

Registered Charity Number  
1036419

Registered Company Number  
2906840

Action for M.E.  
Report and Accounts  
31st March 2003



**Action for M.E.  
Report and accounts  
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**COMPANY INFORMATION**

**Action for M.E.**  
**Registered Charity No. 1036419**  
**Incorporated 10 March 1994. Reg No. 2906840**

**Registered Office:**  
73, Watling Street, London, EC4M 9BL

**Founding President:**  
Clare Francis MBE

**Vice Presidents:**  
Sue Finlay          Martin Arber

**Patrons:**  
Lord Bragg          Clare Francis MBE  
Julie Christie      Lord Puttnam CBE

**Principal Medical Adviser:**  
Professor Anthony Pinching

**Bankers:**  
The Royal Bank of Scotland  
Birmingham Colmore Row Branch  
79 – 83, Colmore Row  
Birmingham  
B3 2AP

**Legal Adviser:**  
A J Lutley, Solicitor  
Springfield  
Rookery Hill  
Ashted Park  
Ashted  
Surrey  
KT21 1HY

**Auditors:**  
Whyatt Pakeman Partners  
Colkin House  
16, Oakfield Road,  
Clifton,  
Bristol  
BS8 2AP

**DIRECTORS' REPORT AND ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2003**  
**REPORT OF THE TRUSTEES**

The trustees present their annual report and accounts for the year ended 31st March 2003.

**Company Information**

The Company was incorporated on 10th March 1994 with Company Number 2906840. It is registered as a charity with number 1036419. The Company is limited by guarantee, the amount guaranteed by each member is not in excess of £1.

**The objects of the charity and how it is attempting to achieve the objectives**

The charity is constituted as a company limited by guarantee and is therefore governed by its memorandum and articles of association. Each of the trustees is a director of the company and references to trustees include references to the same persons as directors.

The charity receives invaluable support from volunteers, and is pleased to record its thanks for their contribution.

Action for M.E. is founded by and led by people with M.E. for people with M.E. Their involvement at all levels is at the heart of the organisation. We have been improving the lives of people with M.E. for fourteen years, the last nine as an incorporated Charity, and our accumulated knowledge and experience ensures that the voice of people with M.E. is expressed with authority and credibility.

Action for M.E. is established for the relief of people suffering from the disease Myalgic Encephalomyelitis (commonly known as M.E. but also referred to as CFS or PVFS) and to provide information, advice and support and to promote public education and research into the disease. We are the leader in the field and have many achievements in campaigning and effecting change to secure a better future for people with M.E.

We offer hope and have pioneered unique support, including counselling, help-lines and residential courses, to enable people to work towards recovery, and cope positively with the consequences of M.E. and live life as fully as possible. We aim to be the first port of call for patients, professionals and the media needing information on M.E.

Action for M.E. cares about people with M.E. and has a passionate belief that we can and will help them to improve their health and the quality of their lives.

Our vision is of a better future for people with M.E., where M.E. is understood and individuals are respected, have access to appropriate health and social care, education and employment, and the opportunity to lead a fulfilling life.

**Our mission is to improve the lives of people with M.E.**

We will achieve our mission by:-

- Campaigning for the widespread recognition of the severity of M.E., meriting appropriate diagnosis and treatment, services and support.

- Making information available to empower people with M.E, their carers, family and friends and professionals, so that they can make informed choices.

## ACTION FOR M.E.

- Providing and enabling support for individuals through independent local support groups; a self-management support service including counselling, residential courses, telephone help-lines; and a dedicated young people's service.
- Representing people with M.E. to ensure that, at all levels of policy and service planning, their needs are understood and met.
- Promoting, monitoring, analysing and disseminating research into all aspects of the illness.
- Educating and training health service professionals and other appropriate groups to facilitate the development of high quality services for people with M.E.

### **The organisational structure and how decisions are made**

The charity is organised so that the Council of Management (the board of trustees) meets regularly, with the chief executive and staff as relevant, to manage its affairs. The trustees delegate their responsibilities for the day to day administration of the charity to an Executive Committee, comprised of no less than two trustees and the chief executive. A research committee consisting of trustees, staff and advisers also meets regularly.

