

Trustees' Report (including Directors' Report) for MS National Therapy Centres Year Ended 31 December 2021

Our Vision:

- We will be the strong national voice of a thriving network of Therapy Centres supporting people living with MS and other conditions.

Our Mission:

- Supporting our member Centres across GB, the Channel Isles and Gibraltar to deliver life enhancing therapies.
- Providing a national voice promoting and signposting the work of our Centres

Objectives

- We provide support to our member centres for their continuing development, responding to their needs
- We provide training and guidance on oxygen therapy and other areas identified by our members
- We facilitate bringing together our member centres as a network of charities operating to provide therapies and support for those living with MS and other conditions
- We promote the work of our members through education and effective marketing to demonstrate the impact and value of their work
- We ensure individuals looking for support have a pathway to that support by signposting to our members and other support bodies

The Trustees have paid due regard to the guidance issued by the Charity Commission in deciding what activities the MS National Therapy Centres (MSNTC) should undertake

Achievements and performance

The charity's achievements in the year 2021 were as follows:

COVID 19 arrived in Britain in spring 2020 but remained prevalent throughout the year. Given the vulnerability of those living with MS, our primary concern has been to ensure that all member centres had the very best advice on how to maintain the safety of their centres and protect the individuals using the Centres from contracting the virus.

To this end we continued to provide:

- detailed written advice, updated as required
- weekly networking sessions attended by our Technical Adviser

- dedicated pages on Workplace for members to share concerns and suggestions

At all stages we followed the national guidance for each of the three nations

We were not able to hold our usual conferences but instead we held a "Conference Week" via Zoom with two workshops each day including the AGM. The workshops were:

- Trusts and Foundations Fundraising
- Marketing
- Fatigue Management in MS
- Sensory Integration Therapy
- The Impact of Oxygen Therapy on MS and other Neurological Conditions
- Volunteer Recruitment and Retention
- Oxygen and the Brain

Membership

We have 49 member centres.

Strategic Review

Following the adoption of the revised Vision, Mission and Principles we have continued to develop key areas of our work.

The Oxygen Therapy Manual of Operations was reviewed and revised by the Regional Training Advisors coordinated by Barrie Simpson and supported by David Downie.

This is now being reworked to form the first of our on-line development and learning tools using the Learning Management System from Nimble.

We plan to develop a range of learning tools for centres according to demand.

However, in order to develop our work further and to meet the challenges we are now being faced with; it became apparent that we needed to enhance our staffing with the appointment of a CEO. This had first been proposed by one of our member centres at our last face to face Conference in 2019. A post was duly advertised in December and we were delighted to appoint Catherine Hodgson who joined us in April 2022.

It also became clear that we would need to significantly increase our income if we were to continue to provide the service members now expected and to develop these further. A consultation on increases to membership contributions however met with a wide range of opinions.

There were many who were happy to accept the proposal but a significant number of member centres felt the proposals overvalued the services we were currently delivering. To this end we deferred the increase until we were able to show more clearly the value we add to member centres.

We are still able to make good use of the money donated to us by a trust in 2015. However, these funds are now being rapidly depleted and we will be identifying how to achieve financial sustainability and a balanced budget.

MSNTC continued to provide:

- Subsidised membership
- Subsidised access to the DSC Fundraising Database
- Access to our Annual Conference
- Updates on new developments in oxygen therapy and access to
 - the latest 'Oxygen Operating Manual'
 - a list of recommended providers of oxygen generation equipment, chamber building and servicing.
 - support from our Regional Training Advisors
 - support from our Technical Adviser, David Downie
- Regional Support Groups of which we have seven covering: Wales & South West England, South East England, East Anglia, English Midlands, North of England, Highlands of Scotland, and Lowlands of Scotland.
- Further free management development training for Centre Managers and Deputies
- Support when moving or extending their operations.
- Support from other member centres through our *Workplace Network*
- Benefits from the publicity generated by our Social Media accounts
- Access to London Marathon and Ride London places for Centres, with many thousands of pounds being raised. These places are allocated on a rota basis to Centres with MSNTC providing some administrative support
- Use of our bespoke Centre Database (Northwood)
- A regular informative newsletter
- Access to independent HR Advice as and when needed

Model Policies and Procedures

Our Support Manager has continued to develop Model Policies and Procedures as requested by centres and have each of these checked by our HR Adviser. These are published via Northwood providing access to them for all member Centres. They are also available via Workplace.

Oxygen Therapy

- We have identified alternative providers of services and equipment for Oxygen Therapy.
- We are seeking to improve the development and training programme for these invaluable members of staff. The new Learning Management System should be a great asset in this.

Financial review

As we do not receive any statutory funding, MS National Therapy Centres has to raise all its funding from charitable sources to enable us to continue to provide the services we offer to members.

Our basic fundraising remains the same:

- Raising subscriptions from members
- Grant fundraising
- Fundraising via Ride London and the London Marathon
- Seeking funding from individuals and groups sympathetic to our objectives

It is the policy of MSNTC that unrestricted funds should be maintained at a level equivalent to 12 months expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while considering ways in which additional funds can be raised. The level of reserves has been maintained throughout the year.

