



Report of the Trustees & Audited Financial Statements

for the year ended
31st December 2016

for Chilterns MS Centre Ltd



Multiple Sclerosis
National Therapy Centres

Registered with



Registered Company Number: 02294557 (England and Wales)
Registered Charity Number: 800853

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Vision

*To be a beacon of excellence and a lifeline
to everyone affected locally by multiple sclerosis.*

Mission

*To provide highly professional and responsive
physical, practical, social and emotional care
to empower those with multiple sclerosis
and to be an embracing community of support
to everyone affected by it.*

*Thanks to Kate Barker for our cover photograph of member, Christabelle Trangmar, and
Physiotherapy Assistant, Mirka Gojewsko*

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st DECEMBER 2016
for Chilterns MS Centre Ltd
for the year ended 31st December 2016**

Registered Company Number: 02294557 (England and Wales)
Registered Charity Number: 800853

WELCOME

The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st December 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1st January 2015).

This document is designed to meet the statutory requirements for audited accounts and includes the depth of information that is often required by grant making trusts, donors, legators, statutory bodies. For 2016, the charity is also producing a separate Annual Review which provides a less detailed view of the charity's year and also looks at its achievements, plans and aspirations for 2017 and beyond. This is available on request or can be downloaded from the charity's website www.chilternsmcentre.org. The charity is always happy to provide further information on request.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company Number
02294557 (England and Wales)

Registered Charity Number
800853

Registered Office and Principal Address
Chilterns MS Centre
Oakwood Close
Wendover
Aylesbury
Buckinghamshire HP22 5LX

Trustees

Linda Oatley BA(Hons) JP (Chairman)
Tony Winterbottom BA (Vice Chairman)
Pippa Evans BA(Hons) FCMA (Company Secretary)
Anthony Parks ACA (Treasurer)
Anna Ashwell BDS MFGDP MPH FDS RCS
John Bedford
Julie Dean
Stephen James BSc(Hons) MSc
Catherine Golds DipIWM PgD
Tara Ives (resigned 26th January 2017)
Sarah Jones
Paul McDowell BSc(Hons) (resigned 12th June 2016)
Darayus Motivala BSc(Hons)
Ian Summerfield
Simon Turner

Company Secretary

Pippa Evans BA(Hons) FCMA

Chief Executive

Robert Breakwell

Senior Leadership Team

Chris Beach, Head of Physiotherapy
Mary Miles, Carer Support Co-ordinator
Hannah Asquith, Head of Fundraising & Communications
Aaron Cox, Business Manager
Martyn Broughton, Interim Finance Manager
Catherine Golds, PR Manager (voluntary post)
Julie Dean, Human Resources Lead (voluntary post)
Angela Turpin, PA to Chief Executive/Office Manager

Auditors

Ashby's
Statutory Auditor
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone LU7 9GY

Bankers

National Westminster Bank Plc
22 Market Square
Aylesbury
Bucks HP20 1PR

Lloyds Bank Plc
79 High Street
Chesham
Buckinghamshire HP5 1DE

Santander
1st Floor
Operations Block
Bridle Road
Bootle
Merseyside L30 4GB

Patrons

Rt Hon John Bercow MP
Cllr Janet Blake MInstF
The Earl of Buckinghamshire
Lord Carlile of Berriew QC
Group Captain James Brayshaw LLB(Hons) FCIPD RAF
Professor Gavin Giovannoni MBBCh PhD FCP FRCP FRCPATH
Sir David Jason OBE
Rt Hon David Lidington MP
J P G Naylor Esq
Derek K Townsend DL

Telephone Numbers

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01296 823040 (Fundraising & Communications team)
01296 823047 (Finance office)

Website

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Email

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Social Media

Facebook: www.facebook.com/ChilternsMSCentre
Twitter: @ChilternsMS
Linkedin: Chilterns MS Centre
Instagram: cmssc2012

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Chilterns MS Centre Limited is registered with the Charity Commission for England and Wales; it was incorporated as a company limited by guarantee on 9th September 1988. The charity was governed by its Memorandum and Articles of Association as adopted on 22nd December 2004 until the Annual General Meeting on 21st June 2015 when new Articles of Association were approved and adopted by the members.

Organisational Structure

The Board of Trustees is responsible for the overall management and governance of the charity and generally meets on a monthly basis. The board sets the strategic direction and policy for the charity, agrees an annual budget and monitors performance against it. The day-to-day management of the charity is delegated to its Chief Executive.

The Chief Executive is supported by a Senior Leadership Team, which includes the Head of Physiotherapy, Carer Support Co-ordinator, Finance Manager, Business Manager, Head of Fundraising & Communications, PR Manager and HR Lead. The Head of Physiotherapy is responsible for the management and professional development of the clinical staff and the maintenance of recognised treatment standards.

Governance

The Chief Executive and the Chairman of Trustees meet on a monthly basis. In addition, the board has established several governance sub-committees, all with their own terms of reference. The trustees are delighted by the way in which members of staff and volunteers are working in a co-operative, enthusiastic and efficient manner for the charity.

For governance purposes, and in order to maintain good lines of communication, the Chief Executive and other members of the Senior Leadership Team report to the trustees on a monthly basis and provide a co-ordinated approach to the running and development of the charity. Risk management, Health and Safety and complaints feature on the governance groups' agendas, and feedback from the various sub-committees form a part of the agenda for trustee meetings.

