adolescents and in Children) was published in the Lancet Neurology.
- We delivered our Education Petition with 14,000 signatures to Downing Street.
- We doubled the number of the team we have based in the community around the UK.
- We extended our Volunteer Programme.
- We continued to drive forward our digital strategy which plays a key part in our long term plans.
- Our core income in the UK (excluding the 2 exceptional major gift items from 2011/12 totalling £260k) was sustained against a continued difficult economic backdrop.
- With the planned investment in doubling the community based staff, we were pleased that our actual deficit was less than had been budgeted.

There was a fantastic step forward in the fight against meningitis with the licensing of the first vaccine against Meningococcal B (MenB) in January 2013. However, we were devastated when the Joint Committee on Vaccination and Immunisation (JCVI) issued a draft statement in July 2013 saying they were unable to recommend the introduction of the vaccine as it was not cost-effective.

Our fight therefore continues to get this licensed vaccine introduced as it is only then that it will save lives and prevent lifelong disability.

But, even after the introduction of a MenB vaccine in the future, there will still be new cases of bacterial meningitis, and we have also seen a significant increase in the number of people coming to us following viral meningitis for which there will never be vaccines.

## Meningitis Trust

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There are three common misconceptions we have to continue to try and overcome:

- **Misconception 1:** current “meningitis vaccines” prevent all forms of meningitis. This is untrue and is potentially costing lives. We have to continue to educate people about the need to stay vigilant and ensure continued investment in preventative research.
- **Misconception 2:** the majority of people think there are only two outcomes to meningitis: loss of life or full recovery. We know from many of the people we support that their life after meningitis is changed, irrespective of outcome. Meningococcal Outcome Study in Adolescents and Children (MOSAIC) provided the scientific evidence that as many as 1 in 3 people will be left with some form of after-effects following bacterial meningitis. We have to fight to ensure the full impact of meningitis is understood and that appropriate support is available to people when they need it.
- **Misconception 3:** there are no after-effects from viral meningitis. Our Viral Meningitis Survey confirmed that this is simplistic and incorrect. We have to educate both healthcare professionals and the public about the often hidden impact of viral meningitis and ensure people affected receive the support they need to improve their quality of life.

So we have much work to do and we are determined to achieve it. We know that by merging with Meningitis UK we will be even stronger, have a louder voice and ensure meningitis stays on the agenda while there is still so much to be done.

#### Merger with Meningitis UK

The Directors were delighted to complete a merger with Meningitis UK on 1 April 2013.

- To protect and future proof the work of both organisations in the interests of the people we exist for
- To improve and enhance our charitable activities and ease of access for anyone who can benefit from our work
- To create a louder voice for prevention, awareness and support at a time when it is becoming increasingly difficult to keep meningitis on the agenda
- To consolidate activities and improve the proportion of funds available for charitable activities

The merger has created a much stronger, more influential organisation able to make a bigger difference and is a natural progression for two charities that have formed a strong partnership over the last 4 years. Together we are stronger financially and totally committed to fighting meningitis in the UK.

In September 2012, following due consideration and evaluation, the decision was made by each board to enter discussions on a potential merger. A Shadow Board was formed, with 4 trustees from each charity. The Shadow Board worked with the Chief Executives to develop a merger plan for the effective merger of the two organisations. This plan included:

- the case for merger including risk assessment, outline costs and savings
- key aspects for the merged organisation including objects, vision, mission, legal and organisational structure
- project plan to implement the merger
- communication plan

## **Meningitis Trust**

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This plan was approved in full by the two boards in January 2013 and implemented.

On 1 April, the Meningitis UK employees transferred to Meningitis Trust and the Meningitis Trust became the sole Corporate Trustee of Meningitis UK, a charitable trust. This was the most cost effective and efficient approach to the legal merger. During 2013/14, a programme of integration, including branding, will be undertaken to ensure all the benefits of merger are achieved.

The vision, mission and strategic priorities of the merged organisation are clear:

Our Vision – To stop lives being devastated by meningitis and rebuild the lives of those affected by meningitis in the UK.

#### **Our Mission**

- Research – we help save lives through preventative research and improve the quality of lives through research into support.
- Support for life – we help improve lives whenever and wherever needed across the UK. No-one will be left to suffer alone and everyone will get the support they deserve.
- Raising awareness - we provide expert information on all aspects of meningitis and its impact. Knowledge saves lives and improves support.
- Campaigning - we support prevention, raise awareness and fight for better policies and support in the UK. Our voice will effect change.
- Partnering - we work with individuals and organisations in the UK who help us deliver our vision. We will be stronger together protecting and improving lives.
- Fundraising – we inspire people to support us. Our work is dependent on voluntary donations.

#### **Our Strategic Priorities**

- 1) We will support prevention through research and will continue campaigning for the introduction of safe vaccines.
- 2) We will ensure no-one will have to face meningitis alone.
- 3) We will listen and respond to the needs of everyone affected by meningitis to improve their quality of life.
- 4) We will reduce the impact of meningitis through raising awareness, ensuring understanding of long term impact and calling for change to improve quality of support.
- 5) We will raise the funds needed to meet the costs of delivering our vision.
- 6) We will continue to be a united, focused and effective organisation.

The Board of Trustees is pleased to present the results for 2012/13 for the Meningitis Trust against each of our strategic priorities in the report below. The Trustees also express their sincere thanks to all our staff, volunteers, supporters, funders and partners, without whom the Meningitis Trust would simply not exist. We look forward very positively to the future, recognising that the merger with Meningitis UK will make us stronger as we drive forward to achieving our vision.

## **Meningitis Trust**

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#### **Supporting prevention**

In November 2012, we finally heard the news we had been waiting for – the European Medicines Agency issued a “positive opinion” on the new MenB vaccine. And this was followed in January 2013 by confirmation of a licence for it. This vaccine has been the result of 20 years research and development and, with MenB the cause of more than 50% of the cases of bacterial meningitis, it is a major step forward. But we can only celebrate this new vaccine when it is approved by the Department of Health and it becomes part of the routine childhood immunisation programme as that is when it will start saving lives and preventing lifelong disability. We have a hard fight ahead in light of the announcement in July 2013 regarding the vaccine not being cost effective.

The Trust has been working hard over the last few years to raise the profile of the impact of MenB to help support a positive decision to introduce a MenB vaccine into the routine childhood immunisation programme as soon as possible after it was licensed:

- The results from our unique commissioned research into the true burden of MenB (MOSAIC – Meningococcal Outcome Study in Adolescents and in Children) were presented to the Joint Committee of Vaccine and Immunisation (JCVI) in 2011 and we were delighted when MOSAIC was published in the Lancet Neurology in August 2012, a major endorsement of the findings at a critical time.
- Our Education Campaign, launched in late 2011, continued in 2012, highlighting the challenges children have with their education following MenB.
- Our public affairs programme has resulted in the support of over 100 MPs who support the Education Campaign or have become Meningitis Champions.