The charity is currently undertaking a review of its corporate governance.

### **Objectives achieved in the year and plans for the future**

The trustees are satisfied with the performance of the charity during the year and the position at 31 March 2003 and consider that the charity is in a strong position to continue its activities during the coming year.

The publication of the Chief Medical Officer's (CMO's) Working Group on CFS/ME had considerable impact in the year, and was followed during the year by a report by the Scottish CMO.

Among many highlights in the year, Action for M.E. published guidelines for doctors on the diagnosis and management of M.E., distributing over 20,000 copies – nearly half requested by professionals themselves. In November the English CMO drew the guidelines to the attention of all GP's.

The Government invited the Medical Research Council (MRC) to prepare a strategy for research into CFS/ME and Action for M.E. undertook a major consultation exercise among its membership as part of its submission to the MRC. In addition a presentation by the MRC to the All Party Parliamentary Group was arranged and on publication of the draft strategy Action for M.E. achieved considerable coverage in the media, supporting its conclusions and recommendations.

A further achievement was the recognition of the organisation's capacity to play a leading role by the Department of Health, who awarded Action for M.E. major grants to co-ordinate the mapping of NHS services and the development of networks aimed at incorporating the patient voice in the planning and provision of new NHS services.

## ACTION FOR M.E.

### **Merger**

Action for M.E. merged with the charity Westcare UK on 17th September 2002.

Westcare UK was a smaller Bristol based charity, providing services to people with M.E. It had a high reputation in the field for its national residential courses and telephone support lines and regionally based clinical services.

Westcare UK was a leading proponent of the practice of "pacing", a rehabilitation approach recognised within the CMO's report as beneficial and consistently judged to be the most helpful approach in Action for M.E.'s surveys of its members.

Westcare UK was also renowned for its publication of occasional reports, which had national impact.

Action for M.E. has placed on record its appreciation of the work of Westcare UK's trustees, its founder and director Dr Richard Sykes and benefactors, including Sir Hugh Sykes, whose support made the merger possible.

Administrative costs have been saved as a result of the merger and the volunteers, therapists and staff on whom Westcare UK was dependent have continued as part of the merged organisation.

### **Relationships with other groups, charities and individuals**

Action for M.E. Trading Limited is a wholly owned subsidiary of the charity that covenants its surpluses to Action for M.E.

Throughout the period Action for M.E. worked closely with the other M.E. charities as well as government and individuals from the medical profession. The Chief Executive is the convener of an umbrella group of charities known as the M.E. Alliance.

### **Significant Future Developments**

Action for M.E. prepared a new strategic plan, recognising that publication of the CMO Report "closes one chapter" but presents a new series of challenges in representing the voice of people with M.E. in order to ensure that the Report's recommendations are implemented and are effective.

### **Trustees**

It is the policy of Action for M.E. that a majority of Trustees should have, or be recovered from ME. It is common practice for trustees to be recruited through advertisements in the member's magazine and during 2002 an open recruitment process was initiated.

Reflecting its wish to operate practices that reflect the fluctuating and debilitating nature of ME, potential Trustees are usually asked to act as observers prior to appointment, or if unwell for sustained periods may be offered the opportunity to take a sabbatical. One third of the Council retire by rotation each year and are eligible to be re-appointed. Of those who joined as observers in 2002, 8 were appointed as trustees in July 2003.

ACTION FOR M.E.

**Trustees and Directors during the year**

Trish Taylor (Chair)\*  
Fiona Agombar  
George Armstrong (Vice-Chair)\*  
Louise Fish  
Clare Francis MBE  
Roma Grant  
Bob Quittenton  
Dr Derek Pheby  
Ian Shaw (Treasurer)\*  
Patricia Shipley ~  
Ondine Upton\*

\* Member of Executive Committee

~ Member of Research Group

Nick Farrar resigned as a trustee (and as a director and company secretary) on 3<sup>rd</sup> October 2002

George Armstrong assumed the duties of company secretary for an interim period until a new secretary was appointed.