All of the trustees work on one or more of the charity's governance committees. There are seven committees covering clinical governance, carer support, finance and audit, facilities and support services, human resources, fundraising and income generation..

The trustees have put in place operating procedures to provide effective controls for the operation of the charity. Meetings are held with formal agendas and are minuted. The policies for the charity are recorded in writing and updated regularly. The charity has an operational plan in place to support its strategic objectives.

Recruitment and Appointment of New Trustees

In accordance with the Articles of Association, the Board is authorised to appoint new trustees as additions to the board or to fill vacancies arising through resignation or death.

All appointments are made internally by the charity. A third of the members of the board retire by rotation at the Annual General Meeting but may seek re-election. On appointment to the Board, trustees receive a copy of the Memorandum and Articles of Association of the Company and Charity Commission and Good Governance information.

The board believes that the trustees bring the skills, knowledge and experience necessary to guide and govern the charity's activities effectively.

Following the significant changes in board membership in 2015, the board has enjoyed a year of stability with few personnel changes. However, the board wishes to record its thanks to Paul McDowell who stood down after more than 10 years as a trustee and to Tara Ives who resigned in January 2017 after 2½ years' service.

Four of the current trustees are people with MS and four other trustees have close relatives who have MS. As a result, the trustees are able to ensure that the interests of those people whom the charity seeks to support are represented by people with direct, first-hand knowledge and experience of MS.

Risk Management

The major risks to which the charity is exposed, as identified by the trustees, are reviewed regularly and systems are in place to manage and mitigate those risks.

Ensuring that sufficient incoming resources are maintained at a level to fund the activities approved by the trustees remains the principal risk facing the charity and is regularly monitored. The trustees are continually seeking to diversify the sources of funding in order to reduce the risk of the loss of, or significant reduction to, any one of the charity's income streams.

The charity is continuously reviewing its Health and Safety policies to minimise any risks to patients, staff, volunteers and visitors.

OBJECTIVES, AIMS AND PUBLIC BENEFIT

Objectives and Aims

The charity's primary aim is to support people with multiple sclerosis. It achieves this by providing a range of treatments, therapies, resources, advice and guidance and facilities that are not otherwise available to people with MS, within a supportive social environment.

The charity aims to provide a range of drug-free symptom management therapies and treatments to support people who have been diagnosed with MS to maintain independence where possible and help people to take control of their lives. It also aims to provide direct care, support and counselling for patients, their carers and families. This practical support and advice is provided in an atmosphere that is encouraging and inspiring.

The Centre provides essential treatments, therapies and support services to people with MS which are not otherwise available locally through the National Health Service. Whilst there is no geographical limit, service users come mainly from Buckinghamshire, Hertfordshire, Oxfordshire and Bedfordshire but some come from further afield because of the range of treatments offered.

The Centre is open on each weekday and also on alternate Saturdays and aims to provide treatment for as many patients as possible. During 2016, some early evening Oxygen Treatment sessions commenced to improve access to the service for patients.

The charity's performance is monitored on a monthly basis using a wide range of key performance indicators. These inform the board of trustees, governance committees and enable the senior leadership team to measure performance against strategic objectives and to inform future planning.

A strategic review took place in September 2016 and the guiding principles of safety, quality and sustainability identified in the 2015 strategic review were continued. The charity is planning for continued growth in services in 2017 and the extra activity will need to be matched by commensurate increases in income and expenditure. There is also a need to raise additional funds to replenish its financial reserves. As planned, the charity increased its capability to generate the income needed through investment in additional resources in fundraising and additional income generating activities are planned in 2017.

Driven by the need for the charity to return to a surplus position by 2018, there is a strong focus on increasing income streams sustainably. The trustees acknowledge that new fundraising and income generation initiatives take time and resources to establish. A return to a situation where income levels are increasing in excess of expenditure is essential and plans are in place to achieve this.

Public Benefit

The trustees have complied with their duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The activities of the charity are directed to providing significant support for those with MS both through treatment and therapy, informal advice and peer support.

Any donation made towards the running costs of the charity is at the discretion of the patient and all potential service users have the opportunity to benefit from the activities of the charity without charge.

When it is not needed to help people with MS, the Centre's facilities are made available to community groups. Services for people with conditions other than MS are also provided when this does not compromise care for patients with MS.

ACHIEVEMENTS AND PERFORMANCE OVERVIEW

Service overview

During 2016, 106 new patients were referred to the Centre, another record breaking year-on-year increase. The number of paid-up members increased by 1.5% and this smaller than expected increase can be attributed to improved record keeping and the lapsing of members who have not used the Centre's services for some time.

Financial Overview

In common with the majority of UK charities, the Chilterns MS Centre is experiencing significant growth in demand for its services at a time when income from fundraising and donations is falling in many parts of the voluntary sector.

The charity delivered a record number of individual treatments and therapies to patients in 2016 with the total reaching 20,754, up 22.9% on 2015. The principal areas of increase came from physiotherapy (up 10.9%), oxygen treatment (up 30.8%), exercise therapy (up 41.6%) and social group activities (up 399.3%). Hydrotherapy sessions fell by 9.4% due to a shortage of qualified hydrotherapists.

Expenditure on the provision of treatment, care and support for people with MS rose by 10.4% year from £678,810 in 2015 to £749,665 in 2016 - significantly less than the 22.9% growth in the provision of services. This was achieved whilst maintaining quality standards.