Recognising the difficulty in diagnosing meningitis, the speed with which it attacks, the fact that treatment (once diagnosed) has reached as far as it can and understanding the potentially devastating impact of the disease, prevention is the only way now that we can save lives and prevent lifelong disability.

Campaigning for the introduction of this new MenB vaccine will remain a major priority for us in 2013/14 with the development of the Beat it Now! Campaign launched by Meningitis UK in January 2013.

However, even when the new vaccine is hopefully introduced, we know it will not be effective against all strains of MenB (of which there are thousands) and there are still other bacterial causes of meningitis which do not have a vaccine. So 2013/14, following our merger with Meningitis UK, will see us continue to drive forward our preventative research programme, working with world class researchers and institutions in the quest to eliminate all bacterial forms of this horrific disease.

#### **No-one will have to face meningitis alone**

We took the bold step in 2012/13 of doubling the number of staff we have based in the community around the UK enabling us to reach more people than ever before. The team of 10 Community Support Officers visits people in their own home or in hospital and helps to ensure the family or individual get the support they need as they move forward after meningitis has struck.

## **Meningitis Trust**

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The enhanced team, in place from autumn 2012, quickly made a difference and 2012/13 saw us undertake 120% more home and hospital visits than in the prior year. We saw a further increase in our financial grants programme which has grown by more than 75% in the last 3 years. We continued to support individuals and their families through counselling and creative therapies – all provided close to people's homes, making access easy and cost effective. And we held our programme of Family Days (supported by BBC Children in Need) across the UK, with one Family Day having a record number of 20 families attend.

Calls and emails to our helpline were maintained at around 9,000 for the year, but support calls and emails with the Community Support & Services Team increased fourfold over the prior year.

While our personal face to face and telephone support (through our helpline) remains as important as ever, we are also embracing digital technology both to reach out to people to ensure they know we are here, for example using social media, as well as to provide support such as through our Health Unlocked Forum. This is critical as we strive to achieve our strategic priority of ensuring people do not suffer alone, and recognising some people don't want to speak or meet but prefer online platforms to access help.

Our reach continues to extend with our website seeing nearly 1 million visits, with monthly visits reaching 100,000 towards the end of 2012/13. Facebook and Twitter followers grew by 37%. Each one of our Community Team has a regional blog and Facebook account, reaching out to people in their local community and making it easy for people to feel connected.

We also continue to use traditional media channels to reach out and make people aware that there is support for them – and that we are only a phone call or a click away. Beneficiaries willing to share their story in the media encourage people to make contact with the Trust and we achieved supportive coverage in such magazines as Prima Baby, Chat and Pick me Up magazines.

A key aspect of us ensuring no-one suffers alone is our Partnerships Programme. This continued to develop in 2012/13, working with organisations such as National Deaf Children's Society, Child Brain Injury Trust and The Children's Trust. These partnerships not only result in referrals but joint support and campaign activities.

We are seeing more people coming to us for support but we know there are still many people who could benefit from the Trust's support who simply are not aware of us. We continue to strive for GPs and hospitals to make patients aware of the Trust as we believe this is critical to ensuring that no-one is left to suffer alone.

We were delighted the NICE Quality Standard for Meningococcal Disease in Children included 3 measures around support following meningitis and, having been part of securing this, we were determined to help health professionals to achieve these measures. Working with parents, we initiated the development of a resource that would be practical and provide guidance for parents following discharge of their child from hospital.

With a steering group of parents, we gained the support of the Royal College of Paediatric and Child Health, Royal College of GPs and Royal College of Nursing and announced the development of this resource for launch in 2013. Following an approach from the Meningitis Research Foundation, we are now working on it as a joint resource which was launched in June 2013. Ensuring the resource is effectively distributed and achieves its objectives will be a key focus for 2013/14.

## Meningitis Trust

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#### Listening and Responding to Need

During the lifetime of the Trust, we have considered it of great importance continually to improve our understanding of the needs of those affected by meningitis in order to ensure we keep refining our services to meet beneficiaries' requirements. It is essential that we are a charity that provides what is needed and does not just do things simply because it can.

We actively seek opinions from our beneficiaries through feedback forms and from our supporters via supporter surveys. We involve our beneficiaries and supporters in the development of any resources and literature.

During 2012/13, in direct response to the needs identified by people affected by meningitis, we

- **Introduced a pilot Disability Benefits advisory service**, with our Community Support and Services team trained to help people access the benefits they are entitled to after meningitis has changed their lives forever.
- **Undertook a Viral Meningitis Survey**, with the goal of using the findings to increase the understanding and gain acknowledgement of the impact of the disease and the support required. This survey was undertaken with the support of the Picker Institute Europe who supported us on a pro bono basis. The survey results were used to inform a campaign to educate the general public and health professionals as well as to reach out to people affected so they would realise they are not on their own.  
As a direct result of the findings of this survey, 2013/14 will see the launch of the world's first Viral Meningitis Week in May, a continued drive on education and awareness around the disease, and the introduction of a pilot service for complimentary therapies to support those affected.
- **Undertook the first phase in a programme to reach, educate and support adolescents, working with our Young Ambassadors.** This was a project not only initiated by our Young Ambassadors who have a key objective of reaching out to their peers, but has involved them every step of the way. We undertook a meningitis awareness survey of 14-16 year olds in Jan/Feb 2013. This included looking at attitudes to vaccination as well as knowledge of the disease using questions developed with the Young Ambassadors. The findings will inform how we raise awareness amongst this critical age group (recognising that students are the second most at risk group and also the parents of the future).  
The second phase of this programme is a survey of adolescents, in Autumn 2013, who have been affected by meningitis to help inform the support that we should have available for them as well as how to reach out to them.
- **Initiated a partnership project with Child Brain Injury Trust for specialist training for Special Education Needs Co-ordinators (SENCO)'s and teachers.** The training will be piloted in 2013 and will provide teachers and SENCOs with strategies to improve the education of children with meningitis related brain injury.

## **Meningitis Trust**

### **Report of the trustees**

#### **For the year ended 31 March 2013**

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#### **Reducing the Impact**

We are determined to help reduce the impact of this devastating disease by:

- Raising awareness of the signs and symptoms, knowing that fast action saves lives.
- Ensuring understanding of the long term impact of the disease and need for support.
- Campaigning to secure the support that people need.

#### **Raising awareness**

We continued our awareness raising activities including media campaigns (like “Don’t Wait for the Rash”), community talks with staff and volunteers, and literature distribution.

Our website hits continued to increase significantly. Recognising that we now have over 50% of our web traffic coming from mobile devices, we launched our mobile friendly website. Social media continues to play a very effective part in awareness raising activity – an incredibly cost effective approach with a very wide reach.

