

Company No: 2270807  
Registered Charity No: 800419



**THE BERKSHIRE MULTIPLE SCLEROSIS  
THERAPY CENTRE LIMITED**  
(A COMPANY LIMITED BY GUARANTEE)  
**REPORT AND ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**



**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**CONTENTS OF THE ACCOUNTS**

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**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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## **INTRODUCTION**

The Board of Directors, who are the charity trustees for the purposes of the Charities Act 2011, present their Annual Report for the year ended 31 December 2019 under the Companies Act 2006 and the Charities Act 2011, together with the financial statements for the year. The Board confirms that the latter comply with the requirements of the Companies Act 2006, the Company's Memorandum and Articles of Association and the Charities SORP (FRS102).

## **PURPOSES AND ACTIVITIES**

The charity's purposes and aims as set out in the Company's Memorandum of Association are to aid and improve for the public benefit the condition of those living with Multiple Sclerosis (MS).

It achieves this by

- providing a range of treatments and therapies in an understanding environment where those attending can support and learn from each other.
- making up-to-date information available and shared from reputable sources.

The charity supports people living across Berkshire and neighbouring counties of Oxfordshire, Hampshire, Surrey and Buckinghamshire.

### Ensuring the work delivers the charity's aims

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's purposes and aims, and when planning future activities. In particular how planned activities will contribute to the achievement of the objectives and aims.

### Principal activities

The charity exists to support people with Multiple Sclerosis and to ease the impact it has on their, and their loved ones', lives. MS is a neurological condition that is unpredictable, incurable and widely variable. With many symptoms including, but not limited to, loss of limb control (which may require a wheelchair/mobility aid), balance problems, fatigue (an all-consuming tiredness), memory problems, pain, blurred vision, depression and incontinence, its impact is often huge. Its complex nature means that specialist support is essential to manage symptoms and improve quality of life.

Without the Berkshire MS Therapy Centre the availability of treatments and therapies would be limited in the local area, in some cases non-existent.

The principal activities of the charity can be split into three broad elements:

- Core treatments and services including physiotherapy and exercise classes, oxygen therapy, footcare and counselling
- Complementary treatments including massage, reflexology, acupuncture, spinal reflexology and reiki
- A supportive network for members

### **Core treatments and services**

The charity offers a range of treatments that are designed to help people manage their MS. These are made available to people with MS (and for counselling this is extended to family members). Services provided are based on people's need. Any financial contribution made by those attending core treatments is entirely discretionary and goes towards the costs of running the Centre.

Core therapy includes

- **Physiotherapy and exercise classes** – treatments are provided by trained physiotherapists/exercise instructors in purpose-built facilities at the Centre in Reading, or at our outreach provision in Henley. This includes group classes, one to one sessions, FES, APS and the creation of at-home exercise programmes. Exercise classes include yoga, pilates and tai chi.

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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- **Oxygen treatment (OT)** – oxygen treatment involves breathing pure oxygen within a pressurized chamber, or at an adjacent external breathing point. Many report benefits, especially as regards fatigue, balance and wellbeing.
- **Counselling** – providing support for people with MS and their families, a trained counsellor helps people to live with the unpredictable condition and the challenges it causes.
- **Footcare** - a qualified footcare specialist attends the Centre and the Henley outreach centre to provide treatments and advice concerning foot comfort and mobility.

#### **Complementary Treatments**

Designed to complement the core provision, the charity offers a series of complementary treatments. To ensure affordability therapists provide therapies at a significantly reduced cost and the charity subsidises the treatments by providing treatment rooms and administrative support. Current provision includes:

- Massage
- Reflexology
- Acupuncture
- Spinal Reflexology
- Reiki

The trustees would like to thank the therapists for their generous contributions to ensure provision is available, affordable and accessible for our members.

#### **A supportive network for members**

Beyond the therapies, a friendly, understanding environment is provided for people to support each other. Accurate, up-to-date information is available covering a range of topics from local and national organisations and charities.

### **ACHIEVEMENTS AND PERFORMANCE**

#### **Service Highlights in 2019**

- Provided a record number of MS specialist treatments and support
- Invested in new physiotherapy equipment and new classes
- Celebrated the 20<sup>th</sup> anniversary of Bradbury House, the charities purposely built MS centre
- Debbie McGee became a patron of the Berkshire MS Therapy Centre
- Welcomed 52 new members with MS
- Registered with the Fundraising Regulator.

In 2019 10,718 treatments (2018: 10,633) were provided supporting 409 (2018: 412) local people.

The feedback from the charity's annual feedbacks survey showed

- 95% of our members find attending the Centre improves their quality of life
- 98% of our members find attending the Centre improves their physical wellbeing
- 93% of our members find attending the Centre improves their mental wellbeing
- 93% of our members find attending the Centre increased their confidence to cope with their MS.

#### **Physiotherapy and exercise classes**

Physiotherapy and exercise classes continue to be the largest provision accounting for 53% (2018: 55%) of all treatment. In 2019 5,719 (2018: 5,815) treatments were provided supporting 224 (2018: 234) people.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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Group sessions are preferred to one-to-one sessions; as well as the economic benefits, classes have the advantage of peer support which helps to boost morale and encourages regular attendance. We have seen a sharp decline in those who receive FES support from the Berkshire MS Therapy Centre, coinciding with funding for individuals being withdrawn from the local CCG. We have seen increased uptake in APS and assessments for individuals receiving new treatments. We were able to launch new physiotherapy services including a brand new Falls Management class and a programme targeting constipation relief, the first of its kind in the UK. We would like to thank the People's Community Trust and the Morrisons Foundation for supporting these projects.

**Oxygen Treatment**

Oxygen treatment continues to be busy accounting for 31% (2018: 31%) of treatments provided, 3,330 treatments (2018: 3,309)

The charity is incredibly grateful to the oxygen operators, all of whom give up their time free of charge. The charity's volunteer operators reduce the cost of providing oxygen treatment by over half and through their training ensure the best possible support for those attending.

At the end of 2019, we invested in an oxygen generator which will be installed in 2020. Once in place, it will significantly reduce the cost of providing the treatments as well as bringing environmental benefits.

