

REGISTERED CHARITY NUMBER IN ENGLAND AND WALES: 1184846  
REGISTERED COMPANY NUMBER IN ENGLAND AND WALES: **CE018491**

**REPORT OF THE TRUSTEES AND**  
**UNAUDITED FINANCIAL STATEMENTS FOR THE**  
**YEAR ENDED 22<sup>ND</sup> FEBRUARY 2020**  
**FOR**  
**RARE AUTOINFLAMMATORY CONDITIONS COMMUNITY – UK (RACC-UK)**

*FLAT 1, 24 SWAN STREET*  
*EYNSHAM, WITNEY,*  
*WEST OXFORDSHIRE*  
*OX29 4HU*

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**FOR THE YEAR ENDED 22<sup>ND</sup> FEBRUARY 2020**

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## REPORT OF THE TRUSTEES FOR THE YEAR ENDED 22<sup>ND</sup> FEBRUARY 2020

Trustees are the people responsible for controlling the work, management, and administration of the charity on behalf of its beneficiaries. Generally, trustees are treasurer, chair, board member etc. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)

### **OBJECTIVES AND ACTIVITIES**

*Objectives and aims:* To relieve the needs of patients, families and carers affected by Autoinflammatory conditions in the UK by:

- (a) Providing information, support, and advice.
- (b) Raising awareness of Autoinflammatory conditions.
- (c) Providing data when supporting research in relation to Autoinflammatory conditions.

Significant activities: There are approximately 26 Autoinflammatory conditions that are rare and genetic identified as errors of the innate immune system. Due to the rarity and complexity of the conditions, they are often overlooked by doctors, researchers, and the public. Symptoms are like those of Autoimmune conditions involving the adaptive immune system and the only way to diagnose Autoinflammatory conditions is through Genetic testing.

*Public benefit:* Nothing in this constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]

The trustees have complied with Section 17(5) of the Charities Act 2011 and have had due regard to the guidance on the Public Benefit by the Charity Commission when exercising relevant powers and duties.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

Since receiving Charitable Status in August 2019, Rare Autoinflammatory Conditions Community – UK (RACC-UK) has focussed on empowering and educating patients and families by developing an internal Care Plan Pathway, mainly providing information, peer support and advice. The website and private forums share research articles specifically in relation to Autoinflammatory conditions; shares information about welfare and disability benefits across all four regions of the UK as well as any external organisations who may be offer to provide support for counselling, young carers, mental health, as well as educational matters such as Educational Health and Care Plans and school provisions.

Online Forums: Patients and families can access private online forums by registering via our website or requesting access via social media. Questions and verification procedures are in place to comply with Safeguarding policy.

Awareness Campaign: Rare Autoinflammatory Conditions Community – UK collaborated with other Autoinflammatory Patient Organisations around the world to deliver World Autoinflammatory Awareness Month in September 2019.

Our core work supporting patients and families is delivered in our internal care plan pathway. This has allowed us to identify growing areas of concern among the shared patient experiences. Our response is to create our own package of materials for patients and families which shall be delivered in the next 12 months.

### **Internal and external factors**

Rare Autoinflammatory Conditions Community – UK's board of trustees consisted of direct patient knowledge and experience, educational knowledge and experience, carers knowledge and experience, as well as knowledge of Family law. The skills and knowledge among the board was the main strength in delivering the Charity objectives.

The core team remained stable over the financial year, meaning that its internal experience was able to grow and improve its activities to deliver its objectives.

### **Partnerships**

External partnerships are essential in helping us to deliver our objectives. Working in collaboration with other organisations not only helps us to raise awareness but strengthens our work and achieve our objectives.

Rare Autoinflammatory Conditions Community – UK became members of the European Reference Network for Rare Immunodeficiency Autoinflammatory, Autoimmune Diseases<sup>1</sup> in 2018, with direct patient representation by one of its trustee's involvement.

FMF and AID Global Association: To better support our members, RACC - UK is affiliated to the FMF & AID Global Association. Through our partnership, we can raise awareness better. It also enables us to pool resources and benefit from various support programs developed by FMF & AID and their affiliates.

Association of Chairs and the Beacon Programme – Access to virtual training sessions alongside other Chair's and Vice – Chairs across the UK.

Genetic Alliance UK: Membership approved in November 2019. This will enable us to reach out further to families who may be undiagnosed, as well as future involvement in the All-Party Parliamentary Group for Rare, Undiagnosed and Genetic Conditions.

