

# M S Information and Therapy Centre Ltd



Trustees Report and Financial Statements for the Year Ended 31  
December 2021

Charity number 800909  
**Company number 2294597**

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The Management Committee present their report and the financial statements for the year ended 31 December 2021.

### **Reference and Administrative Information**

Charity Name: M S Information and Therapy Centre Ltd

Charity registration number: 800909

Company registration number: 2294597

Registered Office: 71-75 Frampton Road, Gloucester GL1 5QB

### **Trustees**

Duncan Smitton - Chair

John Prout - Treasurer

Christopher Evans - Secretary

Vikki Sewell

Deborah Pearce

Alan Bloomfield

Ellen Pearce

Steven Hutchinson

Nick Speed

### **Staff:**

Rachael Mason - Centre Manager

Jade Barnes - Service Delivery Co-ordinator

## **Structure, Governance and Management**

The Company, incorporated under the Companies Act 1985, on 9 September 1988, is Limited by Guarantee and does not have share capital. The registered office is 71-75 Frampton Road, Gloucester GL1 5QB

## **Objectives and Activities**

### **Objective**

The object for which the Centre was established was and is to aid and improve the condition of those diagnosed with neurological, long term or chronic conditions including Multiple Sclerosis, the area of operation being the Gloucestershire as well as neighbouring counties.

### **Public Benefit**

The Trustees are satisfied that the Charity's stated objective falls within the category "advancement of health" which is set out in the Charities Act 2011. The Charity meets this objective through the provision of oxygen therapy and other alternative, holistic and self-help therapies principally to people with Multiple Sclerosis but also to other members of the public who seek to obtain benefit from such therapies.

The Trustees have complied with the Charities Act 2011 and their duty to 'have regard' to public benefit guidance provided by the Charity Commission when exercising powers or duties to which the guidance is relevant.

### **Principal Activity**

The main activity of the Charity continues to be the provision of oxygen therapy and other alternative, holistic and self-help therapies which are provided at the charities building in Frampton Road Gloucester. This building enables an extended range of services to be made available for the benefit of members. Apart from the provision of oxygen therapy, the therapies provided are by independent providers and not directly by the Charity.

### **Review of Activities**

The Centre continues to provide a wide range of therapies to its members. It is noted that the COVID-19 pandemic caused some reduction in the number of therapies provided at the start of 2021. The statistics for activities are as follows for the year ending 31st December 2021

- 236 (increase of 37%)
- 8 Therapists & 11 Oxygen Operators
- 1889 (increase of 53%)
- 65 acupuncture Sessions (increase 49%)
- 105 Massage Sessions (decrease 6%)
- 3 (increase of 2)
- 65 1:1 Exercise Therapy Sessions (new)
- 152 Yoga Participations (new)
- 149 Pilates Participations (new)

## **Staff & Volunteers**

The Management Committee continue to recognise and appreciate the enthusiasm and commitment of the Centre management team and the help provided by all volunteers is essential and greatly appreciated.

## **Financial Review**

The Centre receives no funds of any description from any statutory body. The Centre is, therefore, dependent on a high level of fundraising, and is particularly grateful for all the fundraising activities carried out to raise funds and to everyone who organises such activities.

The result for the year was a profit of £33,998 however this figure includes grants awarded for projects in 2022 and 2023. The addition funds are held in reserve for the Carers project, exercise classes and oxygen therapy costs. The Centre improved its overall fixed assets with the purchase of an additional power assisted exercise machine.

In August 2021 the charity registered and began to use a new trading name - The Charcot Therapy Centre. This was a change in the fundamental marketing of the organisation to become more inclusive of those members who do not live with Multiple Sclerosis but other chronic conditions. This change has allowed us to be more recognised by funders as a safe place to help those living with all long term conditions. Specialising in helping those living with and caring for individuals with neurological disorders. Jean-Martin Charcot was the French neurologist who first identified MS as a condition - a tip of the hat to our roots.

The Charcot Therapy branding has been well received by grant givers and external stakeholders. The Charcot Therapy branding is better able to attract grants and corporate donations as a more inclusive charity.

The Centre Manager spent much of 2021 adapting to a greater emphasis on corporate and grant fundraising in addition to the promotion of the centre with local stakeholders and grant givers. Additionally, she has built key relationships with key influencing groups such as; the Gloucestershire Neurology Sub-Group, Clinical Commissioning Group for Long Covid and the local MP. This has come with a steep learning curve but has resulted in excellent results thus far the board of trustees recognises and thanks Rachael for her efforts.