Enquiries from those with conditions other than MS continue to be busy and their treatments are catered for (at cost) around the needs of people with MS.

**Counselling**

The charity provided 304 counselling sessions (2018: 205). Representing a 48% growth compared to the previous year.

**Foot care**

Footcare remains very popular and in 2019 502 footcare appointments were provided (2018: 494).

**Complementary therapies**

Complementary therapies remain popular and uptake remains high. In 2019, 796 (2018: 806) treatments were provided.

**Supportive network**

Beyond the treatments and therapies received at the Centre, those attending also benefit from speaking to other members. MS can lead to increased isolation and this helps to reduce the impact of this.

Our annual survey showed that 95% of our members who attend the Centre find meeting others with MS beneficial and many comment on the friendly and supportive environment they find at the Centre.

The social areas of the charity's building continue to be busy during opening hours, approximately 48 hours a week. Approx. a third of the Centre's physical space is dedicated social space. Peer support plays an important role at the Henley MS Support Group as well, which meets on a Thursday.

The garden is available for members to enjoy and it is well used in the summer months. Up-to-date information is available from various sources on many aspects of living with MS.

Additional information and support is provided online. The Centre Manager's blog, 'Pips Blog', is regularly updated. This remains the most popular way for our members to stay up to date with news. The charity also have increasingly viewed Facebook and Twitter pages.

A key part of the support the charity offers is the services of the Membership Officer who welcomes new people to the Centre, signposts our members to other relevant organisations as well as maximising awareness of the Centre to external audiences.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**Partnership working**

Where possible the Berkshire MS Therapy Centre will work with partners to ensure local people with MS have access to the best possible support, resources are used efficiently and to avoid duplication of services.

Specialist MS Nurse and Occupational Therapy Clinics were also available at the Centre. The Centre hosted the MS Steering Group.

The partnership with Headway Thames Valley offering therapeutic treatment services at Headway's centre in Henley completed its eighth successive year. The physiotherapy service is offered on a weekly basis, offering members living in the Henley area the opportunity to receive treatment closer to home. Footcare and reflexology services are available on a regular basis. During the year 430 treatments (2018: 420) were provided to 16 (2018: 18) regular users of the service.

A Carers Lunch Club is run in partnership with the Reading, Wokingham and Districts MS Society branch.

A discounted room rate is provided to enable Talking Therapies (NHS) to use the counselling room to provide therapies such as cognitive behavioural therapy.

**Contribution of volunteers**

The charity is incredibly fortunate to have the support of over 100 regular volunteers supporting the day-to-day running of the Centre and numerous events/collections across the year. Their contribution over the year brings financial savings of approx. £150,000 and an invaluable amount of experience, enthusiasm and positivity. The trustees are very grateful for all who have generously provided their time and skills for the benefit of the charity.

**FINANCIAL REVIEW**

**Voluntary income and Fundraising**

The key objective of the charity is to continue to provide its current range of services and to consider complementary service, subject to funding.

Income and expenditure increased by broadly similar amounts in 2019 and the result for the year was a loss of £38,531 (2018: £37,881). Income totalled £455,406 (2018: £428,048) comprising donations, subscriptions and grants £289,573 (2018: £272,938), Fundraising events receipts (including Gift Aid) £100,972 (2018: £91,712) and public collections £30,478 (2018: £30,324). Other income items totalled £34,383 (2018: £33,074).

Expenditure totalled £493,937 (2018: £465,929) comprising cost of providing the charity's service and treatments £368,445 (2018: £346,129), cost of raising funds £120,202 (2018: £114,094) and shop stock purchases £5,290 (2018: £5,706).

A significant legacy was received in 2016. This was allocated to the designated fund for the purpose of supporting initiatives to benefit the Centre over the longer term. The balance of the designated fund at the end of 2019 stood at £90,250 (2018: £147,149). During the year legacies totalling £3,000 were received.

During the year designated funds were used as the charity invested in a number of capital projects that will bring long term benefit. The main expense was an oxygen generator costing £37,312 which had been an ambition of the charity for a number of years. We have purchased the Litegait Unweighing system to enhance our physiotherapy sessions costing £19,100. This, combined with a number of smaller projects, contributed to the total expenditure made from the charities designated fund. Without being remembered in the Wills of several supporters of the charity we couldn't have done this and we are very grateful for their support.

The current financial climate remains difficult for many small charities and the Trustees remain mindful of the challenges the charity faces. Demand continues to increase, as do costs. Expenditure and spending commitments are carefully monitored

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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It was a positive year for fundraising. January started with Atlantic Discovery completing a 3,000 mile row across the Atlantic Ocean with the Berkshire MS Therapy Centre being one of the charities supported. This boosted our fundraising in 2018 and 2019 and generated a lot of awareness of MS and our work.

Traditionally the majority of our fundraising has been raised year on year. In 2019 we secured a five year grant from the National Lottery Community Fund which will support our physiotherapy and exercise classes. As well as the enormous benefits it will bring for the service, it will help us plan and budget accordingly.

Whilst there's a lot of attention on our bigger funders, we are grateful to all our supporters who donate, fundraise and volunteer to support the running of the charity. The trustees would like to express their thanks to each of them, far too many to name, for their help.

### **Reserves policy**

The Trustees reserves policy is to maintain free reserves at between six and twelve months of operating expenditure, to provide an immediately available resource should the Centre experience a significant adverse fluctuation in day to day funding. Based on budgeted expenditure for 2020 (cash flow basis), the reserves should be between £216,980 and £443,960. At December 2019, free reserves (general unrestricted net current assets) stood at £207,945 (i.e. approximately 5.5 months running costs).

Given the unpredictable nature of legacy income over the longer term the Trustees do not include specific provision for legacy receipts in each year's annual income and expenditure budget unless specific information is available at the time the budget is prepared.

	<b>2019</b>	<b>2018</b>
Total Assets	<b>1,154,182</b>	<i>1,192,713</i>
Less: Restricted Fund	<b>(326,842)</b>	<i>(349,155)</i>
Designated Funds	<b>(90,250)</b>	<i>(147,149)</i>
Tangible Fixed Assets held in unrestricted funds	<b><u>(529,145)</u></b>	<i><u>(517,343)</u></i>
	<b><u><u>207,945</u></u></b>	<i><u><u>179,056</u></u></i>

### **Investment Policy**

Apart from maintaining a prudent level of reserves, the charity's year on year annual incoming resources have been used to meet annual running costs. Balances in excess of sums required to be held in the charity's current bank account – i.e. representing reserves and sums held to meet future running costs – have, to date, been placed on deposit.