Total income rose by 9.7% from £817,925 in 2015 to £897,425 in 2016. Total expenditure rose by 10.5% from £833,143 in 2015 to £920,979 in 2016. This resulted in a modest deficit of £23,554 which has been funded from the charity's reserves. However, both income and expenditure levels were below the annual budget. Despite this, the final result was better than had been budgeted.

At the year end, the charity's reserves (excluding funds restricted for capital expenditure) stood at 4.5 months based on average expenditure across the year. This is below the charity's reserves target of 6 months' of monthly expenditure. The 2016 result included a depreciation charge of £58,423 meaning the amount of cash available to the charity increased in the year.

Once again, the trustees wish to thank and express their confidence in the Centre's committed and hard-working Senior Leadership Team under the direction of the Chief Executive, Robert Breakwell, and all of the highly-professional and dedicated staff and volunteers who work at the Centre.

PATIENT SERVICES

The charity provides practical support and advice for people with MS and their carers. The primary therapies and treatments offered are physiotherapy, oxygen treatment, hydrotherapy, occupational therapy and carer support. The Centre also offers a range of complementary therapies, clinics and programmes including:

- Falls prevention course
- Pilates
- Supervised gym sessions
- 12 week exercise activity programme
- Fatigue management programme
- Lymphoedema massage
- Orthotics clinic
- Acupuncture
- Reflexology
- Therapeutic massage
- Yoga
- Mindfulness
- Counselling
- Reiki
- Speech and language therapy
- MS literature and advice service

With the exception of Oxygen Treatment, the Centre's clinical services are led by the Head of Physiotherapy, Chris Beach, who is supported by experienced Clinical Leads. Through the provision of treatments, therapies and clinics the charity aims to maintain the health and wellbeing of people with MS. The Centre also provides a community hub for people with MS, their carers and families, making it easy to access the facilities and support they need. The Centre promotes an environment where self-help, mutual support and the sharing of ideas and best practice can flourish.

The therapies provided by the Centre all contribute to the maintenance of, and improvements in, the mobility, energy levels, independence and wellbeing for people with MS.

Physiotherapy, hydrotherapy, occupational therapy and complementary therapy teams delivered a total of 16,303 treatments or interventions in 2016, up by 20.9% from 13,484 in 2015.

The percentage of patients not attending for appointments fell very slightly in 2016 from 10.4% in 2015 to 10.3% in 2016.

Recruitment and Staff Development

Recruitment of suitably qualified neuro-trained physiotherapists and assistants continues to be challenging and the charity is almost always looking for additional staff as patient demand grows and younger staff members move on in order to build their experience and competencies as part of their rotation. Despite these challenges, the team was fully staffed for much of the year and is to be congratulated on achieving exceptional growth in the number of treatments provided for patients.

Multidisciplinary Team Working

In-line with NICE guidelines, the drive for multidisciplinary team (MDT) management and care of people with MS continues to develop with a six weekly internal MDT meeting and a quarterly clinical MDT meeting attended by visiting specialist nurses and key clinical staff from within the Centre.

During 2016, the Centre reviewed and amended the initial clinical assessment to include multidisciplinary options. This gives scope for all disciplines at the Centre to conduct and contribute to the patient assessment process.

Physiotherapy

Our principal physiotherapy services of one-to-one physiotherapy and group exercise classes continued to be well evaluated by patients, particularly in terms of improving patient wellbeing. One-to-one physiotherapy sessions increased by 10.9% from 8,408 in 2015 to 9,322 in 2016. The growth in popularity of specialist exercise classes continued with 3,386 attendances, up by 41.6% from 2,391 in 2015.

461 hydrotherapy sessions were delivered but a shortage of hydrotherapists meant that this number dropped 9.4% from 509 in 2015.

During the year, a number of services were established or introduced. These included Dynamic Movement Mat courses, one to one and group therapy courses in Pilates and supervised gym appointments.

Occupational Therapy

Our small occupational therapy team helped many more patients manage a huge range of problems in their home or workplace, delivering 298 one-to-one sessions, almost tripling the 102 sessions provided in 2015.

Fatigue is one of the most difficult symptoms to manage for people with MS. The Centre's fatigue management course entered its third year with excellent feedback from attendees.

During 2016, a new course, Living Positively with MS, was developed and trialled for both members and carers, receiving very positive feedback. The course has been refined and fully developed and will continue under the new name of EMpower in 2017.

Alternative activities for patients for whom clinical treatment, such as physiotherapy or exercise classes are not appropriate, social groups are proving invaluable in providing therapeutic leisure activities that retain the engagement of patients whilst enhancing their

sense of wellbeing. They also significantly reduce the demands made of the clinical team. There are now four active groups: social groups on two days a week, the Kaleidoscope art group and a new gardening group. Attendances at social groups increased by 399.3% from 145 in 2015 to 724 in 2016 having a positive effect on wellbeing for many patients.

Our clinical counsellor continued to support members and carers, and speech and language therapy sessions more than doubled due to increased patient awareness, rising from 29 in 2015 to 68 in 2016.

Complementary Therapies

Patients and carers continued to benefit from the wide range of complementary therapies available at the Centre. The number of treatments and therapies delivered increased by 10.6% from 1,298 in 2015 to 1,436 in 2016. In particular, the number of massage sessions delivered increased dramatically thanks to assistance from qualified volunteers. Mindfulness is now fully established with 251 attendances at sessions throughout the year. Individual Reiki sessions – again delivered by a volunteer – rose from 77 in 2015 to 87 in 2016.