Richard Evans was appointed as Company Secretary on 20<sup>th</sup> February 2003 and was appointed as a trustee (and director) on 24 July 2003.

Also appointed as trustees (and as directors) on 24 July 2003:

Hilary Adams  
Richard Buckley  
Nadia Conway  
Tony Golding  
Tom Gover  
Cath Howells  
Helen O'Brien  
Anne Rice

On 8 May 2002 Trish Taylor replaced Ondine Upton as Chair. Ondine Upton also stood down from the Board between 8<sup>th</sup> May 2002 and 20<sup>th</sup> February 2003 whilst on maternity leave, but remained as a director of the company.

Theresa Coe, Editor of the Charity's magazine "InterAction", attends Council of Management meetings as an observer.

It is anticipated that the Annual General Meeting will be held in January 2004, at which one third of the Council will retire by rotation in accordance with the Charity's Articles of Association.

## **Transactions and Financial Position**

The accounts comply with statutory requirements and the governing documents and are set out fully on pages 10 to 21. The financial statements have been prepared implementing the Statement of Recommended Practice for Accounting by Charities issued by the Charity Commission of England and Wales (effective October 2000) and in accordance with the Financial Reporting Standard for Smaller Entities (effective June 2002).

The trustees consider the financial performance both by the charity and its trading subsidiary during the year to have been satisfactory.

## **Specific Changes in Fixed Assets**

Changes in fixed assets are shown in detail in the notes to the accounts.

## **Policies on reserves, investment policies and investment performance**

It is the aim that sufficient free reserves are retained in order to sustain the core activities of the charity and support those activities funded by grants during periods when funding gaps appear. A normal minimum of 6 months running costs and maximum of 12 months running costs will be retained. However, in order to take advantage of important events in the field, the trustees have amended the reserves policy for this accounting year, accepting a minimum level of 3 months running costs. Because of the timing of grant payments, reserve levels are monitored closely during the year.

Reserve levels are reviewed annually as part of the charity's financial planning cycle.

The charity's trustees invest surplus funds in order to maximise the return to the charity whilst considering carefully the risk profile of such investments. In addition, given the nature of the cost base of the charity it is important that funds are not tied up for long periods of time. Mindful of the above, the trustees have invested in instant access deposit accounts returning a satisfactory level of interest.

The trustees consider changes to this policy as and when circumstances change and in light of the free reserve levels available.

## **Trustees Responsibilities**

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 charity at the end of the year and of the incoming and outgoing resources for the year then ended. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.



## ACTION FOR M.E.

The trustees are responsible for maintaining proper accounting records which 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 Companies Act 1985. The trustees 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.

### **Risk Assessment**

During the period, the trustees made an assessment of risks facing the charity, reviewing and amending insurances and financial authorisations and introduced new systems of reporting financial performance. The Executive Committee monitors risks, usually on a monthly basis, with reports on all activities of the charity submitted to the Council of Management quarterly.

### **Auditors**

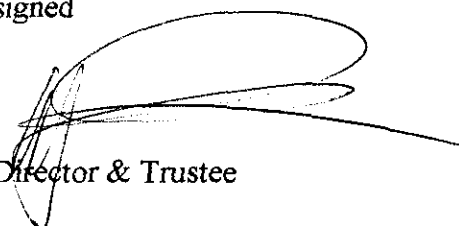
Whyatt Pakeman Partners were appointed as auditors to succeed Hele Kergozou, to whom the trustees record their thanks for their support of the charity. A resolution to reappoint Whyatt Pakeman Partners as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with Section 385 of the Companies Act 1985.

### **Small Company Provisions**

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

This report was approved by the trustees on December 23rd 2003

signed

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Director & Trustee

**Independent Auditor's Report to the Members  
on the accounts of the Company for the year ended 31st March 2003**

We have audited the accounts of the Company on pages 10 to 21 which have been prepared under the historical cost convention and the accounting policies set out on pages 14 & 15.