### **PLANS FOR FUTURE PERIODS**

The trustees' future plans are focused on:

- Maintaining the current range of core treatments to meet demand.
- Complete the installation of an oxygen generator enabling us to produce our own oxygen which will reduce our costs without impacting our service.
- Increase the number of massage appointments available for our members.
- Introduce new classes targeting strength and sensory awareness.
- Raise the funds required to ensure we can continue to provide the services need.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**COVID 19 Virus pandemic**

This annual report for the year ended 31 December 2019 was approved by the trustees at a meeting on 19 March 2020. At that time the severity of the escalation of COVID 19 was becoming clearer. The outbreak had been characterised as a pandemic by the World Health Organisation on 11 March and, in the UK, the government announced the lockdown on 23 March. BMSTC's services at its Centre were suspended from 16 March.

In the light of the fast-changing circumstances, initial consideration was given to the financial impact on BMSTC of the measures to fight the pandemic at the 19 March meeting. Taking an aggressive stance – principally that income may fall by 50% over the following twelve-month period – and in the light of BMSTC bank balances at 31 December 2019 of £345k, the trustees took the view that financial resources over the next twelve months would be sufficient for BMSTC to continue to operate on the Going Concern basis.

The trustees meet each month to review the financial situation.

**REFERENCE AND ADMINISTRATIVE INFORMATION**

Charity Name: The Berkshire Multiple Sclerosis Therapy Centre Limited

Charity registration number: 800419

Company registration number: 2270807

Registered Office and operational address: Bradbury House  
23a August End  
Brock Gardens  
Reading, Berkshire  
RG30 2JP

**Directors and Trustees**

Mr P Bowsher	Chairman
Mr D Coe	Treasurer
Ms H Danelian	
Mr R C Dunn	
Mr M Farnell	Secretary
Mr I Langrish	
Mr D Robson	
Ms P Tillson	(Appointed 14 November 2019)
Mr N Dawkins	(Appointed 14 November 2019)
Mr D Williams Jones	(Resigned 17 May 2019)

**Senior Management Team**

Ms P Vincent Cooke	Centre Manager
Mr M Abdul	Physiotherapy Manager
Miss S Harper	Fundraising Manager

**Independent Examiners**

Crowe U.K. LLP, Aquis House, 49–51 Blagrove Street, Reading, Berkshire, RG1 1PL

**Bankers**

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

**Solicitors**

Clifton Ingram LLP, County House, 17 Friar Street, Reading, Berkshire, RG1 1DB.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

The Berkshire Multiple Sclerosis Therapy Centre Limited (the charity) is a company limited by guarantee (company number 2270807) and is a registered charity (charity number 800419).

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Organisational Structure

The charity is managed by the Trustee Management Committee comprising the company directors, and meets at least quarterly. The committee sets the strategic direction and policy of the charity, agrees an annual budget, and monitors performance against the budget.

All members of the Trustee Management Committee give their time voluntarily. Committee members may benefit from the charity's MS services on the same terms as other beneficiaries.

Certain functional responsibilities (eg personnel, IT, therapies, fundraising) have been delegated to sub committees, who report to the Trustee Management Committee on their activities.

Day to day management of the charity is delegated to the Centre Manager – including supervision of the staff and ensuring that the team continues to develop skills and working arrangements in line with good practice and ensuring the Centre premises are properly serviced and maintained.

The Physiotherapy Manager is responsible for the direction and supervision of the physiotherapy team, the maintenance of recognized treatment standards, evaluating new treatment opportunities and ongoing training.

The Fundraising Manager is responsible for managing relationships with potential financial supporters and promoting fundraising event initiatives.

Salaries are reviewed annually, generally with reference to the pay scales of the National Joint Council for Local Government Services.

The trustees consider that the Key Management personnel are the trustees together with the Centre Manager, the Physiotherapy Manager and the Fundraising Manager.

Recruitment and Appointment of Management Committee

Trustee Management Committee members (trustees) must be ordinary members of the company. They are appointed by election at each Annual General Meeting of the charity, provided that in advance of the meeting they have been proposed by another ordinary member and are willing to be elected. Committee members retire at each Annual General Meeting, though they are eligible for re-election.

The officers of the Company – the Chairman, Treasurer and Secretary – are Trustee Management Committee members and are also appointed by election at each Annual General Meeting. The committee may appoint any of their number during the year to fill a casual vacancy among the officers. Such officers hold office until the next following Annual General Meeting

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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Trustee Induction and Training

New trustees are briefed on the objectives and activities of the charity and the environment within which it operates.

The policies and procedures of the charity have been documented. These are updated on a cyclical basis. All trustees are required to familiarise themselves with the charity's policies and procedures.

Risk Management

The trustees have conducted a review of the risks to which the charity is exposed, and assessed their relative significance. These have been recorded within the policies and procedures documentation. Where appropriate, systems and procedures have been established to mitigate the risks the charity faces.

The principal risks to the charity are considered to be those concerning fund raising, financial internal controls, quality of service delivery and the health and safety of staff, volunteers, clients and visitors to the Centre.

As regards fundraising, the risk is the adverse fluctuation of financial resources raised during the year. In the longer term this would place a financial strain upon the charity. The charity has developed a diversified range of financial resources to help mitigate this risk. The fundraising strategy is overseen by the Trustees, and actual financial performance is monitored on a monthly basis. Good relationships are maintained with a large pool of volunteers who are able to support the public collections and events programme.

Financial internal controls include the division of duties. The risk of fraudulent appropriation of the charity's financial resources is mitigated by the requirement that all financial transactions require dual authorization.

The quality of service delivery is underpinned by qualified physiotherapy personnel, training programmes to help maintain professional standards and equipment maintenance schedules that comply with manufacturers' specifications. The Physiotherapy Manager is responsible for the maintenance of recognized treatment standards and evaluating new treatment opportunities. These measures are in place to help ensure that service delivery meets recognized standards and benefits users.

Procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the Centre. Procedures in place include periodic fire alarm tests, Centre access security and regular maintenance of plant and equipment (including lifting equipment, and hygiene). These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

**Responsibilities of the Trustees**

The Trustees (who are also directors of The Berkshire Multiple Sclerosis Therapy Centre Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of 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 to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions, disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006 and the provisions of the charity's constitution. 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 has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the trustees on 21 May 2020 and signed on their behalf by:

**P Bowsher**  
Chairman and Trustee

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
*(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)*  
**YEAR ENDED 31 DECEMBER 2019**

	Notes	Unrestricted Funds 2019 £	Restricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
<b>Income and endowments from:</b>					
<b>Donations &amp; legacies</b>					
Donations & subscriptions	3	159,347	109,721	<b>269,068</b>	245,072
Legacies		3,000	-	<b>3,000</b>	3,578
Grants receivable	4	20,505	-	<b>20,505</b>	27,866
<b>Charitable activities</b>					
Payments for equipment	7	1,356	-	<b>1,356</b>	1,380
Other income	8	-	-	-	-
<b>Other trading activities</b>					
Fundraising activities	5	131,450	-	<b>131,450</b>	122,036
Treatments to those without MS		15,190	-	<b>15,190</b>	11,379
Electricity – Feed in Tariff		1,197	-	<b>1,197</b>	1,279
Shop activities		6,994	-	<b>6,994</b>	7,422
Rent received	6	6,250	-	<b>6,250</b>	7,775
<b>Investments</b>	9	<u>396</u>	<u>-</u>	<u><b>396</b></u>	<u>261</u>
<b>Total</b>		<u>345,685</u>	<u>109,721</u>	<u><b>455,406</b></u>	<u>428,048</u>
<b>Expenditure on:</b>					
<b>Raising funds</b>					
Fundraising activities	10	120,202	-	<b>120,202</b>	114,094
Shop activities		5,290	-	<b>5,290</b>	5,706
<b>Charitable activities</b>					
Cost of activities in furtherance of the charity's objects	11	<u>236,401</u>	<u>132,044</u>	<u><b>368,445</b></u>	<u>346,129</u>
<b>Total</b>		<u>361,893</u>	<u>132,044</u>	<u><b>493,937</b></u>	<u>465,929</u>
<b>Net expenditure</b>	22	(16,208)	(22,323)	<b>(38,531)</b>	(37,881)
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET MOVEMENT IN FUNDS FOR YEAR</b>		(16,208)	(22,323)	<b>(38,531)</b>	(37,881)
<b>Funds at the start of the year</b>		<u>843,548</u>	<u>349,165</u>	<u><b>1,192,713</b></u>	<u>1,230,594</u>
<b>Funds at the end of the year</b>		<u><u>827,340</u></u>	<u><u>326,842</u></u>	<u><u><b>1,154,182</b></u></u>	<u><u>1,192,713</u></u>

The notes on pages 12 to 27 form part of these accounts

# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## BALANCE SHEET

31 DECEMBER 2019

Company Number 2270807

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	Notes	2019 £	2018 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	12	<b>853,372</b>	850,803
<b>CURRENT ASSETS</b>			
Stocks	13	<b>1,764</b>	3,071
Debtors	14	<b>20,234</b>	15,058
Cash at bank and in hand		<b><u>344,991</u></b>	<u>372,341</u>
		<b>366,989</b>	390,470
<b>CREDITORS:</b> Amounts falling due within one year	15	<b><u>(66,179)</u></b>	<u>(48,560)</u>
<b>NET CURRENT ASSETS</b>		<b><u>300,810</u></b>	<u>341,910</u>
<b>TOTAL NET ASSETS</b>		<b><u>1,154,182</u></b>	<u>1,192,713</u>
<b>FUNDS</b>			
<b>Unrestricted Funds</b>			
General funds	20	<b>737,090</b>	696,399
Designated funds	20	<b>90,250</b>	147,149
<b>Restricted funds</b>	19	<b><u>326,842</u></b>	<u>349,165</u>
	18	<b><u>1,154,182</u></b>	<u>1,192,713</u>

The trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of Section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit of its accounts for the period in question in accordance with Section 476 of the Act. The trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with Section 386 of the Act, and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 December 2019 and of its surplus for the period then ended in accordance with the requirements of Sections 394 and 395 of the Act, and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

These financial statements were approved and authorised for issue by the Board and were signed on its behalf on 21 May 2020

**P Bowsher**  
Chairman and Trustee

**D R Coe**  
Trustee

The notes on pages 12 to 27 form part of these accounts

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**1. COMPANY INFORMATION**

The principal activity of the charity is to aid and improve the condition of those living with Multiple Sclerosis. The incorporated charity (registered number 2270807 and charity number 800419) is domiciled in the UK. The address of the registered office Bradbury House, 23a August End, Brock Gardens, Reading, Berkshire, RG30 2JP.

The Berkshire Multiple Sclerosis Therapy Centre Limited is a private company limited by guarantee with no share capital. Each member's liability would be limited to an amount not exceeding £1 in the event of the charity winding up.

**2. ACCOUNTING POLICIES**

**a) Basis of accounting**

The accounts have been prepared in accordance with the Charities SORP (FRS102) applicable to charities preparing their accounts in accordance with the Financial Reporting Standards applicable in the UK and Republic of Ireland and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The accounts have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102).

The Berkshire Multiple Sclerosis Therapy Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note.

The Trust's budget for 2020 was prepared before the start of the year and based on the future planned activities and the resources available to the Trust. As a consequence of the changes to Trust operations which took effect late in the first quarter of 2020, in response to the COVID 19 pandemic, the Trustees have given consideration to the financial impact of those changes and the basis of accounting – see Trustees' Report: Covid 19 Virus pandemic. At the date of approval of the Report the trustees took the view that the Trust's financial resources over the following twelve months would be sufficient for the financial statements to continue to be prepared on the going concern basis.

**b) Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, which are described in note 2, trustees are required to make judgements, estimates and assumptions about the carrying value of assets and liabilities that are not readily apparent from other sources. The estimation and underlying assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of revision and future periods if the revision affects the current and future periods.