Funds received in 2015 are maintained to provide a membership subsidy.

Neurological Alliance, MS Trust, MS-UK and MS Society.

- We have been members of the Neurological Alliance (England and Wales) for six years now and the Neurological Alliance of Scotland for slightly longer. They are important allies in lobbying Government and provide us with useful information and links to legislation which might impact us.
- We continue to develop much closer ties with the MS Trust and MS-UK, rebuilding the links which once bound us together in ARMS while still retaining our independence. We now provide much more extensive information about each other through our Social Media and our helplines.
- We continue to maintain links with the MS Society.

Looking forward

With the appointment of our new CEO, there is so much we could do, but there is great value in retaining our focus on the service of our member centres and supporting them as they seek to develop and grow the services they offer.

However, there will be some tasks which are better led by the National body. In identifying these we will also need to ensure that the National

body has the resources, including the personnel, to carry out these functions.

Our principle remains that the National body should only provide those services which cannot be carried out by centres individually. We seek to empower centres. Hence, if there are activities which Centres require of us, we will seek to deliver. There are several centres supporting those living with MS which are not currently members of MSNTC. Where these centres fit with our Vision and Mission we will seek to recruit them into membership. We may also support those seeking to set up a Therapy Centre in so far as we are able.

Structure, governance and management

MSNTC is a company limited by guarantee.

The Trustees, who are also the directors for the purpose of company law, and who served during the year were as follows:

Frank Sudlow (Chair)
Bernard Elwen (Secretary)
Amanda Barnard (Treasurer)
Barrie Simpson
Angela Feherty (resigned Feb 2021)
Léna Clarke
Rosie Eliot (resigned June 2021)
Duncan Smitton (Appointed June 2021)
Yvette McAngus
Mark Wilbourn, GP
Leigh-Ann Little
Paul Spaven

Trustees are confirmed in appointment by the members at the charity's AGM

None of the Trustees has any beneficial interest in the company. All Trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Trustees report was approved by the Board of Trustees.



B Elwen (Secretary) 28/06/2022 Date

REGISTERED COMPANY NUMBER: 02808298 (England and Wales)
REGISTERED CHARITY NUMBER: 1031690

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 December 2021
for
Multiple Sclerosis National Therapy
Centres Limited

Nordens
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY

**Contents of the Financial Statements
for the Year Ended 31 December 2021**

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**Multiple Sclerosis National Therapy
Centres Limited**

**Report of the Trustees
for the Year Ended 31 December 2021**

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2021. 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).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02808298 (England and Wales)

Registered Charity number

1031690

Registered office

26c Napier Road
Luton
LU1 1RF

Trustees

Ms A Barnard

Ms L M Clarke

Ms R J Eliot - to 17 June 2021

Mr B G Elwen

Ms L-A Little

Ms Y McAngus

Mr B Simpson

Mr P D Spaven

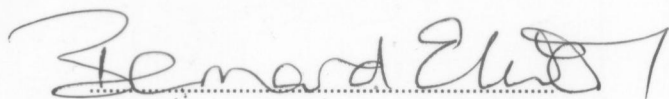
Mr F D Sudlow

Dr M S Wilbourn

Mr D C Smitton - from 17 June 2021

Ms A Feherty - to 8 February 2021

Approved by order of the board of trustees on 28/06/2022 and signed on its behalf by:



Mr B G Elwen - Trustee

**Multiple Sclerosis National Therapy
Centres Limited**

**Statement of Financial Activities
for the Year Ended 31 December 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		18,064	1,110	19,174	23,083
Investment income	2	11,861	-	11,861	10,682
Total		29,925	1,110	31,035	33,765
EXPENDITURE ON					
Raising funds		19,460	-	19,460	(2,277)
Other		39,052	-	39,052	56,961
Total		58,512	-	58,512	54,684
Net gains/(losses) on investments		29,176	-	29,176	(8,104)
NET INCOME/(EXPENDITURE)		589	1,110	1,699	(29,023)
RECONCILIATION OF FUNDS					
Total funds brought forward		273,281	-	273,281	302,304
TOTAL FUNDS CARRIED FORWARD		273,870	1,110	274,980	273,281

The notes form part of these financial statements

**Multiple Sclerosis National Therapy
Centres Limited**

**Balance Sheet
31 December 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
FIXED ASSETS					
Social investments	5	248,101	-	248,101	218,926
CURRENT ASSETS					
Debtors	6	-	-	-	6,140
Cash at bank		34,671	1,110	35,781	55,468
		<u>34,671</u>	<u>1,110</u>	<u>35,781</u>	<u>61,608</u>
CREDITORS					
Amounts falling due within one year	7	(8,902)	-	(8,902)	(7,253)
		<u>25,769</u>	<u>1,110</u>	<u>26,879</u>	<u>54,355</u>
NET CURRENT ASSETS					
		<u>273,870</u>	<u>1,110</u>	<u>274,980</u>	<u>273,281</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>273,870</u>	<u>1,110</u>	<u>274,980</u>	<u>273,281</u>
NET ASSETS					
		<u>273,870</u>	<u>1,110</u>	<u>274,980</u>	<u>273,281</u>
FUNDS					
	8				
Unrestricted funds				273,870	273,281
Restricted funds				1,110	-
				<u>274,980</u>	<u>273,281</u>
TOTAL FUNDS					