This report is made solely to the charity's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As described on pages 6 & 7, the charity's trustees who are also directors of Action for M.E. for the purposes of company law are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you, if, in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed.

We read the Report of the Trustees and consider the implications for our report if we become aware of any apparent mis-statements within it.

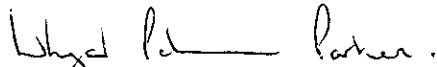
**Basis of opinion**

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the accounts and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the accounts are free from material mis-statement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the account.

**Opinion**

In our opinion the accounts give a true and fair view of the state of the charity's affairs as at 31st March 2003 and of its incoming resources and resource expended, including its income and expenditure for the year then ended and have been properly prepared in accordance with the Companies Act 1985.



Whyatt Pakeman Partners

Chartered Accountants & Registered Auditors

Colkin House

16, Oakfield Road,

Clifton,

Bristol

BS8 2AP

5th January 2004

ACTION FOR M.E.

Statement of Financial Activities  
for the year ended 31 March 2003

		Unrestricted Funds	Restricted Funds	Total Funds	Last Year Total Funds
	Notes	2003 £	2003 £	2003 £	2002 £
<b>Incoming Resources</b>					
Revenue grants, legacies & donations received	11	292,727	320,685	613,412	342,507
Operating activities in furtherance of objectives		26,891	-	26,891	14,781
Activities for generating funds		16,763	-	16,763	4,768
Investment income	4	7,154	-	7,154	9,191
Other incoming resources - subscriptions		121,041	-	121,041	113,038
<b>Total Incoming Resources</b>		<b>464,576</b>	<b>320,685</b>	<b>785,261</b>	<b>484,285</b>
<b>Resources Expended</b>					
Costs of raising and generating funds	11	122,935	5,373	128,308	107,401
Costs of activities in furtherance of the Charity's objectives	11	185,991	251,481	437,472	371,918
Support costs of activities in the furtherance of the Charity's objectives	11	89,068	81,273	170,341	53,695
Management and Administration of the Charity	11	33,068	2,233	35,301	16,652
<b>Total Resources expended</b>		<b>431,062</b>	<b>340,360</b>	<b>771,422</b>	<b>549,666</b>
<b>Net Incoming/(Outgoing) Resources</b>	2	<b>33,514</b>	<b>(19,675)</b>	<b>13,839</b>	<b>(65,381)</b>
<b>Total funds brought forward</b>		<b>189,563</b>	<b>67,308</b>	<b>256,871</b>	<b>322,252</b>
<b>Total funds carried forward</b>		<b>223,077</b>	<b>47,633</b>	<b>270,710</b>	<b>256,871</b>

The net movement in funds referred to above is the net incoming resources as defined in the Statement of Recommended Practice issued by the Charity Commission for England & Wales

The net movement in total charity funds is reconciled to the total funds as shown in the Balance Sheet on page 13 as required by the Statement of Recommended Practice

All activities derive from continuing operations

The notes on pages 14 to 21 form an integral part of these accounts

ACTION FOR M.E.

**Statement of Financial Activities  
for the year ended 31 March 2003  
Profit and Loss Account as required by the Companies Act**

	2003 £	2002 £
Gross income from continuing operations	778,107	475,094
Total expenditure from continuing operations	(771,422)	(549,666)
<b>Operating surplus/(deficit)</b>	<u>6,685</u>	<u>(74,572)</u>
Interest receivable	7,154	9,191
<b>Retained surplus/(deficit) for the year</b>	<u>13,839</u>	<u>(65,381)</u>

**All activities derive from continuing operations**

**Statement of Total Recognised Gains and Losses  
for the year ended 31 March 2003**

	2003	2002
Excess of Income over Expenditure	13,839	(65,381)
<b>Net Movement in funds</b>	<u>13,839</u>	<u>(65,381)</u>

There were no recognised gains or losses for the period that are not shown above.

**The notes on pages 14 to 21 form an integral part of these accounts**

ACTION FOR M.E.