Other highlights in the year included:

- Our partnership with the Red Cross who are using our signs and symptoms cards in their training.
- We made the most of 2 prime time TV programmes which touched on meningitis (Secret Millionaire and Hollyoaks), resulting in significant increases in Twitter followers and hits to the website seeking awareness information.
- We joined forces with Meningitis UK and Meningitis Research Foundation on a new awareness campaign, “Meningitis Keep Watching”. Supported by Novartis, this campaign included the creation of an advert shown in cinemas and used on social media to encourage parents to ensure they know the signs and symptoms, and to spread the word to other parents as well. The campaign is continuing into 2013/14.

And of course the greatest highlight of our awareness activity was when we learnt that our Signs and Symptoms smartphone App, had saved a life! A mum had been concerned about her little daughter, and, having checked on the app, immediately took her to A&E. This free to download app, originally funded with support from Pfizer and GlaxoSmithKline, has now had nearly 29,000 downloads.

As more vaccines are introduced, our challenge on awareness raising becomes very much one of tackling complacency, as people increasingly believe meningitis is a thing of the past. 2013/14 will see us as focused as ever on ensuring we keep meningitis front of mind for people and that they are empowered with life-saving information at the touch of a finger online, by voice from our helpline or in a physical form with our literature.

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##### ***Increasing understanding of long term impact***

The publication of our MOSAIC research in the Lancet Neurology enabled us to reach out to health professionals to increase their understanding. The findings were also presented at a number of conferences.

We had a number of articles in health professional publications such as Nursing in Practice. We also had an article published in the National Association of Special Educational Needs magazine, reaching a key target audience with our information on the impact of meningitis on a child's ability to learn.

We held a Meningitis Seminar in London, kindly supported by Irwin Mitchell, attended by over 80 health and social care professionals. As well as having experts speaking, we had a mum tell her son's story – as ever the highlight of the day and something all the attendees said they would never forget.

We also exhibited at a number of relevant professional conferences, enabling us to reach large numbers of people and provide valuable information to them.

During 2013/14 we will continue to support increased understanding of the impact of meningitis amongst key professional groups with the aim of ensuring appropriate support of those affected.

##### ***Campaigning for positive change***

Since we launched our "voice" in 2011, we have not stopped talking, seeking to influence on behalf of our beneficiaries:

- In July, we delivered our Education Petition to Downing Street with more than 14,000 signatures. Accompanied by our Ambassador Petra Ecclestone, our Founding Young Ambassador Alex Williams and families who all knew the challenges children faced in school, we proudly walked up Downing Street and knocked on the front door of Number 10 to hand over the petition.
- We held a parliamentary reception in October, hosted by our Young Ambassadors alongside Sharon Hodgson MP, Shadow Minister for Children. Over 120 people attended, including nearly 50 MPs and Peers, as well as other key opinion leaders. Four of the Young Ambassadors stood on a platform and told their own story – they were incredible and it led to the MPs and Peers signing up to be Meningitis Champions.
- We spoke in Westminster at the All Party Health Group alongside the Children's Commissioner for England and Wales.
- We responded on the consultation for the Children and Families Bill, working alongside other charities.
- Our key campaigning focus for 2013/14 will be calling for the introduction of the licensed MenB vaccine, with activities across Westminster, the devolved Governments and the general public.

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#### **Raising the Funds**

We continue to rely on voluntary income and the generosity of individuals and organisations across the UK to help fund our work. Without their support the Meningitis Trust simply wouldn't exist.

We make use of a range of fundraising activities in order to avoid over-reliance on any particular source. In addition this also provides choice to our supporters in how they want to support us. The economic climate continues to be challenging but despite this we held our income at a similar level to the previous year, excluding the 2 exceptional major gifts in the previous year, totalling £260k.

Our income from community fundraising in the UK grew by 4% thanks to the tireless efforts of our supporters. Amongst the many incredible efforts some of the highlights include; Notts Karni students raised £73,000 this year with 32 trekkers visiting Peru to trek Machu Picchu (the second year they have supported us); two large Coffee Break events were organised by Julie Jenkins from Lancashire and Moyra Blyth from Fife that raised £4,000 and nearly £3,000 respectively; Dawn & Ashley Ward held their third Crème de la Crème ball in the grounds of their Cheshire home which raised £29,250 for the Trust; Nadine Atherton and Jamie Roberts along with family and friends in Cumbria raised over £15,000 in memory of their son Charlie through various activities including a black tie dinner, Casino night, skydive and darts tournament; Lauren Melia from Liverpool took part in a skydive with friends in memory of her daughter Lola and raised over £7,500; Barbara Evans from Powys organised a charity lunch and promise auction that raised £10,270.

Our Major Donor programme continued, with a reception at the House of Lords and a very special event at St James's Palace attended by our Royal Patron, HRH The Countess of Wessex and supported by individuals and companies. HRH The Countess of Wessex also attended our Christmas Concert in London.

We received first time support from 36 trust and grant bodies totalling £62,000 including Hilton in the Community, CHK Charities and The Strangward Trust. We had support from 131 trust and grant bodies during the year.

Our events fundraising in the UK reduced slightly although it still generated more than £666,000 and remains an important part of our income stream. However, our event fundraising is not just about income generation: it also provides a strong awareness platform and a support mechanism for many people fighting back after meningitis. One of the most inspirational participants this year was Bahman Jamaldini. Bahman lost all 4 limbs in December 2010 and in October 2012, less than 2 years after he became ill, he completed the Great Wall of China Trek raising over £20,000.

We now have 325 Tribute funds and these have raised over £2.7m since they were started in with families and friends tirelessly raising funds and awareness for the Trust in memory of loved ones. Their selflessness is exceptional.

We are grateful to all of our corporate partners who have raised funds or provided "in-kind" support through the year including Caroline Gardner Cards, First Great Western, Just:: Health PR, Novartis Vaccines, Pfizer, Connexus, Irwin Mitchell, Foot Anstey, Leigh Day, Silver Cross, and Barclays.

Individuals help us through ad hoc donations and regular gifts. Legacies, at £50k, were significantly lower than the prior year of £170k and the lowest level for 5 years.

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With no Central Government Funding we are indebted to all the individuals and organisations who fund our work and enable us to reach more people every year.

During 2013/14 we will continue to drive forward on all income streams. With the merger, we will also take advantage of the ability to cross-sell activities such as Meningitis Trust Toddle Waddle to Meningitis UK supporters, and Meningitis UK Time 4 Tea to Trust supporters.

#### **United, focused and effective organisation**

With clear accountability to our donors and beneficiaries, we have to ensure we achieve the greatest impact possible with our limited funds and resources. While we are a charity with the people we exist for at our heart, we must also operate as an efficient and effective business. The balance between the two is critical – and we are delighted that our supporters believe we get it right, with the people we exist for frequently referencing how they feel part of the “Meningitis Trust Family”.