In November 2021 we recruited Jade Barnes as our Service Delivery Co-ordinator who has taken responsibility for the day-to-day operations of therapies in the centre. This has allowed the centre manager to dedicate time to fundraising.

The charity has, thanks to these addition grants, been able to offer new therapies including Pilates, exercise therapy, Yoga, along with our previous therapies.

We were able to resume and increase our oxygen therapy provision which now offers more capacity than ever before. Donations from oxygen therapy sessions rose from £13,926 to £20,125.

## **Reserves Policy**

The trustees regularly review and update the reserves policy in line with on-going commitments. The management committee have agreed that the target level of free reserves is 6 months' expenditure, which is £31,304 Free reserves as of the 31st of December 2021 are in excess of the reserves policy by £45,066

## **Future Plans**

The Centre will continue to deliver the services identified above. In particular, we will:

- During 2022 we will expand our counselling provision to provide Talking Therapy and CBT.
- To promote the center to all those who may benefit from it.
- In 2021 we built relationships with the promoters within the NHS this has generated new referrals and those relationships will continue to be built on in 2022.
- Continue to build and maintain close working relations with enablers from other charities.
- Deliver our Carers Project assisting those who care for our members with provision of CBT, exercise provision and guidance.
- Undertake a long term strategy review to develop a 5 year plan.
- Complete a skills review of the current board of trustees and identify gaps for up skilling or recruitment.
- Continue with the application for grants and corporate gifting to provide long term improvements and provisions. Allowing member donations and small fundraising events to cover the base running costs of existing provisions.
- Monitor the maintenance and upkeep of the building to ensure it remains in a state of good repair.
- Continue to ensure that the center is managed efficiently providing a safe and supportive environment for its users.

## **Small Company Rules**

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

## **Statement of Trustee 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 charitable company and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements the trustees are required and have fulfilled the requirements to:

- Select Suitable accounting policies and apply them consistently.
- State whether applicable accounting standards have been followed. Subject to any material departures disclosed and explained in the financial statements.

- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report was approved by the trustees on 11th June 2022 and signed on its behalf:

Duncan Smitton                      Chairman



[Duncan Smitton \(Sep 28, 2022 10:37 GMT+1\)](#)

**Statement of Financial Activities for the year ended 31 December 2021**  
**M S Information and Therapy Centre Ltd**  
**(including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)**


	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £	Total Funds 2020 £
<b>INCOMING RESOURCES</b>					
Donations and Legacies	2	<b>91,577</b>		<b>91,577</b>	<b>75,577</b>
Other trading activities	3	4,895	-	<b>4,895</b>	12,785
Investment Income	4	133	-	<b>133</b>	254
<b>TOTAL INCOME</b>		<b>96,605</b>	-	<b>96,605</b>	88,616
<b>EXPENDITURE ON:</b>					
Raising Funds	5	8,978	-	<b>8,978</b>	7,491
Charitable activities	6	<b>76,267</b>	<b>17,250</b>	<b>93,517</b>	90,702
<b>TOTAL EXPENDITURE</b>		<b>85,245</b>	<b>17,250</b>	<b>102,495</b>	<b>98,193</b>
<b>NET INCOME</b>		<b>11,360</b>	<b>(17,250)</b>	<b>(5,890)</b>	<b>(9,577)</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		<b>88,785</b>	40,076	<b>128,861</b>	138,438
Total funds carried forward		100,145	<b>22,826</b>	<b>122,971</b>	130,244

**M S Information and Therapy Centre Ltd**  
**Balance Sheet as at 31 December 2021**

	Note	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible Assets	12	37,384	33,561
<b>Current Assets</b>			
Stocks		950	843
Debtors	13	4,826	4,826
Cash at bank and in hand		<b>81,194</b>	90,315
		<hr/>	<hr/>
		<b>86,970</b>	95,984
<b>Creditors: Amounts falling due within one year</b>	14	<b>1,383</b>	684
<b>Net Current Assets</b>		<b>85,587</b>	95,300
<b>Net Assets</b>		<b>122,971</b>	128,861
<b>Funds of the charity:</b>	16,17		
Restricted funds		22,826	40,076
Unrestricted funds		100,145	88,785
<b>Total funds</b>		<b>122,971</b>	128,861

The financial statements on pages 4 to 12 were approved by the trustees and authorised for issue on and signed on their behalf by

D Smitton  
Chairman

  
Duncan Smitton (Sep 28, 2022 10:37 GMT+1)

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006. The members have not required the company to obtain an audit in accordance with section 476 of the Act. The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**1 ACCOUNTING POLICIES**

**Basis of preparation and assessment of going concern**

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP FRS 102) and the Companies Act 2006.