**Statement of Financial Activities  
for the year ended 31 March 2003**

**Reconciliation of movements in accumulated fund  
for the year ended 31 March 2003**

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds</b>	<b>Last year Total Funds</b>
	<b>2003</b>	<b>2003</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Recognised gains and losses	33,514	(19,675)	13,839	(65,381)
Accumulated fund brought forward	189,563	67,308	256,871	322,252
<b>Closing Accumulated fund</b>	<b>223,077</b>	<b>47,633</b>	<b>270,710</b>	<b>256,871</b>

If upon winding up or dissolution of the company there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having objects similar to the objects of the Charity.

**Movements in restricted funds for the year ended 31st March 2003**

<b>Revenue Restricted funds</b>	<b>Opening Balances</b>	<b>Incoming Resources</b>	<b>Outgoing Resources Restricted</b>	<b>Closing Balances</b>
Information Technology NLCB Grant	967	15,968	22,047 **	-5,112
National information service	33,204	40,000	69,250	3,954
Research	33,137	13,932	28,420	18,649
S.64 DoH Grant	-	36,200	36,427 **	-227
Westcare Services & Support Lines	-	87,188	81,699	5,489
Westcare Merger	-	11,000	11,000	0
Groups and Volunteering NLCB Grant	-	62,397	48,316	14,081
Website	-	10,500	3,244	7,256
Childrens Website	-	28,000	24,457	3,543
Children Services	-	6,500	6,500	0
Benefit Lines	-	9,000	9,000	0
<b>Total movement in revenue restricted funds</b>	<b>67,308</b>	<b>320,685</b>	<b>340,360</b>	<b>47,633</b>

**Note** Negative balances marked \*\* above are for expenditure ahead of receipt of continuing grants.

**The statement of changes in resources applied for fixed assets for  
Charity use is shown in the notes to the accounts**

**The notes on pages 14 to 21 form an integral part of these accounts**

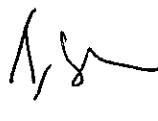
**ACTION FOR M.E.**

**Balance Sheet  
for the year ended 31 March 2003**

	Notes	2003 £	2002 £
<b>Fixed assets</b>			
Tangible assets	6	7,835	8,635
<b>Current assets</b>			
Debtors	7	45,396	32,755
Cash at bank and in hand		<u>241,911</u>	<u>228,664</u>
		287,307	261,419
<b>Creditors: amounts falling due within one year</b>	8	(24,432)	(13,183)
<b>Net current assets</b>		<u>262,875</u>	<u>248,236</u>
<b>Total assets less current liabilities</b>		<u>270,710</u>	<u>256,871</u>
<b>Net assets</b>		<u>270,710</u>	<u>256,871</u>
<b>Capital and reserves</b>			
Restricted Income Funds		47,633	67,308
Unrestricted Income Funds		<u>223,077</u>	<u>189,563</u>
<b>Accumulated Funds</b>	9	<u>270,710</u>	<u>256,871</u>

These accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 and in accordance with the Financial Reporting Standard for Smaller Entities ( effective June 2002).

  
R J Evans

  
I.J. Shaw

Approved by the trustees on 23/12/03

The notes on pages 14 to 21 form an integral part of these accounts

## ACTION FOR M.E.

### **Notes to the Accounts for the year ended 31 March 2003**

#### **1 Accounting policies**

The accounts have been prepared under the historical cost convention on a going concern basis and in accordance with the Financial Reporting Standard for Smaller Entities (FRSSE), effective June 2002, as modified by the Statement of Recommended Practice (the SORP) issued by the Charity Commissioners for England & Wales (effective October 2000). The accounts have been drawn up in accordance with the provisions of the Charities Act and the Companies Act.

Advantage has been taken of paragraph 3(3) of Schedule 4 of the Companies Act 1985 to allow the format of the financial statements to be adapted to reflect the special nature of the company's operation. The particular accounting policies adopted are set out below.

The company has taken advantage of the exemption in Financial Reporting Standard No 1 from the requirement to produce a cash flow statement

The company has taken advantage of the exemption in Financial Reporting Standard for Smaller Entities from the requirement to produce consolidated accounts. Action for ME Trading Ltd is a wholly owned subsidiary which covenants its surpluses to Action for ME.