The passion within the staff team, driven by the inspiration of the people we support, is reflected by the fact that so many staff undertook a challenge of some sort during the year to raise funds for the Trust – from jumping out of a plane, walking Five Valleys Walk, trekking the Great Wall and climbing mountains to persuading their child’s nursery to do a Toddle Waddle.

Our Partnership Programme is a key element to helping us achieve our strategic priorities. Here are just some of the examples of the partnership programme in action in 2012/13

- Meningitis UK, Auditory Verbal UK – referring people to us to get the help they desperately need.
- The British Red Cross – helping reach out with life saving meningitis awareness information.
- Child Brain Injury Trust – with the development of the specialist training programme for SENCOs and teachers which will be piloted in 2013.
- The Children’s Trust – undertaking a project with us to help support children at school with an acquired brain injury from meningitis.
- Just:Health PR – continuing to provide pro bono support in our public affairs activities.
- Picker Institute Europe who are providing pro-bono support with the development of surveys to help us gather information on, for example, people’s experience after viral meningitis and their needs, which will help inform the support we provide.
- Law Firms Irwin Mitchell, Leigh Day, Foot Anstey, Pannone and Michelmores becoming our legal partners.

We are grateful to all our partners in helping us drive forward with our vision.

The exploitation of digital communication is not only critical to meeting the needs of those wanting to access awareness and support through digital channels, but it also plays a significant part in our continual drive for effectiveness. Our e-News now goes out to over 25,000 people every month (9% more than the prior year) at a distribution cost of less than £100 per month. This would not be possible if we were sending a newsletter by post – postage alone would be over £12,500 a month! And for many people, this regular contact is very important for them and a reminder that they are not on their own.

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Volunteers are essential to our work, and we were delighted that 30% more people are helping us in this way. With limited funds and resources, people willing to give their time to help makes a difference to all aspects of our work. We work carefully to ensure we understand why they want to volunteer, the type of work they want to do, what they would like to achieve and how we can most effectively utilise their skills. Our community based staff are spread nationally across the UK and this enables us to engage volunteers wherever they live and bring them into the Trust family.

We were delighted when we were awarded the very special Queen's Diamond Jubilee Volunteer Award in recognition of our programme and the incredible volunteers we are so fortunate to have.

Our Young Ambassadors are a very special group of volunteers, young people aged between 14 and 25 whose lives have been touched by meningitis. During the year, they ran the Trust for a day, developed and supported the start of the adolescent survey programme, hosted our parliamentary reception in Westminster, spoke at our Christmas Concerts in Gloucester and London and raised vital funds.

However, the year was also marked with incredible sadness with the death of our Founding Young Ambassador, Alex Williams. Alex contracted meningitis when he was just 7. He battled with life-changing after-effects which sadly took his life aged just 18 and only 1 week after he had led the Young Ambassadors in their take-over day at the Trust. Alex's motto was "Believe and Achieve" and this reflected how Alex lived his life. He tirelessly and selflessly raised awareness and funds, supported by his family, despite being in constant pain. He was recognised with so many awards and proudly carried the Olympic Torch just weeks before he died. Alex will always be an inspiration to us and his memory lives on through his fellow Young Ambassadors and his family who are continuing his work.

#### **The future**

Our 6 strategic priorities for the merged organisation are clear:

- 1) We will support prevention through research and will continue campaigning for the introduction of safe vaccines.
- 2) We will ensure no-one will have to face meningitis alone.
- 3) We will listen and respond to the needs of everyone affected by meningitis to improve their quality of life.
- 4) We will reduce the impact of meningitis through raising awareness, ensuring understanding of long term impact & calling for change to improve quality of support.
- 5) We will raise the funds needed to meet the costs of delivering our vision.
- 6) We will continue to be a united, focused and effective organisation.

Our merger with Meningitis UK creates a strong and sustainable base to drive forward on these priorities, with the ultimate goal of achieving our vision.

One of our main priorities for 2013/14 is to fight to get the newly licensed MenB vaccine introduced into the routine childhood immunisation programme as it is only then that it will change lives. We will take our "Beat it now" campaign on the road across the UK and to Westminster and the Devolved Governments doing all we can to secure the earliest possible introduction of the vaccine.

## **Meningitis Trust**

### **Report of the trustees**

#### **For the year ended 31 March 2013**

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#### **Financial picture**

In a difficult economic climate, we were delighted that income in the UK was held at £2.7m, a similar level to the prior year, excluding the 2 exceptional major donor gifts totalling £260k and despite a reduction in legacy income of £120k.

Total UK expenditure at £2.9m was similar to the previous year. Expenditure on our core activities in the UK was 5% up on the prior year and, with reduced fundraising expenditure, was a greater proportion of our total expenditure. Our Services and Community Support expenditure in the UK increased by nearly 5%, as did our Communications & Education spend. Governance costs include the one-off merger costs of £13k.

Our fundraising costs in the UK reduced by nearly 6% and accounted for 2% less of our total expenditure in the year compared to the prior year.

Cash, at just under £1.7m, was £0.2m lower than the prior year reflecting the deficit year as we invested resources into our community based team.

#### **Review of performance of our Trading Subsidiary**

The Trust's wholly owned trading subsidiary, Meningitis Trust Trading Limited, passes its profits to the Trust through Gift Aid. The income in 2012/13 was from the sale of Christmas Cards.

#### ***Free reserves level and policy***

The Trustees regularly review the level of reserves of the Trust, looking at the nature of income and expenditure streams, and the need to match variable income with regular and largely fixed expenditure. The Trustees believe that the policy of holding free reserves of 6 months of operating costs, which equates to approximately £1.4 million at the current level of activity, remains appropriate and that these reserves are held in cash. This takes into account the fact that the Trust does not have any committed long term income, that income levels fluctuate significantly across the year, and that a significant proportion of the costs are fixed in nature, all of which have a direct impact on the cash flow of the Trust. The free reserves of as at 31 March 2013 were £1.2m (2012 - £1.2m).

#### ***Investment policy and performance***

The trustees have the power to invest in such assets as they see fit. However, until such time as the reserves have reached the £1.4 million target for 6 months' operating costs, current practice will be followed, whereby the majority of the reserves are held in interest bearing accounts, the yield on which ranged between 0.50% and 3.25% for the year.

#### ***Risk statement***

The trustees have an Audit & Risk Assessment Committee, comprising a minimum of four trustees and the Chief Executive. The Committee reviews a risk schedule incorporating all aspects of risks including financial, operational and business risks. The trustees can confirm that they have established systems to mitigate the significant risks.