One of the most beneficial projects delivered by Findacure are the training sessions for patient organisations within the Rare Disease community. The training sessions are not only delivered in house but involve many third parties with a wide range of knowledge and expertise. Attending these events builds confidence in our work, helps to direct our strategies, and strengthen our skill set.

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<sup>1</sup> <https://ern-rita.org/hcps/>

## **FINANCIAL REVIEW**

### *Financial position*

This first financial year has been challenging, with COVID 19 beginning to restrict our ability to physically take part in fundraising events. Income was generated mainly by the organisation's involvement third party projects and some donations. The remaining income was received from donations. Although the income remains significantly low and does pose a financial challenge for the next few years, we are confident that our second year shall allow us to increase our income with access to grants and further donations. The balance carried forward shall go towards the core running costs of the organisation.

### *Principal funding resources*

The principal funding source in this financial year was received from the organisation's involvement in a patient impact report with NHS England.

### *Reserves*

The organisation holds sufficient reserves to cover the core running costs for the next financial year to the sum of 0. Due to the organisation's size and six months existence, there is no reserves policy to date. This will be introduced in the next financial year.

### *Going concern*

There are sufficient funds to cover the core costs for the next financial year and the trustees remain confident that the organisation's income shall increase to support its future projects.

## **FUTURE PLANS**

The organisation's main aim for 2020 is to generate income to support the development of educational materials for patients and families. This will be delivered through the care plan pathway, alongside patient experts influencing the work, and the direct involvement of the Medical and Scientific Advisory Board.

The organisation will also expand its own board of trustees, bringing in further skills and knowledge to better support the delivery of its objectives.

2020 will see us responding to the COVID 19 pandemic and prioritising the direct patient support among the patient community both nationally and internationally in collaboration with other Patient Organisations.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### Governing Document

The Charity is controlled by its governing document, a constitution for Foundation Charitable Incorporated Organisations (CIO) as defined by the Charity Commission in England and Wales.

The Charity's objects set out in its constitution are:

- (a) Providing information, support, and advice.
- (b) Raising awareness of Autoinflammatory conditions.
- (c) Providing data when supporting research in relation to Autoinflammatory conditions.

### Charity Constitution

*Recruitment and appointment of new trustees:*

- (a) There should be not less than 3 nor more than 5 appointed trustees.
- (b) Apart from the first charity trustees, every trustee must be appointed two years by a resolution passed at a properly convened meeting of the charity trustees.
- (c) In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO

*Trustees cease to hold office if he or she:*

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
- (b) (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
- (c) (c) dies;
- (d) (d) in the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) (e) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision)

### Organisational Structure

The organisation has three charity trustees as its first trustees who meet regularly to discuss the charity's activities and impact.

- (1) The members of the CIO shall be its charity trustees for the time being. The only persons eligible to be members of the CIO are its charity trustees. Membership of the CIO cannot be transferred to anyone else.
- (2) Any member and charity trustee who ceases to be a charity trustee automatically ceases to be a member of the CIO

### Decision Making

Taking of decisions by charity trustees

Any decision may be taken either: at a meeting of the charity trustees; or

- by resolution in writing [or electronic form] agreed by a majority of all the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all the charity trustees has signified their agreement. Such a resolution shall be effective provided that
- a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all the charity trustees; and
- the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve [within 28 days of the circulation date]

Decisions which must be made by the members of the CIO

(1) Any decision to:

- (a) amend the constitution of the CIO;
- (b) amalgamate the CIO with, or transfer its undertaking to, one or more other CIOs, in accordance with the Charities Act 2011; or wind up or dissolve the CIO (including transferring its business to any other charity) must be made by a resolution of the members of the CIO (rather than a resolution of the charity trustees).

(2) Decisions of the members may be made either: (a) by resolution at a general meeting; or (b) by resolution in writing, in accordance with sub-clause (4) of this clause.



(3) Any decision specified in sub-clause (1) of this clause must be made in accordance with the provisions of clause [28] (amendment of constitution), clause [29] (Voluntary winding up or dissolution), or the provisions of the Charities Act 2011, the General Regulations or the Dissolution Regulations as applicable. Those provisions require the resolution to be agreed by a 75% majority of those members voting at a general meeting or agreed by all members in writing.