Oxygen Treatment

Demand for oxygen treatment was the original driver for the establishment of many MS therapy centres in the UK in the 1980s. Today, the treatment is more popular than ever with patients reporting a wide range of benefits, mainly reductions in troublesome symptoms.

The trustees would like to acknowledge the hard work and dedication of the 31-strong team of volunteers led by John Bedford that manages and delivers this service completely: 4,451 oxygen treatments were delivered to patients in 2016, up 30.8% from 3,402 in 2015.

The Centre has been offering oxygen treatment to people with conditions other than MS for several years. This is done on a modestly-charged basis which provides a useful source of income for the charity. The percentage of non-MS patients increased from 17.8% in 2015 to 20.2% in 2016 equating to 900 treatments.

The charity is a member of the umbrella body for MS Centres: Multiple Sclerosis National Therapy Centres (MSNTC).

Carer Support

The charity recognises that the wellbeing of carers can often be crucial in enabling people with MS to live independently. The charity therefore endeavours to provide support and signposting to other appropriate services for carers.

During 2016, our Carer Support Co-ordinator, Mary Miles, continued to work closely with the occupational therapy (OT) team and collaborated on several initiatives. In particular, the Centre's Living Positively with MS programme was developed and run successfully with the OT team organising a series of 5 events bringing patients and carers together in a supportive environment with an opportunity to explore issues that affect them.

An open day for carers, which aimed to raise the profile of carer support within the Centre, was well attended and a great success. It brought carers together with local external groups

able to offer assistance and, importantly, provided a forum for carers to meet with others in a similar situation to share their knowledge and experience.

A training session for carers giving practical help on mobility issues was also held in 2016.

The availability of transport to and from the Centre and significant changes in the benefits system continued to be major concerns for our carers and patients and many of the enquiries dealt with by our carer support co-ordinator reflected this.

Contacts with carers rose by 71.5% on 2015 with 47 one-to-one meetings plus 2,501 emails and telephone calls.

PEOPLE

Staff

The trustees wish to record their thanks to the Centre's hardworking and committed staff team.

Volunteers

The charity would be unable to function without its team of wonderful volunteers. There are well over 100 volunteers working in every area and department of the charity and their contribution is greatly appreciated and valued. The largest groups of volunteers, with continuous guidance and support from paid staff, effectively manage several key areas of the charity's activity notably in the provision of oxygen treatment, operating the Centre's Centenary Café and manning our reception desk. The trustees wish to thank all its volunteers wherever they work in the Centre.

Staff Pay

It is the charity's policy to match clinical staff pay to the NHS pay scales Agenda for Change. Non clinical staff salaries are benchmarked using a range of sources to match the local commercial market.

In order to keep pace with the public sector pay awards for clinical staff and commercial benchmarks for non-clinical staff, the charity awarded a 1% pay increase effective from April 2016.

Workplace Pension

All eligible staff have been enrolled in a workplace pension scheme and the charity increased its contribution from 1% to 2% in 2016. The charity remains committed to increasing employer contributions to staff pensions, if possible, in future years.

Professional Development & Training

All employed clinical staff have been supported with both internal and external professional training and appraisal. During 2016, the charity's appraisal system for non-clinical staff was reviewed and improved.

FUNDRAISING & COMMUNICATIONS

Recognising the need to increase its ability to raise the funds needed to meet increasing expenditure and replenish reserves, the charity invested in additional fundraising staff during 2016. This included a trust fundraiser and two additional members in the community fundraising team who joined part way through the year and have now settled in. Income streams for which the team is responsible brought in £734,298 (up by 11.6% on 2015) against expenditure of £171,314 (up by 11% on 2015) giving a return on investment of 4.2 times their cost in the year. This ratio compares very favourably with sector benchmarks.

The full benefit of the investment in fundraising resources was not seen in 2016 as staff were recruited part way through the year. However, under the leadership of Head of Fundraising, Hannah Asquith, the team will be in place for the whole of 2017 and is expecting to deliver returns that meet or exceed sector standards.

Member donations

Although all of our services are free for people affected by MS, our members continue to give time and money to the Centre when they are able. During 2016 we also received donations from members for specific items of equipment including an incredible donation to cover the cost of fitting 100 solar panels to the Centre's roof. This will give the charity a significant saving on its electricity costs for many years to come.

As well as financial support, our members also contribute through fundraising and volunteering. The trustees wish to thank the members for their generous support.

Trusts

Restricted and unrestricted income from grant making trusts contributed £214,320 with a number of significant grants towards physiotherapy costs. The trustees wish to thank the February Foundation, Aylesbury Vale Community Chest, Boshier-Hinton Foundation and all of the trusts who generously support the charity's work.

Community fundraising

Organising events in our local community raises awareness of our services as well as much-needed funds for the charity. During 2016, our community fundraisers organised many events including a pamper evening, two quizzes and a brewery tour. The team also developed several successful existing events including Christmas at Halton House and the Prestwood 10k and children's run. 750 people took part in our annual Walk the MS Mile sponsored walk in September, raising £21,500 in 2016 – a total of £91,500 since the event's inception in 2015.

The trustees and fundraising team would like to extend enormous thanks to the new team of volunteers who organised our annual art exhibition in March. Over 1,000 people visited the Centre over the 2½ days in March, raising £13,023 in donations from artists as well as boosting awareness of the charity.