In the view of the trustees, no assumptions concerning the future or estimation uncertainty affecting the assets and liabilities at the balance sheet date are likely to result in a material adjustment to their carrying amounts in the next financial year.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**c) Financial Instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**d) Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income, receipt is probable, and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Items donated for resale through the charity's shop are included as incoming resources within activities for generating funds when they are sold. Recommended contributions from those without MS are payable on receipt of treatment and accounted for at that date.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.

**e) Expenditure**

Expenditure is recognized on an accrual basis as each liability is incurred.

Raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Charitable expenditure is reported under two sub headings:

- Cost of activities in furtherance of charity's objects – comprising the cost of professional personnel and treatment equipment;
- Support costs - comprising the cost of staff supporting professional personnel, utilities (i.e. heat, light, water, telephone) and a proportion of Centre management and office costs.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis which is intended to reflect the use of each resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis as set out in Note 17.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**f) Capitalisation of Fixed Assets and Depreciation**

All expenditure on items that are intended for continued use by the charity on a long term basis to generate funds and provide services to members are capitalised as fixed assets (except all IT software, and expenditure below £1,000, which is recognised in the Statement of Financial Activities in the year of purchase).

Depreciation is provided on all tangible fixed assets in use, at rates calculated to write off the cost of each asset, less estimated residual value of each asset over its expected useful life, as follows:

Buildings	- over 50 years
Fixtures, fittings & equipment (other than IT equipment)	- over 10 years
IT Equipment	- over 5 years

**g) Stocks**

Stocks are stated at the lower of cost and net realisable value.

**h) Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Trustees when there is a specific and authorized commitment on the part of the charity. The level of the fund is set to match the Trustees' estimate of the outstanding commitment at any given time.
- Restricted funds represent incoming resources in respect of which the donor/grantors concerned have specified the purposes to which they must be applied. Where attributable expenditure exceeds restricted income received, a transfer from unrestricted funds to restricted funds is made to cover the excess. Restricted income not spent in any year is carried forward in the relevant fund.

**i) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

**j) Creditors and provisions**

Creditors and provisions are recognised when the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**k) Cash and cash equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

**l) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**m) Pensions**

The charity contributes to the personal pension plans of certain employees. Contributions are charged to the Statement of Financial Activities as they fall due. Total contributions in the year were £24,133 (2018: £23,877). There is an outstanding contribution of £2,828 at the balance sheet date (2018: £2,849).

**3. DONATIONS AND SUBSCRIPTIONS**

	<b>2019</b>	<i>2018</i>
	£	£
Membership subscriptions	<b>6,520</b>	7,136
<i>Donations:</i>		
Individuals	<b>101,173</b>	119,421
Gift aid tax reclaimed	<b>19,503</b>	21,564
Charitable trusts	<b>118,983</b>	58,487
Companies	<b>17,530</b>	33,037
Voluntary groups	<b>5,359</b>	5,387
Charity of the Year	<b>-</b>	40
	<b><u>269,068</u></b>	<u>245,072</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**4. GRANTS RECEIVABLE**

	2019 £	2018 £
Aldermaston Parish Council	100	100
Binfield Parish Council	750	500
Bracknell Town Council	1,100	1,000
Bray Parish Council	350	300
Burden Neurological Institute	-	1,000
Burghfield Parish Council	1,450	-
Crowthorne Parish Council	400	400
Earley Town Council	-	400
Finchampstead Parish Council	1,000	1,200
Holybrook Parish Council	350	-
Henley Town Council	1,000	-
Holybrook Town Council	-	400
HMRC – National Insurance	3,000	3,000
Lottery Fund	-	6,513
Pangbourne Parish Council	300	300
Purley Parish Council	400	-
Reading Borough Council	7,800	8,613
Royal Borough of Kensington	-	500
Royal Borough of Windsor & Maidenhead	-	940
Sandhurst Parish Council	400	-
Shinfield Council	-	700
Speen Parish Council	195	150
Tadley Town Council	500	450
Theale Parish Council	200	-
Tilehurst Parish Council	-	300
Twyford Parish Council	110	-
Wargrave Parish Council	150	150
Winkfield Parish Council	500	500
Wokingham Without Parish Council	200	200
Woodley Town Council	250	250
	<u>20,505</u>	<u>27,866</u>

**5. FUNDRAISING ACTIVITIES – INCOMING RESOURCES**

	2019 £	2018 £
Gift Aid tax reclaimed	2,406	-
Activities	98,566	91,712
Public collections	30,478	30,324
	<u>131,450</u>	<u>122,036</u>

**6. RENT RECEIVED**

	2019 £	2018 £
Room Hire	1,000	775
Tenancy	5,250	7,000
	<u>6,250</u>	<u>7,775</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**7. PAYMENTS FOR USE OF EQUIPMENT**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Masks for Oxygen Therapy	1,356	1,380
FES Equipment on Loan	<u>-</u>	<u>-</u>
	<b><u>1,356</u></b>	<b><u>1,380</u></b>

**8. OTHER INCOME**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Student placement receipts	-	-
Research work	<u>-</u>	<u>-</u>
	<b><u>-</u></b>	<b><u>-</u></b>

**9. INVESTMENT INCOME**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Bank interest	<u>396</u>	<u>261</u>
	<b><u>396</u></b>	<b><u>261</u></b>

**10. FUNDRAISING ACTIVITIES – RESOURCES EXPENDED**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Direct costs of events	13,588	12,203
Staff and other indirect costs	67,755	64,565
Allocation of support costs (See Note 17)	<u>38,859</u>	<u>37,326</u>
	<b><u>120,202</u></b>	<b><u>114,094</u></b>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**11. COST OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS**