## **Meningitis Trust**

### **Report of the trustees**

**For the year ended 31 March 2013**

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#### ***Statement of trustees' responsibilities***

The trustees (who are also directors of Meningitis Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable company/group for that period. In preparing these financial statements, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## **Meningitis Trust**

### **Report of the trustees**

**For the year ended 31 March 2013**

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#### ***The trustees***

The trustees, who are also directors under company law, who served during the year and up to the date of this report were as follows:

Mr A Irvine (Chairman)	Mr J Kilmister (resigned 1/4/13)
Miss G Noble CB (Vice Chairman until 1/4/13)	Mr R Greenhalgh
Mr M Wolfe (Treasurer)	Mr P Johnson (resigned 1/4/13)
Ms B McGhie (resigned 1/4/13)	Mr M Hall FCA (resigned 1/4/13)
Mr R Johnson (resigned 1/4/13)	Prof K Cartwright (resigned 1/4/13)
Mr E Wilson (resigned 1/4/13)	Mr L Green (resigned 1/4/13)
Mr S Gazard (appointed 1/4/13 as Trustee and Vice Chairman)	Ms A Freeman (appointed 1/4/13)
Mr R Gillett (appointed 1/4/13)	Ms M Harvey-Jones (appointed 1/4/13)

#### ***Appointment of trustees***

The Trustees operate a Nominations Committee. This committee is made up of 3 trustees and the Chief Executive. This committee is responsible for overseeing the skills mix of the board and recruitment of new trustees. Prior to appointment, a new trustee is interviewed by the Nominations Committee. If they are then recommended to the full board, the curriculum vitae is circulated amongst the board. The potential new trustee is then invited to two meetings as an observer before appointment is confirmed.

A new trustee follows an induction programme agreed by the board. The aim of the induction process is to ensure the trustee understands the constitution of the Trust and the duties of a trustee, and gains an overview of the work of the Trust by meeting with all key managers. The Chief Executive is responsible for arranging the induction programme liaising with the new trustee and relevant managers and other trustees.

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up. The total number of such guarantees at 31 March 2013 was 24 (2012 - 28).

The trustees have no beneficial interest in the group or charitable company.

#### ***Auditors***

Sayer Vincent were reappointed as the group's auditors during the year and have expressed their willingness to continue in that capacity.

Approved by the trustees on 21 August 2013 and signed on its behalf by

A Irvine - Chairman

## **Independent auditors' report**

### **To the members of**

#### **Meningitis Trust**

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We have audited the financial statements of Meningitis Trust for the year ended 31 March 2013 which comprise the group and parent charitable company statement of financial activities, the group and parent charitable company balance sheets and the related notes. 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 charitable company's members and trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005. Our audit work has been undertaken so that we might state to the charitable parent company's members and trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and trustees 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 in the report of the trustees, 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.

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulations made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

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

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the 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 report of the trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2013 and of the group's incoming resources and application of resources, including the group's 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 Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulations 6 and 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

## **Independent auditors' report**

**To the members of**

**Meningitis Trust**

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

In our opinion the information given in the report of the trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- the parent charitable company has not kept proper and adequate accounting records 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 records or returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

*Catherine L Sayer (Senior statutory auditor)*

*23 September 2013*

*for and on behalf of Sayer Vincent, Statutory Auditors*

*Sayer Vincent, 8 Angel Gate, City Road, LONDON EC1V 2SJ*

*Sayer Vincent is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006*

## Meningitis Trust

### Consolidated statement of financial activities (incorporating an income and expenditure account)

For the year ended 31 March 2013

	Note	Restricted £	Unrestricted £	2013 Total £	2012 Total £
<b>Incoming resources</b>					
<i>Incoming resources from generated funds</i>					
Voluntary income	2	65,652	847,550	<b>913,202</b>	1,368,643
Fundraising events		-	666,160	<b>666,160</b>	763,044
Trading activities	10	-	19,639	<b>19,639</b>	18,863
Community fundraising		7,370	816,206	<b>823,576</b>	842,330
Investment income	3	-	28,869	<b>28,869</b>	11,912
<i>Incoming resources from charitable activities</i>					
Communication and education		6,000	-	<b>6,000</b>	17,625
Community support		108,528	-	<b>108,528</b>	93,149
Helpline and support services		15,800	-	<b>15,800</b>	44,209
Financial support grants		104,463	-	<b>104,463</b>	37,171
Research		-	-	-	-
<b>Total incoming resources</b>		<b>307,813</b>	<b>2,378,424</b>	<b>2,686,237</b>	<b>3,196,946</b>
<i>Cost of generating funds:</i>					
Costs of generating voluntary income		-	653,744	<b>653,744</b>	652,779
Fundraising events		-	261,382	<b>261,382</b>	376,986
Trading activities	10	-	16,008	<b>16,008</b>	18,901
		-	931,134	<b>931,134</b>	1,048,666
<b>Net incoming resources available for charitable application</b>		<b>307,813</b>	<b>1,447,290</b>	<b>1,755,103</b>	<b>2,148,280</b>
<i>Charitable activities</i>					
Communication and education		40,846	657,053	<b>697,899</b>	747,350
Community support		115,113	275,297	<b>390,410</b>	403,676
Helpline and support services		17,391	465,496	<b>482,887</b>	545,991
International development		-	1,577	<b>1,577</b>	15,665
Financial support grants		105,545	187,713	<b>293,258</b>	294,077
Research		-	15,159	<b>15,159</b>	8,063
<i>Governance</i>		-	61,931	<b>61,931</b>	63,731
<b>Total charitable expenditure</b>		<b>278,895</b>	<b>1,664,226</b>	<b>1,943,121</b>	<b>2,078,553</b>
<b>Total resources expended</b>	5	<b>278,895</b>	<b>2,595,360</b>	<b>2,874,255</b>	<b>3,127,219</b>
<b>Net incoming/(outgoing) resources before transfers</b>		28,918	(216,936)	<b>(188,018)</b>	69,727
<b>Transfer between funds</b>	15	-	-	-	-
<b>Net movement in funds</b>	15	28,918	(216,936)	<b>(188,018)</b>	69,727
<b>Funds at 1 April 2012</b>		<b>93,293</b>	<b>1,464,144</b>	<b>1,557,437</b>	<b>1,487,710</b>
<b>Funds at 31 March 2013</b>	15	<b>122,211</b>	<b>1,247,208</b>	<b>1,369,419</b>	<b>1,557,437</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above. Movements in funds are disclosed in note 15 to the financial statements.

The notes on pages 21-32 form part of the financial statements.

