

M S INFORMATION & THERAPY CENTRE
a Charitable Incorporated Organisation

**TRUSTEES' REPORT
AND
FINANCIAL STATEMENTS**

**FOR THE YEAR END
31 December 2023**



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The Management Committee present their report and the financial statements for the year ended 31 December 2023.

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

Vikki Sewell - Treasurer

Christopher Evans - Secretary (Retired June 2023)

Candida Spedding - Secretary (Appointed June 2023)

John Prout

Steven Hutchinson

Nick Speed

Paulene Fitchard Taffe

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. We are pleased to confirm that the charity has provided more.

- 373 Active Members (increase 19.9%)
- 15 Therapists & 13 Oxygen operators
- 4,167 Oxygen Therapy Sessions Delivered (increase 43.3%)
- 164 Acupuncture Sessions (increase 7.2%)
- 281 Massage Sessions (increase 59.7%)
- 396 Talking Therapy Participations (increase 111.8%)
- 75 1:1 Exercise Therapy Sessions (decrease -46.4%)
- 491 Pilates Participations (increase 25.6%)

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 Charcot Therapy receives no funds of any description from any statutory body. The centre is, therefore, dependent on a high level of fundraising, donations and grants, 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 loss of £12,052.48. This is due to maintenance and building improvement work implemented within the centre due to growth, this has allowed more space and extra rooms to be added to the new building for use with the new services that are already being implemented.

The Charcot Therapy branding continues to be well received by grant givers and external stakeholders. We are viewed more as the inclusive charity we are, we have been able to foster strengthened relationships with Gloucestershire Carers Hub, FND Friends, Parkinsons UK and cemented our relationship with the Neurological team at Cheltenham General Hospital and Gloucester Royal Hospital.

The Centre Manager spent much of 2023 working on the above relationships alongside raising funds via corporate and grant fundraising in addition to the promotion of the centre with local stakeholders and grant givers. The Deputy Manager is continuing to be paid by National Lottery Grant funding, which is a restricted fund. The centre is now a working base for the GRH MS team, specifically the Clinical Nurse Specialist and their Parkinson clinic sessions are set to launch from here in 2024.

This has been a long term aim of the Trustee board, not only does this cement our role within wider support of individuals navigating neurological conditions, it enables new stakeholders to visit our centre who otherwise may not have known of us whilst simultaneously enabling our current cohort of members to have seamless access to a health professional. We anticipate this will generate new referrals and those relationships will continue to be built on in 2024.

The charity has, thanks to the ongoing funding and subsequent support offered by the Deputy Manager, been able to increase the services offered both in number but also in offering. New activities now include art, gardening, mindfulness, knit and natter, crafting, wellbeing coaching, chair based neurological functional exercise, seated massage, sound therapy; with the inclusion of peer to peer support sessions on a variety of conditions such as Long Covid, FND and MS.

The trustee board has implemented a centre wide member survey and embarked on a strategy away day to review results. The focus of this was to review the previous 12 months and begin the process of their three 24-27 year strategy plan. As a result of this, the trustee board has developed a training schedule alongside a trustee induction policy, designed to support new trustees into the role but also ensure existing trustees are clear on their role and remit. Trustees have reviewed our centre wide policy schedule. Our trustees have participated in a varying amount of courses and training including, charity governance, finance and strategic direction. We have also actively recruited a new trustee to the board who has pre-existing experience of Trust Governance to provide the board with a solid foundation into 2024.

Trustees alongside the centre manager have updated our vision and mission, as follows:

Mission : The Charcot Therapy Centre is a centre of excellence for people living with or supporting someone with a neurological or long-term condition. We embrace collaborative working with both charities and statutory services

Vision : The Charcot Therapy Centre strives to be an informative, inclusive and inviting community hub, delivering unique and alternative therapies in a safe, non clinical, homely and friendly environment. Alongside our dedicated team of therapists we support and encourage individuals in their well being and symptom management to live a good quality of life.

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 £34,000. Free reserves as of the 31st December 2023 are in deficit of the reserves policy by £70.19. Additionally, there are restricted funds of £24,733.41 per year for 3 years to cover the salary of our deputy manager.

Future Plans

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

- To promote the centre to all who would benefit, whilst maintaining ourselves as a centre of excellence supporting our members.
- We will continue to embrace and create accessible clinics within our centre whilst working in collaboration with the NHS, charities and other organisations
- We will continue to focus on corporate and grant fundraising to ensure the sustainability and financial viability of our charity.
- Monitor the maintenance of our Hyperbaric equipment and upkeep of the building to ensure it remains in a state of good repair and remains cost effective.
- We will develop and monitor a staff and volunteer centre wide training programme alongside improving ongoing trustee development. This includes survey reviews from our membership cohort.