	Physio- therapy 20199 £	Oxygen therapy 2019 £	Counselling 2019 £	Yoga 2019 £	Chiropody 2019 £	Art therapy 2019 £	Complementary therapies 2019 £	Support Network 2019 £	Total 2019 £
<i>Direct costs:</i>									
Staff	147,004	5,480	13,081	1,444	8,820	330	-	15,289	191,448
Training and recruitment	1,861	97	-	-	-	-	-	-	1,958
Equipment and consumables	10,031	13,688	-	-	-	-	-	-	23,719
Masks	-	4,414	-	-	-	-	-	-	4,414
FES Equipment	2,210	-	-	-	-	-	-	-	2,210
Info Day costs	-	-	-	-	-	-	-	-	-
Allocation of support costs (see note 17)	46,059	12,849	3,671	1,835	5,507	-	5,507	69,268	144,696
	<u>207,165</u>	<u>36,528</u>	<u>16,752</u>	<u>3,279</u>	<u>14,327</u>	<u>330</u>	<u>5,507</u>	<u>84,557</u>	<u>368,445</u>
	2018 £	2018 £	2018 £	2018 £	2018 £	2018 £	2018 £	2018 £	2018 £
<i>Direct costs:</i>									
Staff	144,503	5,523	8,484	1,102	8,520	-	-	15,743	183,875
Training and recruitment	1,260	62	-	-	-	-	-	-	1,322
Equipment and consumables	11,568	6,999	-	-	-	-	-	-	18,567
Masks	-	4,395	-	-	-	-	-	-	4,395
FES Equipment	2,443	-	-	-	-	-	-	-	2,443
Info Day costs	-	-	-	-	-	-	-	-	-
Allocation of support costs (see note 17)	42,406	12,100	3,457	1,728	5,186	-	5,185	65,465	135,527
	<u>202,180</u>	<u>29,079</u>	<u>11,941</u>	<u>2,830</u>	<u>13,706</u>	<u>-</u>	<u>5,185</u>	<u>81,208</u>	<u>346,129</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**12. TANGIBLE FIXED ASSETS**

	Land & buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 January 2019	825,612	600,940	<b>1,426,552</b>
Additions	<u>-</u>	<u>65,836</u>	<u><b>65,836</b></u>
<b>At 31 December 2019</b>	<u>825,612</u>	<u>666,776</u>	<u><b>1,492,388</b></u>
<b>Depreciation</b>			
At 1 January 2019	264,200	311,549	<b>575,749</b>
Charge for the year	<u>13,212</u>	<u>50,055</u>	<u><b>63,267</b></u>
<b>At 31 December 2019</b>	<u>277,412</u>	<u>361,604</u>	<u><b>639,016</b></u>
<b>Net book value</b>			
<b>At 31 December 2019</b>	<u><b>548,200</b></u>	<u><b>305,172</b></u>	<u><b>853,372</b></u>
<i>At 31 December 2018</i>	<u><i>561,412</i></u>	<u><i>289,391</i></u>	<u><i>850,803</i></u>

All fixed assets are used for activities in furtherance of the charity's objects or in support thereof.

**13. STOCKS**

	2019 £	2018 £
Goods for sale	1,014	1,316
Masks	<u>750</u>	<u>1,755</u>
	<u><b>1,764</b></u>	<u><b>3,071</b></u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**14. DEBTORS**

	2019 £	2018 £
Other debtors	10,846	4,759
Prepayments	<u>9,388</u>	<u>10,299</u>
	<u><b>20,234</b></u>	<u><b>15,058</b></u>

**15. CREDITORS:** Amounts falling due within one year

	2019 £	2018 £
Trade creditors	3,515	5,626
Other creditors	2,828	3,628
Taxation and social security	4,957	4,403
Accruals and deferred income	<u>54,879</u>	<u>34,903</u>
	<u><b>66,179</b></u>	<u><b>48,560</b></u>

**16. STAFF NUMBERS AND COSTS**

The average number of persons employed by the charity during the year, analysed by category, was as follows:-

	2019	2018
Direct charitable activities	7	7
Fundraising	2	2
Management and administration	<u>2</u>	<u>2</u>

The aggregate payroll costs of these persons were as follows:-

	2019 £	2018 £
Gross wages and salaries	240,475	235,225
Employer's national insurance costs	20,944	20,564
Employer's pension costs	<u>24,133</u>	<u>23,877</u>
	<u><b>285,552</b></u>	<u><b>279,666</b></u>

No employee received emoluments in excess of £60,000 (2018: £nil).

No remuneration was received by any of the trustees (2018: £nil). No expenses were reimbursed to any trustees (2018: £nil).

There have been no related party transactions during the year that require disclosure.

Remuneration of key management personnel (including Employers NIC and Employers pension contributions) was £146,788 (2018: £142,336)

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**17. SUPPORT COSTS**

Support costs have been allocated on the basis of estimates of the proportion of each expense that is utilised by each of the output activities, as follows:-

<b>2019</b>	<b>Total</b>	<b>Fundraising</b>	<b>Physio-therapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Chiropody</b>	<b>Complementary therapies</b>	<b>Network/ advice</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Management and admin staff costs	100	20	20	7	2	1	3	3	44
Office costs	100	32	20	7	2	1	3	3	32
Information and publicity )									
Insurance and business )	100	20	20	7	2	1	3	3	44
consultancy )									
Bank charges )									
Utilities and hygiene costs )									
Buildings – maintenance )	100	20	30	7	2	1	3	3	34
and depreciation )									
Governance	100	20	20	7	2	1	3	3	44
<b>2018 comparatives</b>	<b>Total</b>	<b>Fundraising</b>	<b>Physio-therapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Chiropody</b>	<b>Complementary therapies</b>	<b>Network/ advice</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
<i>Management and admin staff costs</i>	<i>100</i>	<i>20</i>	<i>20</i>	<i>7</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>44</i>
<i>Office costs</i>	<i>100</i>	<i>32</i>	<i>20</i>	<i>7</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>32</i>
<i>Information and publicity )</i>									
<i>Insurance and business )</i>	<i>100</i>	<i>20</i>	<i>20</i>	<i>7</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>44</i>
<i>consultancy )</i>									
<i>Bank charges )</i>									
<i>Utilities and hygiene costs )</i>									
<i>Buildings – maintenance )</i>	<i>100</i>	<i>20</i>	<i>30</i>	<i>7</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>34</i>
<i>and depreciation )</i>									
<i>Governance</i>	<i>100</i>	<i>20</i>	<i>20</i>	<i>7</i>	<i>2</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>44</i>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**17. SUPPORT COSTS (continued)**