## Meningitis Trust

Company No: 2469130

## Balance sheet

As at 31 March 2013

		Group		Charity	
	Note	2013 £	2012 £	2013 £	2012 £
<b>Fixed assets</b>					
Tangible fixed assets	9	<b>37,540</b>	43,741	<b>37,540</b>	43,741
Investments	10		-	<b>2</b>	2
		<b><u>37,540</u></b>	<u>43,741</u>	<b><u>37,542</u></b>	<u>43,743</u>
<b>Current assets</b>					
Debtors	11	<b>57,919</b>	54,445	<b>56,579</b>	57,262
Cash at bank and in hand		<b>474,622</b>	331,089	<b>472,625</b>	326,269
Short Term Deposit Account		<b><u>1,200,000</u></b>	<u>1,532,247</u>	<b><u>1,200,000</u></b>	<u>1,532,247</u>
		<b>1,732,541</b>	1,917,781	<b>1,729,204</b>	1,915,778
<b>Creditors: amounts falling due within one year</b>					
	12	<b><u>400,662</u></b>	<u>404,085</u>	<b><u>400,550</u></b>	<u>401,676</u>
<b>Net current assets</b>					
		<b><u>1,331,879</u></b>	<u>1,513,696</u>	<b><u>1,328,654</u></b>	<u>1,514,102</u>
<b>Net assets</b>					
		<b><u>1,369,419</u></b>	<u>1,557,437</u>	<b><u>1,366,196</u></b>	<u>1,557,845</u>
<b>Funds</b>					
Restricted funds		<b>122,211</b>	93,293	<b>122,213</b>	93,293
Unrestricted funds:					
General funds		<b><u>1,247,208</u></b>	<u>1,464,144</u>	<b><u>1,243,983</u></b>	<u>1,464,552</u>
<b>Total funds</b>	14, 15	<b><u>1,369,419</u></b>	<u>1,557,437</u>	<b><u>1,366,196</u></b>	<u>1,557,845</u>

The notes on pages 21-32 form part of the financial statements.

Approved by the trustees on 21 August 2013 and signed on their behalf by

M Wolfe - Treasurer

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

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##### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005).

These financial statements consolidate the results of the charitable company and its wholly-owned subsidiaries Meningitis Trust Trading Limited (formerly known as Trust Trading Limited), and the overseas entity, over which the charity had control through membership, Meningitis Trust Ireland on a line by line basis. Transactions and balances between the charitable company and its subsidiaries have been eliminated from the consolidated financial statements. Balances between the two companies are disclosed in the notes of the charitable company's balance sheet. A separate statement of financial activities, or income and expenditure account, for the charitable company itself is not presented because the charitable company has taken advantage of the exemptions afforded by section 408 of the Companies Act 2006 and paragraph 397 of SORP 2005.

- b) Voluntary income received by way of subscriptions, donations and gifts to the charity is included in full in the statement of financial activities when receivable. Intangible income is recognised as an incoming resource where the provider of the service has incurred a financial cost. Volunteer time is not included in the financial statements.
- c) Grants are recognised in full in the statement of financial activities in the year in which they are receivable.
- d) Income from legacies is accounted for on a receivable basis, recognised when entitlement to the income has been established, the amounts can be ascertained and receipt is certain.
- e) Income from fundraising events is recognised in the period in which it is received, except where it is refundable. Where it is refundable, income is retained on the balance sheet and only released when the obligation to refund is no longer applicable. Where expenditure is incurred for an event in a future year, it is expensed to the accounts of the year in which the legal obligation arises.
- f) Trading income is the income from the Trust's trading subsidiary which is transferred to the Trust by way of a gift in accordance with a profit shedding agreement between the Trust and its subsidiary.
- g) Gifts in kind are assets donated to the charity for its own use or for distribution to beneficiaries. They are included at valuation and recognised as income only when they are used or distributed.
- h) The costs of generating funds relate to the costs incurred in raising funds for the charitable work.
- i) Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. The depreciation rates in use are as follows:

Office & computer equipment	25% per annum
Furniture	15% per annum

Items of equipment are capitalised where the purchase price exceeds £300. Depreciation costs are allocated to activities on the basis of the use of the related assets in those activities.

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

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#### 1. Accounting policies (continued)

- j) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT.

Resources expended are allocated to the particular activity where the cost relates directly to that activity. However, the support costs of overall direction and administration of each activity, comprising the salary and overhead costs of the central function, are apportioned on the following basis which are an estimate, based on staff time, of the amount attributable to each activity.

##### Central Cost Allocation

Fundraising	32.1%
Communication and education	24.7%
Community support	16.7%
Helpline support services	15.3%
Research	0.7%
International development	0.5%
Governance	10.0%

Governance costs include the management of the charitable company's assets, organisational management and compliance with constitutional and statutory requirements.

- k) Restricted funds are to be used for specified purposes as laid down by the donor. Expenditure which meets these criteria is identified to the fund, together with a fair allocation of governance and support costs.
- l) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- m) Grants payable are accounted for in the period in which the award is communicated to the recipient, and becomes a contractual commitment. Where a commitment is made to funding a research project over more than one year and future instalments are not subject to performance reviews, the expenditure in relation to the entire project is included in full in the year when the commitment was made.
- n) Rentals payable under operating leases, where substantially all the risks and rewards of ownership remain with the lessor, are charged to the statement of financial activities in the year in which they fall due.
- o) Transactions in foreign currencies are translated at the average exchange rate for the period. Balances denominated in foreign currencies are translated at the rate of exchange prevailing at the balance sheet date.
- p) The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund. The pension cost charge represents contributions payable under the scheme by the charity to the fund. The charity has no liability under the scheme other than for the payment of those contributions.

## Meningitis Trust

### Notes to the financial statements

For the year ended 31 March 2013

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#### 2. Voluntary income

	Restricted £	Unrestricted £	2013 Total £	2012 Total £
Legacies	105	49,740	49,845	170,126
Gifts in kind	-	74,759	74,759	47,571
Other Voluntary Income	65,547	723,051	788,598	1,150,946
Total	65,652	847,550	913,202	1,368,643

#### 3. Investment income

	2013 Total £	2012 Total £
Interest receivable on bank deposits	28,869	11,912

#### 4. Research

Research grants paid during the year were to the following institutions:

Institution	2013 £	2012 £
No research grants made in the year	-	-
	-	-

The support costs for 2012/13 totalled £15,159 (2011/12- £8,063) and are described in detail in note 5.