Our fundraisers also supported many events organised by members of our community. Grateful thanks go to everyone who organised fundraising concerts, quizzes and dance

performances, and to organisers of local events who donated part of their profits to the Centre, including the Kop Hill Climb.

Corporate fundraising including gifts in kind

We are hugely grateful to the growing number of businesses of all sizes from across the Chilterns and further afield who support our work, particularly those companies who made regular donations to the Centre during 2016 and all the companies that sponsored our fundraising events.

Companies also donate gifts in kind. In particular, we wish to thank Greens Digital and Jacqui Adams who provided printing and design work completely free of charge and Lindt for generous quantities of chocolate.

Legacies and in memoriam donations

We continue to receive donations made in memory of someone who has died and legacies for which the charity is extremely grateful.

Merchandise

Members and visitors appreciate the opportunity to buy high quality greetings and Christmas cards, and new, homemade and donated items both here at the Centre and at external events and car boot sales. The fundraising team, ably supported by volunteers, also launched its eBay shop in 2016.

Communications

The Centre has a creative and energetic approach to press and media relations headed up by our volunteer PR Manager, Catherine Golds, whom we thank. We continue to receive significant coverage locally which supports fundraising, general awareness and contributes to the increasing number of patient referrals.

The Centre's profile on social media enables the charity to reach large, engaged audiences at minimal cost and we have a constant activity on Twitter and Facebook. This has contributed greatly to promoting events as well as highlighting issues faced by people with MS. The charity is also a regular contributor to national debate and discussion in various forums.

BUSINESS DEVELOPMENT AND INCOME GENERATION

The charity's secondary objective is to provide services for people with conditions other than MS and make the Centre facilities available to local communities.

Driven by the need to raise the funds needed to meet increasing expenditure and replenish reserves, a business plan to develop new activities for generating income was approved by the trustees in 2016 for implementation in 2017. Under the leadership of our Business Manager, Aaron Cox, the plans include a development of the existing evening clinics for non-MS patients, group exercise classes and an exercise referral scheme, all of which will enable the charity to maximise use of facilities to generate extra income.

A limited company wholly owned by the charity, Oakwood Wellbeing Limited, was registered in 2016. The company is not trading and is currently dormant.

Centenary Café

The Centre's volunteer-run café saw its turnover increase by 6% in 2016 making a valuable contribution to the charity's income. The Centenary Café is as much a service for members as it is a means of generating funds for the Centre and is increasingly popular with members and visitors. The trustees wish to thank all of the café volunteers for their hard work and dedication.

FINANCE

Financial systems

The charity carried out a review of its finance and administration systems and resources in 2016, ensuring that financial controls and procedures are robust and able to meet the needs of an expanding organisation. In particular, processing of income became a daily activity leading to faster banking and almost immediate availability of donation data - essential for the stewardship and development of donors.

Integration of our customer relationship management and accounting systems was brought in during the year reducing the amount of data entry required. The introduction of a limited amount of staff and volunteers resource made it possible to keep systems up to date and improved efficiency.

Bank Loan

In order to fund the new centre, the charity raised a loan of £475,000 from NatWest in 2011. By the end of 2016, this loan had reduced to £191,377 from £202,979 in 2015.

Reserves

At the year end, the charity's reserves (excluding funds restricted for capital expenditure) stood at 4.5 months based on average expenditure across the year. This is below the charity's reserves target of 6 months' of monthly expenditure. The 2016 result included a depreciation charge of £58,423 meaning the amount of cash available to the charity increased in the year.

2017 Budget

Based on the principles of safety, quality and sustainability, the trustees see 2017 as a consolidatory year in expenditure terms, although costs are expected to increase. Investment in fundraising and income generating activities and resources will continue to cope with increasing costs and the need to replenish reserves in line with budgeted expenditure.

FACILITIES

The charity owns the freehold interest in its premises from which it has operated since September 2012.

A major infrastructure project that took place in 2016 was the installation of solar panels at the Centre. This was due to an incredible donation from a member whose generosity will enable the charity to save at least £3,500 a year through generating its own renewable energy.

A review of the facilities staff team resources was undertaken following the major expansion of the Centre's activities in recent years. This allows our Business Manager to spend more time on income generating activities.

Maintaining and improving high hygiene standards at the Centre is particularly important as many people with MS have compromised immune systems. An additional part time cleaner was recruited and an investment was made in equipment to facilitate deep cleaning of floors.

Health and Safety remains a top priority and the Centre has made major strides with a review of the Centre Risk Assessment procedures started in 2016.

Management of the hydrotherapy pool is a major part of the facilities function which consumes a significant amount of time and money. The facilities team work hard to keep these costs under control whilst ensuring that the pool is always in excellent condition for patients and hirers.

The Centre gardens have been tended and developed by our volunteer gardener, Jane Champion, alongside members and volunteers. Special thanks go to Jane who has spent many hours at work creating an inspiring and uplifting environment to surround the Centre.

A warm welcome

Patients and new visitors to the Centre regularly comment on the warm welcome that they receive when they walk through the door. Much of this can be attributed to the Centre's team of volunteer receptionists who greet all visitors warmly and do all they can to put people at their ease. The trustees wish to extend their thanks to all of the volunteers who give their time to run our increasingly busy reception desk, dealing with visitors, telephone calls and receiving donations.