The charitable company meets the definition of a public benefit entity under FRS 102. The Trustees consider that there are no material uncertainties about the charitable company's ability to continue as a going concern. The financial statements are presented in sterling (£) and are rounded to the nearest £.

**Income**

Income, excluding donations, is included in the financial statements using the accruals concept. Grants are recognised when the entitlement, certainty and measurement conditions have been met. Donations are included as and when received. Income tax recoverable on gift aided donations is included in the period in which it is received.

Gifts in kind received for resale are recognised when the gift is sold using the sales value. The contribution of volunteers is not included in the Statement of Financial Activities.

**Expenditure**

The cost of generating funds includes costs of generating voluntary income. Charitable activities costs include expenditure on delivering oxygen therapy.

**Liabilities**

Liabilities are recognised in the accounts as soon as a present obligation arises from a past event that will probably result in a transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

## **M S Information and Therapy Centre Ltd**

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

#### **Fund accounting**

General funds are expendable at the discretion of the Trustees in furtherance of the charity's objects and which have not been designated for other purposes.

In light of the size of the charity, its policy is to build up a reserve of at least one year's operating costs. Restricted funds contain income which has been received for specific purposes, less the related expenditure against these.

#### **Leasing commitments**

Rentals paid under operating leases are charged to the statement of financial activities as incurred.

#### **Pensions**

The pension costs represent amounts payable by the charity during the year.

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Allocation of support costs**

The only material allocation of support costs is the salary of the only employee of the charity. 25% of their cost is allocated to fundraising and 75% to charitable activities which is thought to be a reasonable allocation reflecting the time spent on these activities.

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**Tangible fixed assets**

Tangible fixed assets are included at cost.

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life, an entire year's depreciations is applied to a financial year regardless as to when the asset was purchased in the year. Rates applied are:

Oxygen Chamber: 15% on reducing balance

Fixtures and fittings: 16.6% straight line

Computers: 33.3% straight line

Donated assets given for use by the charity are recognised at their market value as incoming resources and within the relevant fixed asset category on the balance sheet when receivable

**2 Income from donation and legacies**

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
<b>Donations and legacies:</b>				
<b>Donations from individuals</b>	45,477	-	45,477	31,827
<b>Grants, including capital grants</b>	46,100	-	46,100	43,750
	<u>91,577</u>	<u>-</u>	<u>91,577</u>	<u>75,577</u>

**3 Income from other trading activities**

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Fundraising/Other Income	4,895	-	4,895	12,785
	<u>4,895</u>	<u>-</u>	<u>4,895</u>	<u>12,785</u>

**4 Investment Income**

	Unrestricted	Restricted	Total 2021	Total 2020
	£	£	£	£
Other investment income	133	-	133	254

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**5 Cost of Raising Funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Allocated staff costs	7,727	-	7,727	6,375
Direct costs of activities generating funds	1,251	-	1,251	1,116
	<u>8,978</u>	<u>-</u>	<u>8,978</u>	<u>7,491</u>

**6 Cost of charitable activities**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Allocated staff cost	23,183	-	23,183	19,127
Direct cost of therapy treatments	-	-	-	800
Therapy centre costs	53,084	17,250	70,334	70,775
	<u>76,267</u>	<u>17,250</u>	<u>93,517</u>	<u>90,702</u>

**7 Governance Cost**

There are no charges in the year for production and examination of the statutory accounts

**8 Operating Costs**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Operating leases – Land and Buildings</b>	<b>17,250</b>	17,250
<b>Depreciation of fixed assets</b>	<b>15,162</b>	9,663

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**9 Trustees remuneration and expenses**

No trustees have received any remuneration or have been reimbursed expenses for the charity during the year

**10 Staff costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
The charity had one member of staff in the year	2	1

**Staff costs during the year were:**

Wages and salaries	30,910	25,402
Social security costs	-	-
Pension costs	-	100

The monthly average of staff time dedicated to running the charity expressed as full time equivalents is:

	<b>2021</b>	<b>2020</b>
Management/Administration/Fundraising	0.80	0.80

No employee received more than £60,000 during the year.