Meningitis Trust

Notes to the financial statements

For the year ended 31 March 2013

5. Charitable expenditure

	Communication & education £	Community support £	Helpline, support services £	Financial support grants £	Research £	International development £	Cost of generating funds £	Governance £	2013 Total £	2012 Total £
Staff costs (note 8)	379,189	257,709	247,034	33,341	7,762	2,466	488,397	25,568	1,441,466	1,468,318
Recruitment, training & other HR	8,554	6,934	5,189	692	144	37	13,838	1,397	36,785	62,746
Travel & subsistence	13,260	21,565	14,738	837	22	62	24,215	107	74,806	78,145
Trustee expenses	-	-	-	-	-	-	-	714	714	783
Awareness & education resources	97,568	1,502	2,773	285	-	-	5,417	-	107,545	142,380
Professional services	-	12,977	167,208	499	-	-	-	-	180,684	239,492
Grants payable to individuals	-	-	-	251,386	-	-	-	-	251,386	246,636
Research grants	-	-	-	-	-	-	-	-	-	(2,235)
Computer related	19,223	15,104	12,571	1,607	322	82	26,082	328	75,319	61,679
Property and phones	43,163	23,959	22,914	3,525	794	202	52,036	808	147,401	160,760
Postage, stationery & subscriptions	8,875	6,892	6,340	696	573	35	14,166	142	37,719	49,793
Auditors remuneration	-	-	-	-	-	-	-	11,400	11,400	16,320
Legal, professional, bank	-	-	-	-	-	-	-	8,340	8,340	15,176
Fundraising event costs	18,649	27,973	-	-	-	-	139,865	-	186,487	294,671
Other fundraising expenditure	22,527	15,333	867	114	-	-	141,454	-	180,295	202,272
Trading costs	-	-	-	-	-	-	16,008	-	16,008	18,901
International development	-	-	-	-	-	(1,317)	-	-	(1,317)	6,207
Gift in Kind	69,279	-	1,180	-	4,000	-	300	-	74,759	47,571
Merger Costs	-	-	-	-	-	-	-	13,069	13,069	-
Miscellaneous	17,612	462	2,073	276	1,542	10	9,356	58	31,389	17,604
	<u>697,899</u>	<u>390,410</u>	<u>482,887</u>	<u>293,258</u>	<u>15,159</u>	<u>1,577</u>	<u>931,134</u>	<u>61,931</u>	<u>2,874,255</u>	<u>3,127,219</u>

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

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#### 6. Net incoming/(outgoing) resources for the year

This is stated after charging / crediting:

	2013 £	2012 £
Depreciation & asset disposals	23,158	15,615
Trustees' remuneration	-	-
Trustees' expenses	714	665
Auditors' remuneration:		
▪ Audit	12,804	13,158
▪ Merger Support	2,040	-
Operating lease rentals		
▪ Property	72,000	72,000
▪ Other	5,712	5,604
	<u>5,712</u>	<u>5,604</u>

Trustees' expenses represents the reimbursement of travel and subsistence costs to 2 (2012: 2) members relating to attendance at meetings of the trustees.

#### 7. Taxation

The charity is exempt from corporation tax as all its income is applied for charitable purposes.

#### 8. Staff costs and numbers

Staff costs were as follows:	2013 £	2012 £
Salaries and wages	1,286,348	1,096,740
Social Security Costs	113,500	99,815
Pension contributions	41,618	49,174
	<u>1,441,466</u>	<u>1,245,729</u>
Staff costs in furtherance of charitable objectives	953,069	813,296
Staff costs in generating funds	488,397	432,433
	<u>1,441,466</u>	<u>1,245,729</u>

The average weekly number of employees (full-time equivalent) during the year was as follows:

	2013 No.	2012 No.
Communication & education	14	13
Community support	11	10
Helpline & support services	9	7
Fundraising	18	17
	<u>52</u>	<u>47</u>

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

#### 8. Staff costs and numbers (continued)

One employee earned between £60,000 and £70,000 during the period (2012 :1).

The employer's pension contribution for staff earning over £60,000 was £3,103 (2012 : £3,107).

Meningitis Trust Ireland closed on 31 March 2012. There were therefore no members of staff in 2013 (2012: 4). The costs for the Ireland staff in 2012 are not included in the above staff costs and numbers for 2012. Costs including Ireland for 2012 (as disclosed in note 5) are as follows:

	2013 £	2012 £
Staff costs in furtherance of charitable objectives	<b>953,069</b>	992,035
Staff costs in generating funds	<b>488,397</b>	476,283
	<b><u>1,441,466</u></b>	<b><u>1,468,318</u></b>

#### 9. Tangible fixed assets

The group and charity	Office furniture & equipment £	Computer equipment £	2013 Total charity £	Trading & international subsidiaries equipment £	2013 Total group £
<b>COST</b>					
At 1 April 2012	76,019	117,370	<b>193,389</b>	5,586	<b>198,975</b>
Additions in year		16,978	<b>16,978</b>	-	<b>16,978</b>
Disposals in year	<u>(3,427)</u>	<u>(31,971)</u>	<b><u>(35,398)</u></b>	-	<b><u>(35,398)</u></b>
At 31 March 2013	<u>72,592</u>	<u>102,377</u>	<b><u>174,969</u></b>	5,586	<b><u>180,555</u></b>
<b>DEPRECIATION</b>					
At 1 April 2012	69,553	80,095	<b>149,648</b>	5,586	<b>155,234</b>
Charge for the year	2,984	19,757	<b>22,741</b>	-	<b>22,741</b>
Disposals in year	<u>(2,005)</u>	<u>(32,955)</u>	<b><u>(34,960)</u></b>	-	<b><u>(34,960)</u></b>
At 31 March 2013	<u>70,532</u>	<u>66,897</u>	<b><u>137,429</u></b>	5,586	<b><u>143,015</u></b>
<b>NET BOOK VALUE</b>					
At 31 March 2013	<u><b>2,060</b></u>	<u><b>35,480</b></u>	<u><b>37,540</b></u>	-	<u><b>37,540</b></u>
At 31 March 2012	<u>6,466</u>	<u>37,275</u>	<u>43,741</u>	-	<u>43,741</u>

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

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#### 10. Investments

The Trust owns 2 £1 ordinary shares in Meningitis Trust Trading Limited (formerly known as Trust Trading Limited), and 1 £1 ordinary share in Inmed Limited (now a dormant company). Both are wholly owned subsidiaries of Meningitis Trust and are non-charitable companies registered in England to carry out non-primary purpose trading activities for the benefit of the Trust. The total net profit is gifted to Meningitis Trust.

	<b>2013</b>	2012
	<b>£</b>	£
Turnover	19,639	18,863
Cost of sales	<u>(15,662)</u>	<u>(18,557)</u>
Gross loss	<b>3,977</b>	306
Other operating expenses	<u>(346)</u>	<u>(344)</u>
Net (loss)/profit	<b>3,631</b>	(38)
Gift aid to the Trust	<u>-</u>	<u>-</u>
Retained in the subsidiary for the period	<u><b>3,631</b></u>	<u>(38)</u>

The aggregate of the assets, liabilities and funds was:

Assets	<b>2,105</b>	4,030
Liabilities	<u>(113)</u>	<u>(5,670)</u>
Net assets/(liabilities)	<u><b>1,992</b></u>	<u>(1,640)</u>

## Meningitis Trust

### Notes to the financial statements

#### For the year ended 31 March 2013

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#### 10. Investments (continued)

The Trust had control, by way of membership, of Meningitis Trust Ireland, a company established under local jurisdiction and with charitable status. Sadly, Meningitis Trust Ireland had to close in March 2012. It was unable to raise sufficient funds in Ireland to remain viable and we could not provide the increasing level of funding it needed to stay open.