FUTURE DEVELOPMENTS

Following the annual strategy review, the charity has agreed key strategic objectives for 2017 and beyond. These draw on the charity's understanding of both the current and future needs of people with MS which are supported by a range of key performance indicators and periodic review.

The strategic objectives for 2017 are to:

- Ensure that all Centre services and facilities operate safely and effectively and comply with all relevant legislation, regulation and best practice
- Ensure that safety and quality standards are maintained and progressively aligned with Care Quality Commission (CQC) requirements, achieving CQC accreditation by the end of 2019
- Ensure that the clinical staff team is able to meet the anticipated growth in active patient numbers, introducing service developments for patients and carers within budgeted resources and increasing efficiency by relieving the administrative burden on clinical staff
- Continue the development of income generation and fundraising capacity to deliver the annual expenditure budgets for 2017 and beyond and to build up financial reserves of a minimum of 6 months budgeted expenditure by the end of 2019. The Centre will invest in new activities to generate funds if a sound business case can be made.
- Build the charity's reputation and profile to position it as a leading local charity
- Provide a professionally rewarding working environment where all staff and volunteers feel that they are valued, supported and are delivering the charity's mission and optimise the input of volunteers in all aspects of service delivery

The charity's performance will be measured against these objectives, its financial performance and key performance indicators.

The Chilterns MS Centre will continue its efforts to build productive working relationships with the local Clinical Commissioning Groups, General Practitioners and other local and national bodies that support people with MS, to ensure that it can carry out its core purposes and that the needs of its patients are fully understood and supported by this wider community. It is the charity's policy to only provide services that are not otherwise available through the NHS.

STATEMENTS AND AUDITORS

Statement of Trustees' Responsibilities

The trustees (who are also the directors of Chilterns MS Centre Ltd for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- 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 charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement as to Disclosure of Information to Auditors

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

The auditors, Ashby's, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 11th May 2017 and signed on the board's behalf by:



Linda Oatley BA JP - Chairman of Trustees

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF CHILTERN MS CENTRE LTD (REGISTERED NUMBER: 02294557)

We have audited the financial statements of Chilterns MS Centre Ltd for the year ended 31 December 2016 on pages 22 to 38. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on pages 18 to 19, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31st December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion based on the work undertaken in the course of the audit:

- the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees Annual Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees Annual Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption in preparing the directors' report and take advantage of the small companies exemption from the requirement to prepare a strategic report.

Ashbys

Jill Andrews (Senior Statutory Auditor)
for and on behalf of Ashby's
Statutory Auditor
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone
LU7 9GY

11th May 2017

CHILTERN MS CENTRE LTD**STATEMENT OF FINANCIAL ACTIVITIES**
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	Unrestricted funds £	Restricted funds £	31.12.16 Total funds £	31.12.15 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	542,835	191,463	734,298	657,529
Charitable activities					
Provision of treatments, care and support for people with MS	5	72,489	-	72,489	91,916
Other trading activities	3	89,750	-	89,750	67,387
Investment income	4	888	-	888	1,093
Total		<u>705,962</u>	<u>191,463</u>	<u>897,425</u>	<u>817,925</u>
EXPENDITURE ON					
Raising funds	6	171,314	-	171,314	154,333
Charitable activities					
Provision of treatments, care and support for people with MS	7	<u>591,776</u>	<u>157,889</u>	<u>749,665</u>	<u>678,810</u>
Total		<u>763,090</u>	<u>157,889</u>	<u>920,979</u>	<u>833,143</u>
NET INCOME/(EXPENDITURE)		(57,128)	33,574	(23,554)	(15,218)
Transfers between funds	22	<u>47,015</u>	<u>(47,015)</u>	<u>-</u>	<u>-</u>
Net movement in funds		(10,113)	(13,441)	(23,554)	(15,218)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>2,785,961</u>	<u>39,131</u>	<u>2,825,092</u>	<u>2,840,310</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>2,775,848</u></u>	<u><u>25,690</u></u>	<u><u>2,801,538</u></u>	<u><u>2,825,092</u></u>

CONTINUING OPERATIONS

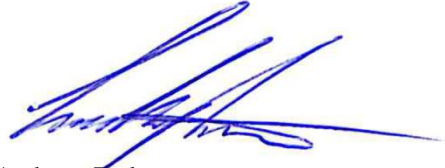
All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

BALANCE SHEET
AT 31 DECEMBER 2016

	Notes	Unrestricted funds £	Restricted funds £	31.12.16 Total funds £	31.12.15 Total funds £
FIXED ASSETS					
Tangible assets	13	2,626,091	-	2,626,091	2,626,886
Investments	14	<u>100</u>	<u>-</u>	<u>100</u>	<u>-</u>
		2,626,191	-	2,626,191	2,626,886
CURRENT ASSETS					
Stocks	15	2,170	-	2,170	970
Debtors	16	48,553	-	48,553	85,017
Cash at bank		<u>362,786</u>	<u>25,690</u>	<u>388,476</u>	<u>381,359</u>
		413,509	25,690	439,199	467,346
CREDITORS					
Amounts falling due within one year	17	(84,621)	-	(84,621)	(77,920)
		<u>328,888</u>	<u>25,690</u>	<u>354,578</u>	<u>389,426</u>
NET CURRENT ASSETS					
TOTAL ASSETS LESS CURRENT LIABILITIES		2,955,079	25,690	2,980,769	3,016,312
CREDITORS					
Amounts falling due after more than one year	18	(179,231)	-	(179,231)	(191,220)
NET ASSETS		<u>2,775,848</u>	<u>25,690</u>	<u>2,801,538</u>	<u>2,825,092</u>
FUNDS					
Unrestricted funds	22			2,775,848	2,785,961
Restricted funds				<u>25,690</u>	<u>39,131</u>
TOTAL FUNDS				<u>2,801,538</u>	<u>2,825,092</u>