**11 Taxation**

The charity is a registered charity and has not made any profits which would be subject to corporation tax

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**12 Tangible Fixed Assets**

	<b>Computer Equipment</b>	<b>Oxygen Chamber</b>	<b>Fixtures &amp; Fittings</b>	<b>Total</b>
<b>Cost</b>				
As at 1 January 2021	1,209	18,873	45,401	65,483
Additions		18,985	-	18,985
Disposals	-	-	-	-
As at 31 December 2021	1,209	<b>37,858</b>	<b>45,401</b>	<b>84,468</b>
<b>Depreciation</b>				
As at 1 January 2021	403	9,273	22,246	22,259
Charge for the year	403	5,679	9,080	15,162
Disposals	-	-	-	-
As at 31 December 2021	806	<b>14,952</b>	<b>31,326</b>	<b>47,084</b>
<b>Net Book Value</b>				
As at 1 January 2021	403	22,906	14,075	37,384
As at 31 December 2021	806	<b>9,600</b>	<b>23,155</b>	<b>33,561</b>

**13 Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Prepayments	4,826	<b>4,785</b>

**14 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade Creditors	-	-
Other tax and social security	585	391
Accruals	798	293
	<b>1,383</b>	<b>68</b>

**M S Information and Therapy Centre Ltd**  
**Notes to the Financial Statements for the Year Ended 31 December 2021**

**15 Obligations under leases and hire purchase agreements**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Within one year	17,250	<b>17,250</b>
Between two and five years	17,250	<b>34,500</b>
Over five years	-	-

**16 Funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>As at 1 January 2021</b>	<b>88,785</b>	<b>40,076</b>	<b>128,861</b>
<b>Income</b>	<b>96,605</b>	<b>-</b>	<b>96,605</b>
<b>Expenditure</b>	<b>(85,245)</b>	<b>(17,250)</b>	<b>(102,495)</b>
<b>As at 31 December 2021</b>	<b>100,145</b>	<b>22,826</b>	<b>122,971</b>

**17 Analysis of net assets between funds**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>Fixed Assets</b>	<b>37,384</b>	<b>-</b>	<b>37,384</b>
<b>Current Assets</b>	<b>64,145</b>	<b>22,826</b>	<b>86,971</b>
<b>Current Liabilities</b>	<b>(1,384)</b>	<b>-</b>	<b>(1,384)</b>
<b>Total</b>	<b>100,145</b>	<b>22,826</b>	<b>122,971</b>

**18 Related party transactions**

There were no related party transactions in the year.

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES' OF

### M S Information and Therapy Centre Ltd

I report to the trustees on my examination of the accounts of the above charity for the year ended 31<sup>st</sup> December 2021

#### Responsibilities and basis of the report

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

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

#### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

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

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

Mr M Marshall FCCA

Pi Accountancy

*M Marshall*

M Marshall (Sep 28, 2022 12:06 GMT+1)











# MS Information & Therapy Centre Ltd

Final Audit Report

2022-09-28

Created:	2022-09-28
By:	Pi Accountancy (office@pi-accountancy.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXbl1EymeGKTlpt2bSAFUQvvtOUJU2E5

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2022-09-28 - 09:35:12 GMT - IP address: 104.47.0.254
-  Signer duncansmitton@visionifp.co.uk entered name at signing as Duncan Smitton  
2022-09-28 - 09:37:07 GMT - IP address: 212.228.206.207
-  Document e-signed by Duncan Smitton (duncansmitton@visionifp.co.uk)  
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2022-09-28 - 11:06:16 GMT - IP address: 5.2.113.46
-  Signer matthew@pi-accountancy.co.uk entered name at signing as M Marshall  
2022-09-28 - 11:06:55 GMT - IP address: 5.2.113.46
-  Document e-signed by M Marshall (matthew@pi-accountancy.co.uk)  
Signature Date: 2022-09-28 - 11:06:57 GMT - Time Source: server- IP address: 5.2.113.46
-  Agreement completed.  
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