#### **Deferred Income**

In accordance with the Statement of Recommended Practice (the SORP) issued by the Charity Commissioners for England & Wales grants received in advance and specified by the donor as relating to specific accounting periods are deferred on an accruals basis to the period to which they relate. Such deferrals are shown in the notes to the accounts and the sums involved are shown as creditors in the Accounts.

#### **Recognition of Liabilities**

Liabilities are recognised on the accruals basis.

#### **Allocation of costs within types of resources expended**

Costs are allocated between types of resources expended on the basis of estimates made by the directors.

Administration expenditure includes all expenditure not directly related to charitable activity. In respect of certain items of expenditure it is a matter of judgement as to whether such items are direct charitable expenditure or are administrative, and the directors have applied what they consider to be reasonable judgements in apportioning such costs

#### **Incoming Resources**

Incoming resources, including bank interest receivable, are accounted for on a receivable basis deferred as described above where appropriate.



## ACTION FOR M.E.

### Notes to the Accounts for the year ended 31 March 2003

#### Fixed Assets and Depreciation

Tangible fixed assets are stated at cost less depreciation. Items of less than £100 are not capitalised.

Depreciation has been provided at the following rates in order to write off cost of the assets (less their expected residual value ) over their estimated useful economic lives.

A regular annual review of the likelihood of asset impairment is undertaken.

Office Equipment                      25% on the reducing balance.

#### Pensions

The company operates an occupational pension scheme. Contributions are charged to the statement of financial activities as they become payable in accordance with the rules of the scheme.

#### Taxation

As a registered charity, the company is exempt from income and corporation tax to the extent that its income and gains are applicable to charitable purposes only. Value Added Tax is not recoverable by the company, and is therefore included in the relevant costs in the Statement of Financial Activities

#### Operating Lease Agreements

Rentals applicable to Operating Leases when substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease

2 Net Incoming/(Outgoing) Resources	2003	2002
	£	£
<b>This is stated after charging :-</b>		
Depreciation of owned fixed assets	2,612	2,879
Auditors' Remuneration	2,755	1,500
Trustees' expenses	7,692	3,591
Pension costs	<u>7,336</u>	<u>3,240</u>

Funds belonging to the Charity have been used for the purchase of insurance to protect the Charity from loss arising from the neglect or defaults of its employees or agents, acting as such, or to indemnify the employees, acting as such, against the consequences of any neglect or default on their part. This does not cover any employees who are also trustees in their capacity as trustees and acting as such. The sum expended on such insurance was £725.

ACTION FOR M.E.

Notes to the Accounts  
for the year ended 31 March 2003

**3 Details of incoming resources and analysis of management and administration costs**

The detailed analyses of incoming resources and management and administration costs required by the Statement of Recommended Practice issued by the Charity Commissioners for England and Wales is shown in the attached schedule to the Statement of Financial Activities.

<b>4 Investment Income</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Interest from cash investments in the UK	<u>7,154</u>	<u>9,191</u>

<b>5 Staff Costs and Emoluments</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Gross Salaries	434,744	303,011
Employer's National Insurance	41,113	27,002
Pension Contributions	<u>7,336</u>	<u>3,240</u>
	<u>483,193</u>	<u>333,253</u>

<b>Numbers of full time employees or full time equivalents</b>	<b>2003</b>	<b>2002</b>
Engaged on charitable activities	20	15
Engaged on management and administration	<u>1</u>	<u>1</u>
	<u>21</u>	<u>16</u>

There was one employee with emoluments between £50,000 - £60,000. (2002 - None).  
Numbers of full time employees in 2003 is based on an average throughout the financial year.  
The numbers for 31st March 2002 have been restated to reflect the same basis.

<b>Trustees Expenses</b>	<b>2003</b>	<b>2002</b>
	<b>£</b>	<b>£</b>
Trustees are reimbursed for out of pocket expenses for travelling to meetings and telephone calls. The total amounted to	<u>7,692</u>	<u>3,591</u>

	<b>2003</b>	<b>2002</b>
Number of Trustees reimbursed for expenses	<u>10</u>	<u>5</u>

The Trustees neither received nor waived any emoluments during the year. (2002 - Nil)

ACTION FOR M.E.