The financial statements were approved by the Board of Trustees on 11th May 2017 and were signed on its behalf by:


Anthony Parks
Trustee


Linda Oatley
Trustee

The notes form part of these financial statements

CHILTERN MS CENTRE LTD**CASH FLOW STATEMENT**
FOR THE YEAR ENDED 31 DECEMBER 2016

	Notes	31.12.16 £	31.12.15 £
Cash flows from operating activities:			
Cash generated from operations	1	83,017	6,859
Interest paid		<u>(7,458)</u>	<u>(7,060)</u>
Net cash provided by (used in) operating activities		<u>75,559</u>	<u>(201)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(57,628)	(17,136)
Purchase of fixed asset investments		(100)	-
Sale of tangible fixed assets		-	125
Interest received		<u>888</u>	<u>1,093</u>
Net cash provided by (used in) investing activities		<u>(56,840)</u>	<u>(15,918)</u>
Cash flows from financing activities:			
Loan repayments in year		<u>(11,602)</u>	<u>(13,737)</u>
Net cash provided by (used in) financing activities		<u>(11,602)</u>	<u>(13,737)</u>
Change in cash and cash equivalents in the reporting period		7,117	(29,856)
Cash and cash equivalents at the beginning of the reporting period		<u>381,359</u>	<u>411,215</u>
Cash and cash equivalents at the end of the reporting period		<u>388,476</u>	<u>381,359</u>

The notes form part of these financial statements

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2016

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.16	31.12.15
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(23,554)	(15,218)
Adjustments for:		
Depreciation charges	58,423	54,921
Interest received	(888)	(1,093)
Interest paid	7,458	7,060
(Increase)/decrease in stocks	(1,200)	2
Decrease/(increase) in debtors	36,464	(33,408)
Increase/(decrease) in creditors	<u>6,314</u>	<u>(5,405)</u>
Net cash provided by (used in) operating activities	<u>83,017</u>	<u>6,859</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

The accounts for the year ended 31 December 2016 are the first accounts of the charity to be prepared in accordance with FRS 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 January 2015. The reported financial position and performance of the previous period are not affected by the transition to FRS 102.

At the date of approving these accounts the trustees believe the charity has sufficient resources to ensure continued operational existence for the foreseeable future. The accounts have therefore been prepared on the basis that the charity is a going concern.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 11 Financial Instruments paragraphs 11.39 to 11.48A;
- the requirements of Section 12 Other Financial Instruments paragraphs 12.26 to 12.29.

Preparation of consolidated financial statements

The financial statements contain information about Chilterns MS Centre Ltd as an individual charity and do not contain consolidated financial information as the parent of a group. The charity has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

Income

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

Donations will be deferred if the donor has specified the donation must be spent in a future accounting period(s) or if certain conditions have been imposed which must be met before the charity has unconditional entitlement. The gift aid associated with a donation is recognised when the donation is received by the charity. Gifts in kind are included at valuation at the time of the gift.

Subscription income is recognised in the year to which it relates and deferred in so much as it relates to a subsequent period.

The charity receives grants from Clinical Commissioning Groups which are accrued in accordance with calculations based on monthly clinical activity data provided.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES - continued

Expenditure

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

Raising funds

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

Charitable activities

The costs of charitable activities are those directly incurred in support of the charity's objectives and include the costs of running the building owned and used by the charity.

Governance costs

Governance costs include those related to the cost of governance of the charity and its assets and are primarily associated with the compliance of constitutional and statutory requirements.

Allocation and apportionment of costs

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources. Administration costs are apportioned 80% to the direct costs of treatments based on time spent.

Tangible fixed assets

Tangible assets are stated at cost less accumulated depreciation. The cost of minor additions or those below £500 are not capitalised. Depreciation is provided at the following annual rates in order to write off the cost of each asset, less estimated residual value, over its estimated useful life.

Freehold property	- 2% straight line (50 years)
Plant and machinery etc.	- 10%/33.3% straight line (3 to 10 years)
Pool	- 6.67% straight line (15 years)
Oxygen chamber	- 4% straight line (25 years)

Stocks

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

Taxation

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

Fund accounting

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

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

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Cash and cash equivalents

Cash and cash equivalents include cash in hand and deposits held on call with the charity's banks.

Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments. The trustees are of the opinion that the charity does not currently have any Financial Instruments falling within the definition of Section 12 of FRS 102.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Basic financial assets

Basic financial assets, which include debtors and cash and cash equivalents, are initially measured at transaction price including costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method. Financial liabilities classified as payable within one year are not amortised.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

Critical accounting estimates and judgements

There have been no judgements made by the trustees in applying the accounting policies which have had a significant effect on the amounts recognised in the financial statements.