	<b>Total</b>	<b>Fundraising</b>	<b>Physio- therapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Chiropody</b>	<b>Complementary therapies</b>	<b>Network/ advice</b>	<i>Total</i>
	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<b>2019</b>	<i>2018</i>
Management and admin staff costs	<b>54,056</b>	10,811	10,811	3,784	1,081	540	1,622	1,622	23,785	<i>53,575</i>
Office costs	<b>17,899</b>	5,728	3,580	1,253	358	179	537	537	5,727	<i>22,960</i>
Information and publicity	<b>3,270</b>	654	654	229	65	33	98	98	1,439	<i>4,773</i>
Insurance and business consultancy	<b>4,865</b>	973	973	340	97	49	146	146	2,141	<i>4,650</i>
Bank charges	<b>4,727</b>	945	945	331	95	47	142	142	2,080	<i>4,884</i>
Utilities and hygiene costs	<b>19,636</b>	3,927	5,891	1,375	393	196	589	589	6,676	<i>13,256</i>
Buildings – maintenance and depreciation	<b>73,847</b>	14,770	22,154	5,169	1,477	739	2,215	2,215	25,108	<i>65,095</i>
Governance	<b>5,255</b>	1,051	1,051	368	105	52	158	158	2,312	<i>3,660</i>
	<b><u>183,555</u></b>	<u>38,859</u>	<u>46,059</u>	<u>12,849</u>	<u>3,671</u>	<u>1,835</u>	<u>5,507</u>	<u>5,507</u>	<u>69,268</u>	<i><u>172,853</u></i>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**17. SUPPORT COSTS (continued)**

	Total	Fundraising	Physio-therapy	Oxygen therapy	Counselling	Yoga	Chiropody	Complementary therapies	Network/ advice
	2018	2018	2018	2018	2018	2018	2018	2018	2018
	£	£	£	£	£	£	£	£	£
Management and admin staff costs	53,575	10,715	10,715	3,750	1,072	536	1,607	1,607	23,573
Office costs	22,960	7,347	4,592	1,607	459	230	689	689	7,347
Information and publicity	4,773	955	955	334	95	48	143	143	2,100
Insurance and business consultancy	4,650	930	930	326	93	46	139	139	2,047
Bank charges	4,884	977	977	342	98	49	147	146	2,148
Utilities and hygiene costs	13,256	2,651	3,977	928	265	132	398	398	4,507
Buildings – maintenance and depreciation	65,095	13,019	19,528	4,557	1,302	651	1,953	1,953	22,132
Governance	<u>3,660</u>	<u>732</u>	<u>732</u>	<u>256</u>	<u>73</u>	<u>36</u>	<u>110</u>	<u>110</u>	<u>1,611</u>
	<u><u>172,853</u></u>	<u><u>37,326</u></u>	<u><u>42,406</u></u>	<u><u>12,100</u></u>	<u><u>3,457</u></u>	<u><u>1,728</u></u>	<u><u>5,186</u></u>	<u><u>5,185</u></u>	<u><u>65,465</u></u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds General £	Designated Funds Capital £	Restricted Funds £	Total Funds 2019 £
Tangible fixed assets	529,145	-	324,227	853,372
Current assets	274,124	90,250	2,615	366,989
Current liabilities	<u>(66,179)</u>	<u>-</u>	<u>-</u>	<u>(66,179)</u>
	<u><b>737,090</b></u>	<u><b>90,250</b></u>	<u><b>326,842</b></u>	<u><b>1,154,182</b></u>
<i>2018 Comparative</i>	£	£	£	£
<i>Tangible fixed assets</i>	517,343	-	333,460	850,803
<i>Current assets</i>	227,616	147,149	15,705	390,470
<i>Current liabilities</i>	<u>(48,560)</u>	<u>-</u>	<u>-</u>	<u>(48,560)</u>
	<u><b>696,399</b></u>	<u><b>147,149</b></u>	<u><b>349,165</b></u>	<u><b>1,192,713</b></u>

**19. RESTRICTED FUNDS**

	1 January 2019 £	Incoming Resources £	Transfer £	Resources Expended £	31 December 2019 £
Land and buildings	327,290	-	-	(13,212)	314,078
APS Equipment	6,319	5,195	-	(11,514)	-
Digesting Science workshop	135	-	-	(135)	-
Emotional Support Network	-	6,096	-	(6,096)	-
Exercise Bike	1,000	-	-	-	1,000
FES Equipment	-	1,640	-	(1,640)	-
Foot care	-	4,088	-	(4,088)	-
Nordic Walking Poles	70	-	-	-	70
Oxygen Maintenance	4,109	8,754	-	(12,863)	-
Oxygen masks	2,027	1,000	-	(3,027)	-
Physio plinth	1,394	-	-	(551)	843
Physio Thera chair	4,384	2,000	-	(666)	5,718
Physiotherapy	-	71,971	-	(71,971)	-
Physiotherapy Henley	-	2,057	-	(2,057)	-
Physiotherapy Equipment	-	600	-	(600)	-
Physio Treadmill	-	3,750	-	-	3,750
Pilates	675	2,570	-	(2,544)	701
Refrigerant dryer	1,325	-	-	(795)	530
Wheelchairs	<u>437</u>	<u>-</u>	<u>-</u>	<u>(285)</u>	<u>152</u>
	<u><b>349,165</b></u>	<u><b>109,721</b></u>	<u><b>-</b></u>	<u><b>(132,044)</b></u>	<u><b>326,842</b></u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**19. RESTRICTED FUNDS (continued)**