(4) Except where a resolution in writing must be agreed by all the members, such a resolution may be agreed by a simple majority of all the members who are entitled to vote on it. Such a resolution shall be effective provided that:

(a) a copy of the proposed resolution has been sent to all the members eligible to vote; and

(b) most members have signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature, by a statement of their identity accompanying the document, or in such other manner as the CIO has specified. The resolution in writing may comprise several copies to which one or more members has signified their agreement. Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated.

#### Induction and training of new trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) a copy of the current version of this constitution; and

(b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts

New trustees will also be expected to carry out basic Safeguarding Children and Safeguarding Adults in line with the organisation's safeguarding policy.

#### Key management remuneration

- There are no salaried staff members
- Only core running costs are budgeted predicted on the first 6 months of the organisation's existence.

#### Related Parties

NHS England paid the organisation for its involvement of its project. This was based on how many days / hours it took to complete the project under NHS England's own reimbursement policy.

#### Risk Management

As governed by Charity Commission in England and Wales, it is the duty of trustees to identify risks and ensure that appropriate and reasonable measures are taken to prevent fraud and mistakes. Trustees compile a register of risks and monitor as such in line with the 'COMPLIANCE TOOLKIT: PROTECTING CHARITIES FROM HARM Chapter 3: Fraud and financial crime – summary' (2016)<sup>2</sup>

There is also a minimum of two signatories on the Charity Bank account to mitigate fraud and crime.

Furthermore, the organisation remains transparent to its patient community, providing weekly updates of its work and achievements. Moving forward we hope to ensure that set budgets are allocated for specific patient engagement activities, overseen by the organisation's trustees, in the form of a Patient and Carers Advisory Board.

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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/571158/Chapter3\\_Summary.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/571158/Chapter3_Summary.pdf)

**REFERENCE AND ADMINISTRATIVE DETAILS**

Registered Charity in England and Wales: 1184846

Registered Company Number: CEO18491

**Registered Office**

Flat 1,  
24 Swan Street  
Eynsham,  
Oxfordshire,  
OX29 4HU

**Trustees**

Rachel Rimmer

Chair Trustee

Janet Bloor  
(Resigned 24<sup>th</sup> September 2020)

Trustee / Rare Disease Representation

Anna – Kate Davies  
(Resigned 24<sup>th</sup> September 2020)

Trustee / Education Representation

**Independent Examiner**

Not Applicable

**Solicitors**

Not Applicable

**Bankers**

Santander

Bridle Road

Liverpool

Merseyside

L30 4GB

**Insurance**

Zurich Insurance for Charities – Public Liability Insurance and Trustee Indemnity Insurance

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)**  
**FOR THE YEAR ENDED 22<sup>ND</sup> FEBRUARY 2020**

Income:	£1271.37
Expenditure:	£441.55
Balance:	£829.82
Balance carried over:	£829.82

#### **4.1 Which reporting requirements apply to all charities which have to register with the commission except charitable companies and CIOs?**

##### **4.1.1 Charities where the gross income does not exceed £25,000 in the relevant financial year (legal requirement)**

Basis of preparation: accounts must be prepared either on the receipts and payments or the accruals basis. If on an accruals basis, they must be prepared in accordance with the 2008 Regulations and the SORP. The commission provides packs for non-company charities preparing their accounts on a receipts and payments or accrual accounting basis which are available on GOV.UK. These provide a template to produce accounts in the required form.

External scrutiny: there is no requirement to have the accounts independently examined or audited, unless the charity's governing document stipulates it, but the commission does have the power to require an audit in exceptional circumstances.

Type of trustees' annual report: a trustees' annual report must be prepared (unless excepted from registration) but it may be simplified (see [section 7](#)).

Information to be sent to the commission: these charities should not send the commission a copy of their trustees' annual report and accounts unless it asks for them.

They must, however, file an annual return with the commission online within ten months of the end of their financial year if their yearly income is over £10,000.


If the income is less than £10,000, they can use the annual return form to update their register details, which includes trustee details. The commission sends an annual return notification to the named contact on its records shortly after the end of the charity's financial year.<sup>3</sup>

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<sup>3</sup> <https://www.gov.uk/government/publications/charity-reporting-and-accounting-the-essentials-cc15b/charity-reporting-and-accounting-the-essentials#specific-reporting-requirements-for-different-types-of-charity>

This report has been prepared in accordance with The Charities (Accounts and Reports) Regulations 2008

Approved by order of the Board of Trustees on 1<sup>st</sup> November 2020 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'R. Rimmer', written in a cursive style.

Rachel Rimmer – Chair