	<b>2013</b>	2012
	<b>Total</b>	Total
	<b>£</b>	£
Local income	-	182,595
Grant from UK	-	97,712
	<hr/>	<hr/>
Total income	-	280,307
Expenditure	-	(310,052)
Foreign Exchange Difference	-	199
	<hr/>	<hr/>
(Deficit)/Surplus	-	(29,546)

The aggregate of the assets, liabilities and funds was:

Assets	-	1,232
Liabilities	-	-
	<hr/>	<hr/>
Net assets	-	1,232
	<hr/> <hr/>	<hr/> <hr/>

## Meningitis Trust

### Notes to the financial statements

For the year ended 31 March 2013

#### 11. Debtors

	Group		Charity	
	2013	2012	2013	2012
	£	£	£	£
Trade debtors	1,538	108	1,430	-
Amounts due from subsidiary	-	-	-	3,262
Taxation and social	-	337	-	-
Accrued income and other debtors	21,524	-	20,292	-
Prepayments	34,857	54,000	34,857	54,000
	<u>57,919</u>	<u>54,445</u>	<u>56,579</u>	<u>57,262</u>

#### 12. Creditors : amounts due within one year

	Group		Charity	
	2013	2012	2013	2012
	£	£	£	£
Trade creditors	95,096	71,065	95,095	69,727
Other taxation and social security	31,769	-	31,658	-
Other creditors	5,708	1,643	5,708	1,643
Accruals	175,906	206,734	175,906	205,663
Deferred income (note 13)	92,183	124,643	92,183	124,643
	<u>400,662</u>	<u>404,085</u>	<u>400,550</u>	<u>401,676</u>

#### 13. Deferred income

	At 1 April 2012	Received in the period	Released to SOFA	At 31 March 2013
	£	£	£	£
Income relating to future fundraising events	124,643	236,480	(268,940)	92,183

## Meningitis Trust

### Notes to the financial statements

For the year ended 31 March 2013

#### 14. Analysis of group and charity net assets between funds

Group	Unrestricted funds £	Restricted funds £	2013	2012
			Total funds £	Total funds £
Tangible fixed assets	37,540	-	<b>37,540</b>	43,741
Current assets	1,610,330	122,211	<b>1,732,541</b>	1,917,781
Current liabilities	(400,662)	-	<b>(400,662)</b>	(404,085)
<b>Net assets at 31 March 2013</b>	<b>1,247,208</b>	<b>122,211</b>	<b>1,369,419</b>	<b>1,557,437</b>

Charity	Unrestricted funds £	Restricted funds £	2013	2012
			Total funds £	Total funds £
Tangible fixed assets	37,540	-	<b>37,540</b>	43,741
Investments	2	-	<b>2</b>	2
Current assets	1,606,991	122,213	<b>1,729,204</b>	1,915,778
Current liabilities	(400,550)	-	<b>(400,550)</b>	(401,676)
<b>Net assets at 31 March 2013</b>	<b>1,243,983</b>	<b>122,213</b>	<b>1,366,196</b>	<b>1,557,845</b>

#### 15. Movements in funds

	At 1 April 2012 £	Incoming resources £	Outgoing resources £	Transfer Between Funds £	At 31 March 2013 £
<b>Restricted funds:</b>					
<b>UK</b>					
Communication & education	13,303	50,846	(40,846)	-	<b>23,303</b>
Helpline & Support services	2,595	21,391	(17,391)	-	<b>6,595</b>
Financial Support	56	116,463	(105,545)	-	<b>10,974</b>
Community Support	77,339	119,113	(115,113)	-	<b>81,339</b>
<b>Total restricted funds</b>	<b>93,293</b>	<b>307,813</b>	<b>(278,895)</b>	<b>-</b>	<b>122,211</b>
<b>Unrestricted funds:</b>					
General funds	1,464,144	2,378,424	(2,595,360)	-	<b>1,247,208</b>
<b>Total unrestricted funds</b>	<b>1,464,144</b>	<b>2,378,424</b>	<b>(2,595,360)</b>	<b>-</b>	<b>1,247,208</b>
<b>Total funds</b>	<b>1,557,437</b>	<b>2,686,237</b>	<b>(2,874,255)</b>	<b>-</b>	<b>1,369,419</b>

## Meningitis Trust

### Notes to the financial statements

For the year ended 31 March 2013

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#### 15. Movements in funds (continued)

##### Purpose of restricted funds

**Communication & education** The communication and education fund comprises monies received for an online tool for health professionals and general awareness activities.

**Helpline & support services** The support services fund comprises monies received for helpline, counselling and other professional support services.

**Financial support grants** The financial grant fund comprises monies for the Trust's Financial Support Grants programme.

**Community support** This fund relates to monies received to fund community based support work and work with ethnic minority communities.

The following are included in Restricted Incoming Resources:

- a) Funding towards our Community Services Nurse in Northern Ireland from Roald Dahl's Marvellous Children's Charity (£5,647).
- b) Three grants towards our UK Family Days from BBC Children in Need (£23,626), BBC Children in Need Scotland (£3,304) and BBC Children in Need Northern Ireland (£1,000).
- c) Funding towards our regional community support work from The Lady Hind Trust (£500) and Sir John Fisher Foundation (£5,549).
- d) Funding towards our Community Services Nurse in Scotland from Scottish Government (£32,303).
- e) Grants towards our Financial Support Grants programme from The Willie and Mabel Morris Charitable Trust (£2,500), George Fentham Birmingham Charity (£2,500), CHK Charities Limited (£5,000), Mary Strand Charitable Trust (£1,601), Sir Jules Thorn Charitable Trust (£1,000), Hilton in the Community Foundation (£10,000), James Tudor Foundation (£15,000) and The Bothwell Charitable Trust (£2,000).
- f) Three grants towards our Core costs from The John Ellerman Foundation (£20,000), Garfield Weston Foundation (£25,000) and The Mohamed S Farsi Foundation (£5,000).
- g) Funding towards our Community Nurse Manager from The Freemasons' Grand Charity (£10,000).
- h) Funding towards our Public Affairs Programme from Novartis Pharmaceuticals UK Ltd (£15,000).
- i) Funding towards our Volunteer Development Programme from Novartis Pharmaceuticals UK Ltd (£25,000).
- j) Funding towards our Partnership Programme from Novartis Pharmaceuticals UK Ltd (£10,000).
- k) Funding towards our Winter Awareness Programme from Pfizer Ltd (£5,000).

**Meningitis Trust**

**Notes to the financial statements**

**For the year ended 31 March 2013**

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**16. Operating lease commitments**

The charitable company had annual commitments under operating leases expiring as follows:

	Land and buildings	
	2013	2012
	£	£
Less than 1 year	<u>60,000</u>	<u>60,000</u>
	<u><b>60,000</b></u>	<u><b>60,000</b></u>

The Trust is also committed to a service charge of 63% of all shared overheads on the land and building lease.