Notes to the Accounts  
for the year ended 31 March 2003

6 Tangible fixed assets

	Office Equipment £
<b>Cost</b>	
At 1 April 2002	27,716
Additions for year	1,812
At 31 March 2003	<u>29,528</u>
<b>Depreciation</b>	
At 1 April 2002	19,081
Charge for the year	2,612
At 31 March 2003	<u>21,693</u>
<b>Net book value</b>	
At 31 March 2002	<u>8,635</u>
At 31 March 2003	<u>7,835</u>

7 Debtors

	2003 £	2002 £
Trade debtors	1,040	1,000
Prepaid expenses	13,690	10,410
Due from subsidiary - see Creditors	-	6,345
Other Debtors	30,666	15,000
	<u>45,396</u>	<u>32,755</u>

8 Creditors: amounts falling due within one year

	2003 £	2002 £
Other Taxation & Social Security costs	10,717	-
Accrued expenses	4,749	3,248
Receipts in Advance	2,900	-
Due to Subsidiary - see below	114	-
Trade creditors	5,952	9,935
	<u>24,432</u>	<u>13,183</u>

AfME Trading Ltd is a wholly owned subsidiary with an issued share capital of two £1 ordinary shares. The charity is exempted under the Financial Reporting Standards for Smaller Entities from preparing consolidated accounts.

ACTION FOR M.E.

Notes to the Accounts  
for the year ended 31 March 2003

9 Analysis of net assets between funds

	Tangible Fixed Assets	Net Current Assets	2003
	£	£	£
Unrestricted Funds	7,835	215,242	223,077
Restricted Funds	-	47,633	47,633
	<u>7,835</u>	<u>262,875</u>	<u>270,710</u>

The Tangible Fixed assets of the company were shown as Restricted Funds in last years accounts in error. They are corrected to Unrestricted Funds above. The Accounts for 2001/02 have been re-stated accordingly

10 Commitments under Operating Leases

At the 31st March 2003, the Company had actual commitments under non-cancellable operating leases as set out below:-

	2003 £	2002 £
Operating leases which expire		
within 1 year	498	-
within 2 - 5 years	35,000	-
after more than five years	5,000	5,000
	<u>40,498</u>	<u>5,000</u>

**11 Incoming and Outgoing Resources**

	Un- restricted Funds 2003	Restricted Funds 2003	2003 £ Total Funds 2003 £	2002 £ Prior Period Total Funds 2002 £
<b>Non government and non public bodies</b>				
Trusts and Companies	106,369	136,781	243,150	75,706
Donations and Appeals	140,780	11,839	152,619	120,702
Groups and Volunteering NLCB Grant	-	62,397	62,397	30,660
Information Technology NLCB Grant	-	15,968	15,968	26,665
Children Services	-	6,500	6,500	4,454
Legacies	-	-	-	26,324
Sundry grants and donations	-	-	-	2,740
National information service	-	40,000	40,000	40,000
Tax Recoverable	45,578	-	45,578	15,256
Westcare Merger	-	11,000	11,000	-
<b>Total</b>	<b>292,727</b>	<b>284,485</b>	<b>577,212</b>	<b>342,507</b>
<b>Government and public bodies</b>				
S64i-Department of Health	-	36,200	36,200	-
<b>Total Grants,Legacies &amp; Donations Received</b>	<b>292,727</b>	<b>320,685</b>	<b>613,412</b>	<b>342,507</b>
<b>Operating activities in furtherance of objectives</b>				
Journal Information Materials and Others	17,478	-	17,478	14,781
Clinics & Residential Courses	9,413	-	9,413	-
	<b>26,891</b>	<b>-</b>	<b>26,891</b>	<b>14,781</b>
<b>Activities for generating funds</b>				
Action for ME Trading Ltd	978	-	978	4,768
Christmas Cards	15,785	-	15,785	-
	<b>16,763</b>	<b>-</b>	<b>16,763</b>	<b>4,768</b>
<b>Investment income</b>				
Interest from cash investments in the UK	7,154	-	7,154	9,191
<b>Other incoming resources - subscriptions</b>				
<b>Subscriptions</b>	<b>121,041</b>	<b>-</b>	<b>121,041</b>	<b>113,038</b>
<b>Total Incoming Resources</b>	<b>464,576</b>	<b>320,685</b>	<b>785,261</b>	<b>484,285</b>