<i>2018 Comparative</i>	<i>1 January 2018 £</i>	<i>Incoming Resources £</i>	<i>Transfer £</i>	<i>Resources Expended £</i>	<i>31 December 2018 £</i>
<i>Land and buildings</i>	340,502	-	-	(13,212)	327,290
<i>APS Equipment</i>	1,915	5,000	-	(596)	6,319
<i>BMSTC Members' Service</i>	-	15,400	-	(15,400)	-
<i>Counselling</i>	-	6,000	-	(6,000)	-
<i>Digesting Science workshop</i>	-	200	-	(65)	135
<i>Exercise Bike</i>	1,000	-	-	-	1,000
<i>FES Equipment</i>	-	500	-	(500)	-
<i>Henley MS Support Group</i>	1,856	3,500	-	(5,356)	-
<i>INFODAY</i>	510	-	-	(510)	-
<i>Membership Office Support</i>	-	6,513	-	(6,513)	-
<i>Nordic Walking Poles</i>	70	-	-	-	70
<i>Oxygen Maintenance</i>	1,515	5,109	-	(2,515)	4,109
<i>Oxygen masks</i>	3,821	2,600	-	(4,394)	2,027
<i>Oxygen plant hire</i>	-	-	-	-	-
<i>Physio equipment</i>	-	657	-	(657)	-
<i>Physio plinth</i>	1,394	-	-	-	1,394
<i>Physio Thera chair</i>	-	4,662	-	(278)	4,384
<i>Physiotherapy</i>	-	23,437	-	(23,437)	-
<i>Pilates</i>	2,000	-	-	(1,325)	675
<i>Refrigerant dryer</i>	1,325	-	-	-	1,325
<i>Volunteer events/evening</i>	-	1,000	-	(1,000)	-
<i>Wheelchairs</i>	437	-	-	-	437
	<u>356,345</u>	<u>74,578</u>	<u>-</u>	<u>(81,758)</u>	<u>349,165</u>

**20. UNRESTRICTED FUNDS**

	<i>1 January 2019 £</i>	<i>Incoming Resources £</i>	<i>Transfer £</i>	<i>Resources Expended £</i>	<i>31 December 2019 £</i>
<b>Designated funds</b>					
<i>Legacy fund</i>	147,149	-	-	(56,899)	90,250
<b>General funds</b>	<u>696,399</u>	<u>345,685</u>	<u>-</u>	<u>(304,994)</u>	<u>737,090</u>
	<u>843,548</u>	<u>345,685</u>	<u>-</u>	<u>(361,893)</u>	<u>827,340</u>
<i>2018 Comparative</i>	<i>1 January 2018 £</i>	<i>Incoming Resources £</i>	<i>Transfer £</i>	<i>Resources Expended £</i>	<i>31 December 2018 £</i>
<i>Designated funds</i>					
<i>Legacy fund</i>	147,648	3,578	-	(4,077)	147,149
<i>General funds</i>	<u>726,601</u>	<u>349,892</u>	<u>-</u>	<u>(380,094)</u>	<u>696,399</u>
	<u>874,249</u>	<u>353,470</u>	<u>-</u>	<u>(384,171)</u>	<u>843,548</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**20. UNRESTRICTED FUNDS (continued)**

General Funds represent those funds which are unrestricted and not designated for other purposes.

**21. CAPITAL COMMITMENTS**

At 31 December 2019, the company had contracted capital commitments of £18,800 (2018: nil).

**22. NET EXPENDITURE FOR THE YEAR**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Is stated after charging:-</b>		
Depreciation	<b>63,267</b>	62,120
Independent Examination (including irrecoverable VAT)	<u><b>3,900</b></u>	<u>3,720</u>

**23. FINANCIAL INSTRUMENTS**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Financial assets measured at amortised cost	<b>355,837</b>	379,600
Financial liabilities measured at amortised cost	<b>7,847</b>	10,125

The company's income, expense, gains and losses in respect of financial instruments are summarised below:

Financial assets measured at amortised cost	<b>396</b>	261
Financial liabilities measured at amortised cost	-	-

Financial assets measured at amortised cost comprise trade debtors, accrued income, cash and cash equivalents.

Financial liabilities measured at amortised cost comprise trade creditors, other creditors and accruals.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

**24. COMPARATIVE STATEMENT OF FINANCIAL ACTIVITIES**

	<i>Unrestricted Funds 2018 £</i>	<i>Restricted Funds 2018 £</i>	<i>Total Funds 2018 £</i>
<i>Income and endowments from:</i>			
<i>Donations and legacies</i>			
<i>Donations &amp; subscriptions</i>	170,494	74,578	245,072
<i>Legacies</i>	3,578	-	3,578
<i>Grants receivable</i>	27,866	-	27,866
<i>Charitable Activities</i>			
<i>Payments for equipment</i>	1,380	-	1,380
<i>Other income</i>	-	-	-
<i>Other trading activities</i>			
<i>Fundraising activities</i>	122,036	-	122,036
<i>Treatments to those without MS</i>	11,379	-	11,379
<i>Electricity – Feed in Tariff</i>	1,279	-	1,279
<i>Shop activities</i>	7,422	-	7,422
<i>Rent received</i>	7,775	-	7,775
<i>Investments</i>	<u>261</u>	<u>-</u>	<u>261</u>
<i>Total</i>	<u>353,470</u>	<u>74,578</u>	<u>428,048</u>
<i>Expenditure on:</i>			
<i>Raising funds</i>			
<i>Fundraising activities</i>	114,094	-	114,094
<i>Shop activities</i>	5,706	-	5,706
<i>Charitable activities</i>			
<i>Cost of activities in furtherance of the     charity's objects</i>	<u>264,371</u>	<u>81,758</u>	<u>346,129</u>
<i>Total</i>	<u>384,171</u>	<u>81,758</u>	<u>465,929</u>
<i>Net (expenditure)</i>	(30,701)	(7,180)	(37,881)
<i>Transfers between funds</i>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET MOVEMENT IN FUNDS FOR YEAR</b>	(30,701)	(7,180)	(37,881)
<i>Funds at the start of the year</i>	<u>874,249</u>	<u>356,345</u>	<u>1,230,594</u>
<i>Funds at the end of the year</i>	<u>843,548</u>	<u>349,165</u>	<u>1,192,713</u>

# **INDEPENDENT EXAMINERS' REPORT TO THE TRUSTEES OF THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**

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I report to the charity trustees on my examination of the accounts of the company for the year ended 31 December 2019, which are set out on pages 10 to 27.

This report is made solely to the charitable company's trustees, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and the charitable company's trustees as a body in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charitable company's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charitable company, the charitable company's members as a body and the charitable company's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

## **Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

## **Independent examiner's statement**

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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.

Aquis House  
49 – 51 Blagrove Street  
Reading

Janette Joyce  
**CROWE U.K. LLP**  
Chartered Accountants

11 June 2020