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for


- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

**Multiple Sclerosis National Therapy
Centres Limited**

**Balance Sheet - continued
31 December 2021**

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 28 JUNE 2022 and were signed on its behalf by:



Mr B G Elwen - Trustee

Notes to the Financial Statements
for the Year Ended 31 December 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain assets.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Interest receivable - trading	<u>11,861</u>	<u>10,682</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	23,083	-	23,083
Investment income	10,682	-	10,682
Total	33,765	-	33,765
EXPENDITURE ON			
Raising funds	(2,277)	-	(2,277)
Other	56,961	-	56,961
Total	54,684	-	54,684
Net gains/(losses) on investments	(8,104)	-	(8,104)
NET INCOME/(EXPENDITURE)	(29,023)	-	(29,023)
RECONCILIATION OF FUNDS			
Total funds brought forward	302,304	-	302,304
TOTAL FUNDS CARRIED FORWARD	<u>273,281</u>	<u>-</u>	<u>273,281</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

5. SOCIAL INVESTMENTS

	Other investments £
MARKET VALUE	
At 1 January 2021 and 31 December 2021	<u>264,760</u>
PROVISIONS	
At 1 January 2021	45,834
Revaluation adjustments	<u>(29,175)</u>
At 31 December 2021	<u>16,659</u>
NET BOOK VALUE	
At 31 December 2021	<u>248,101</u>
At 31 December 2020	<u>218,926</u>

Cost or valuation at 31 December 2021 is represented by:

	Other investments £
Valuation in 2020	<u>264,760</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21 £	31.12.20 £
Trade debtors	-	200
Prepayments	-	<u>5,940</u>
	<u>-</u>	<u>6,140</u>

**Multiple Sclerosis National Therapy
Centres Limited**

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2021**

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade creditors	7,462	5,813
Accruals and deferred income	1,440	1,440
	<u>8,902</u>	<u>7,253</u>

8. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	273,281	589	273,870
Restricted funds			
Restricted Fund	-	1,110	1,110
	<u>273,281</u>	<u>1,699</u>	<u>274,980</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	29,925	(58,512)	29,176	589
Restricted funds				
Restricted Fund	1,110	-	-	1,110
	<u>31,035</u>	<u>(58,512)</u>	<u>29,176</u>	<u>1,699</u>

Comparatives for movement in funds

	At 1.1.20	Net movement in funds	At 31.12.20
	£	£	£
Unrestricted funds			
General fund	302,304	(29,023)	273,281
	<u>302,304</u>	<u>(29,023)</u>	<u>273,281</u>

Notes to the Financial Statements - continued
for the Year Ended 31 December 2021

8. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	33,765	(54,684)	(8,104)	(29,023)
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>33,765</u>	<u>(54,684)</u>	<u>(8,104)</u>	<u>(29,023)</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	302,304	(28,434)	273,870
Restricted funds			
Restricted Fund	-	1,110	1,110
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>302,304</u>	<u>(27,324)</u>	<u>274,980</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	63,690	(113,196)	21,072	(28,434)
Restricted funds				
Restricted Fund	1,110	-	-	1,110
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>64,800</u>	<u>(113,196)</u>	<u>21,072</u>	<u>(27,324)</u>

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2021.

**Multiple Sclerosis National Therapy
Centres Limited**

**Detailed Statement of Financial Activities
for the Year Ended 31 December 2021**

	31.12.21	31.12.20
	£	£
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	10,499	16,033
Subscriptions	8,675	7,050
	<u>19,174</u>	<u>23,083</u>
Investment income		
Interest receivable - trading	11,861	10,682
	<u>11,861</u>	<u>10,682</u>
Total incoming resources	31,035	33,765
EXPENDITURE		
Raising donations and legacies		
Fundraising and Publicity	19,460	(2,277)
Other		
General admin costs	909	11,669
Support costs		
Governance costs		
Accountancy and legal fees	1,440	1,440
Consultancy fees	13,030	22,140
Salaries	9,145	9,295
Telephone and internet costs	2,115	7,733
Computer costs	12,413	4,684
	<u>38,143</u>	<u>45,292</u>
Total resources expended	<u>58,512</u>	<u>54,684</u>
Net expenditure before gains and losses	(27,477)	(20,919)
Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	29,176	(8,104)
	<u>29,176</u>	<u>(8,104)</u>
Net income/(expenditure)	<u>1,699</u>	<u>(29,023)</u>