**11 Incoming and Outgoing Resources**

	Un- restricted Funds 2003	Restricted Funds 2003	2003 £ Total Funds 2003 £	2002 £ Prior Period Total Funds 2002 £
<b>Costs of raising and generating funds</b>				
Fundraising costs	93,395	5,373	128,308	107,401
Christmas Cards	10,513	-	-	
Sinai Trek Costs	6,628	-	-	
Events & Appeals	7,206	-	-	
Promotional & Printing Costs	5,193	-	-	
	<b>122,935</b>	<b>5,373</b>	<b>128,308</b>	<b>107,401</b>
<b>Costs of activities in furtherance of the Charity's objectives</b>				
Campaigning and PR	61,869	13,221	75,090	116,387
Member Services	67,237	21,150	88,387	98,172
Children Services	16,154	8,372	24,526	22,113
Information and publications (IA)	40,731	99,655	140,386	45,644
Research	-	-	-	3,308
Groups/Volunteers' expenses	-	32,019	32,019	32,538
National Information Service	-	-	-	53,756
Westcare Services	-	77,064	77,064	-
	<b>185,991</b>	<b>251,481</b>	<b>437,472</b>	<b>371,918</b>
<b>Support costs of activities in the furtherance of the Charity's objectives</b>				
Information Technology	-	32,534	32,534	29,264
Support costs Wells Office	29,470	8,560	38,030	24,431
Support costs London Office	51,982	2,117	54,099	-
Support costs Other Administration	7,616	38,062	45,678	-
	<b>89,068</b>	<b>81,273</b>	<b>170,341</b>	<b>53,695</b>

In the opinion of the Trustees it is considered more appropriate to include Group/Volunteers' expenses under 'Costs of activities in furtherance of the Charity's objectives', instead of, 'Support Costs of activities in the furtherance of the Charity's objectives'.

The Accounts for 2001/02 have been restated accordingly.

## 11 Incoming and Outgoing Resources

	Un- restricted Funds 2003	Restricted Funds 2003	2003 £ Total Funds 2003 £	2002 £ Prior Period Total Funds 2002 £
<b>Management and Administration of the Charity</b>				
<b>Employee costs:</b>				
Wages and salaries - administration	9,741	-	9,741	7,308
Trustees' expenses	7,692	-	7,692	3,591
Pensions contributions	-	-	-	145
Staff Expenses	-	-	-	201
Travel and subsistence	-	-	-	2
	<u>17,433</u>	<u>-</u>	<u>17,433</u>	<u>11,247</u>
<b>General administrative expenses:</b>				
Telephone and fax	-	-	-	136
Postage	-	-	-	180
Stationery and printing	-	-	-	154
Training	5,510	-	5,510	-
Equipment expenses	-	-	-	13
Depreciation	2,612	-	2,612	45
Sundry expenses	-	-	-	114
	<u>8,122</u>	<u>-</u>	<u>8,122</u>	<u>642</u>
<b>Legal and professional costs:</b>				
Reporting Accountant's Fees	-	-	-	627
Auditor's Remuneration	2,755	-	2,755	1,500
Solicitors fees	2,673	-	2,673	153
Insurance	-	-	-	35
Bank charges	1,415	-	1,415	1,750
Professional Fees	670	2,233	2,903	206
	<u>7,513</u>	<u>2,233</u>	<u>9,746</u>	<u>4,271</u>
<b>Total spent on administration</b>	<u>33,068</u>	<u>2,233</u>	<u>35,301</u>	<u>16,652</u>