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 2021 and signed on its behalf :

Duncan Smitton
Chairman

**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 31st December 2023

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

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Recommended categories by activity	Notes	Unrestricted funds £	Restricted income funds £	Total Funds 2023 £	Total Funds 2022 £
Incoming resources					
Income and endowments from:					
Donations and legacies	2	91,890	30,405	122,295	79,544
Other trading activities	3	-	-	-	1,826
Investments	4	1	-	1	-
Total		91,891	30,405	122,296	81,370
Resources expended					
Expenditure on:					
Raising funds	5	13,612	-	13,612	13,081
Charitable activities	6	112,650	17,250	129,900	115,847
Total		126,262	17,250	143,512	128,928
Net income/(expenditure) before investment gains/(losses)		(34,371)	13,155	(21,216)	(47,558)
Net movement in funds		(34,371)	13,155	(21,216)	(47,558)
Reconciliation of funds:					
Total funds brought forward		57,919	17,495	75,414	122,971
Total funds carried forward		23,548	30,650	54,198	75,414

Recommended categories by activity	Notes	Unrestricted funds £	Total Funds 2023 £	Total Funds 2022 £
Fixed assets				
Tangible assets	8	16,153	16,153	23,247
Total fixed assets		16,153	16,153	23,247
Current assets				
Stocks		950	950	950
Debtors	9	4,826	4,826	4,826
Cash at bank and in hand	10	33,976	33,976	47,875
Total current assets		39,752	39,752	53,651
Creditors: amounts falling due within one year	11	1,707	1,707	1,484
Net current assets/(liabilities)		38,045	38,045	52,167
Total assets less current liabilities		54,198	54,198	75,414
Total net assets or liabilities		54,198	54,198	75,414

The financial statements were approved by the Board on 25-Apr-2024 and signed on its behalf by:

Trustee

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.

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.

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 depreciation 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

Income from Donations and Legacies

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2023	Total funds 2022
Analysis	£	£	£	£	£
Donation and gifts	84,413	-	-	84,413	44,485
General grants provided by Government/other charities	7,477	-	-	7,477	23,140
Restricted Donations & Legacies	-	30,405	-	30,405	11,919
	91,890	30,405	-	122,295	79,544

3 Income from Other Trading Activities

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2023	Total funds 2022
Analysis	£	£	£	£	£
Fundraising	-	-	-	-	1,826
	-	-	-	-	1,826

4 Income from Investments

	Unrestricted funds	Restricted income funds	Endowment funds	Total funds 2023	Total funds 2022
Analysis	£	£	£	£	£
Interest income	1	-	-	1	-
	1	-	-	1	-

5 Expenditure on Raising Funds

	Total funds 2023	Total funds 2022
Analysis	£	£
Other trading activities	1,064	2,312
Wages and salaries	12,548	9,616
Support Costs	-	1,153
	13,612	13,081

6 Expenditure on Charitable Activities

	Total funds 2023	Total funds 2022
Analysis	£	£
Charity management & administration	1,508	1,133
Charity running cost	50,303	56,583
Cost of services	10,911	8,419
Employee costs	2,246	2,667
Donations	264	948
Bank charges	54	-
Wages and salaries	37,642	28,847
Restricted – Rent	17,250	17,250
Support Costs	1,545	-
	121,723	115,847

6.1 Operating Costs

	2023 £	2022 £
Operating leases – Land and Buildings	17,250	17,250
Depreciation of fixed assets	8,177	15,476

7 Support Costs

Analysis	Total funds 2023 £	Total funds 2022 £
Governance Costs		
Independent examiners fees	1,545	1,153
	1,545	1,153

8 Tangible Fixed Assets**8.1 Cost or valuation**

	Plant & Machinery £	Fixtures & Fittings £	Computer Equipment £
At 01 January 2023	38,388	45,659	1,760
Additions	795	-	289
Disposals	-	-	-
Revaluations	-	-	-
Transfers	-	-	-
At 31 December 2023	39,183	45,659	2,049

8.2 Amortisation and impairments

	Plant & Machinery	Fixtures & Fittings	Computer Equipment
	£	£	£
At 01 January 2023	20,710	40,458	1,393
Additions	4,337	3,560	280
Disposals	-	-	-
Revaluations	-	-	-
Transfers	-	-	-
At 31 December 2023	25,047	44,018	1,673

8.3 Net book value

	Plant & Machinery	Fixtures & Fittings	Computer Equipment
	£	£	£
At 01 January 2023	17,678	5,201	367
At 31 December 2023	14,136	1,641	376

9 Debtors: Amounts falling due within one year

	Total funds 2023	Total funds 2022
	£	£
Prepayments & accrued income	4,826	4,826
	4,826	4,826

10 Cash at bank and in hand

	Total funds 2023	Total funds 2022
	£	£
Cash at bank and on hand	33,972	47,733
Other	4	142
	33,976	47,875

11 Creditors: Amounts falling due within one year

	Total funds 2023	Total funds 2022
	£	£
Trade creditors	222	222
Accruals and deferred income	798	798
Taxation and social security	687	464
	1,707	1,484

12 Charity funds**12.1 Details of material funds held and movements during the CURRENT reporting period**

Fund names	Fund balances brought forward	Income	Expenditure	Transfers	Gains and losses	Fund balances carried forward
	£	£	£	£	£	£
Unrestricted funds						
General Fund	57,919	91,891	(126,262)	-	-	23,548
Restricted income funds						
Restricted Funds	17,495	30,405	(17,250)	-	-	30,650
Total	75,414	122,296	(143,512)	-	-	54,198