There have been no assumptions concerning the future, and other key sources of estimation uncertainty at the year end that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

2. DONATIONS AND LEGACIES

	31.12.16	31.12.15
	£	£
Donations from members	159,168	166,212
Gift aid	40,945	46,626
Other donations and legacies	173,593	78,151
Fundraising and collections	<u>360,592</u>	<u>366,540</u>
	<u>734,298</u>	<u>657,529</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

3. OTHER TRADING ACTIVITIES

	31.12.16	31.12.15
	£	£
Sales	14,302	8,879
Membership subscriptions	12,899	9,875
Outside usage	<u>62,549</u>	<u>48,633</u>
	<u>89,750</u>	<u>67,387</u>

4. INVESTMENT INCOME

	31.12.16	31.12.15
	£	£
Bank interest receivable	<u>888</u>	<u>1,093</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	31.12.16	31.12.15
	Provision of treatments, care and support for people with MS	Total activities
	£	£
Contributions from Clinical Commissioning Groups	<u>72,489</u>	<u>91,916</u>

6. RAISING FUNDS

Raising donations and legacies

	31.12.16	31.12.15
	£	£
Staff costs	146,820	104,305
Fundraising events	9,092	41,115
Sundries	2,530	380
Travel & subsistence	<u>435</u>	<u>821</u>
	<u>158,877</u>	<u>146,621</u>

Other trading activities

	31.12.16	31.12.15
	£	£
Opening stock	970	972
Purchases	13,637	7,710
Closing stock	<u>(2,170)</u>	<u>(970)</u>
	<u>12,437</u>	<u>7,712</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

6. RAISING FUNDS - continued

Aggregate amounts	<u>171,314</u>	<u>154,333</u>
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7. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Support costs (See note 8) £	Totals £
Provision of treatments, care and support for people with MS	<u>595,241</u>	<u>154,424</u>	<u>749,665</u>

8. SUPPORT COSTS

	Management £	Information technology £	Human resources £	Governance costs £	Totals £
Provision of treatments, care and support for people with MS	<u>142,070</u>	<u>5,929</u>	<u>448</u>	<u>5,977</u>	<u>154,424</u>

Support costs, included in the above, are as follows:

	31.12.16	31.12.15
Provision of treatments, care and support for people with MS	£	£
Support salaries	110,526	131,901
Social security	6,706	8,907
Pensions	4,626	-
Postage, printing and stationery	15,760	11,764
Travel	783	353
Sundries	3,669	1,210
Legal and professional fees	-	5,424
I T costs	5,929	-
H R costs	448	916
Auditors' remuneration	3,900	3,700
Sundries	83	86
Accountancy and legal fees	<u>1,994</u>	<u>96</u>
	<u>154,424</u>	<u>164,357</u>

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.12.16 £	31.12.15 £
Auditors' remuneration	3,900	3,700
Depreciation - owned assets	58,423	54,921
Hire of plant and machinery	<u>10,452</u>	<u>15,114</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015.

11. STAFF COSTS

	31.12.16	31.12.15
	£	£
Wages and salaries	587,261	488,464
Social security costs	47,066	36,406
Other pension costs	<u>9,416</u>	<u>4,734</u>
	<u>643,743</u>	<u>529,604</u>

The average monthly number of employees during the year was as follows:

	31.12.16	31.12.15
Therapy staff	22	20
Administrative staff	6	5
Fundraising staff	<u>4</u>	<u>3</u>
	<u>32</u>	<u>28</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	31.12.16	31.12.15
£60,001 - £70,000	<u>1</u>	<u>-</u>

During the year and last the charity also used subcontractors to assist with its fundraising and therapy requirements, these costs are included in the costs of generating voluntary income and charitable activities respectively.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	575,648	81,881	657,529
Charitable activities			
Provision of treatments, care and support for people with MS	91,916	-	91,916
Other trading activities	67,387	-	67,387
Investment income	<u>1,093</u>	<u>-</u>	<u>1,093</u>
Total	736,044	81,881	817,925

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	154,333	-	154,333
Charitable activities			
Provision of treatments, care and support for people with MS	<u>625,253</u>	<u>53,557</u>	<u>678,810</u>
Total	<u>779,586</u>	<u>53,557</u>	<u>833,143</u>
NET INCOME/(EXPENDITURE)	(43,542)	28,324	(15,218)
Transfers between funds	<u>15,959</u>	<u>(15,959)</u>	<u>-</u>
Net movement in funds	(27,583)	12,365	(15,218)
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>2,813,544</u>	<u>26,766</u>	<u>2,840,310</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>2,785,961</u></u>	<u><u>39,131</u></u>	<u><u>2,825,092</u></u>

13. TANGIBLE FIXED ASSETS

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 January 2016	2,468,960	443,266	2,912,226
Additions	<u>-</u>	<u>57,628</u>	<u>57,628</u>
At 31 December 2016	<u>2,468,960</u>	<u>500,894</u>	<u>2,969,854</u>
DEPRECIATION			
At 1 January 2016	92,760	192,580	285,340
Charge for year	<u>23,190</u>	<u>35,233</u>	<u>58,423</u>
At 31 December 2016	<u>115,950</u>	<u>227,813</u>	<u>343,763</u>
NET BOOK VALUE			
At 31 December 2016	<u><u>2,353,010</u></u>	<u><u>273,081</u></u>	<u><u>2,626,091</u></u>
At 31 December 2015	<u><u>2,376,200</u></u>	<u><u>250,686</u></u>	<u><u>2,626,886</u></u>

Included in cost or valuation of land and buildings is freehold land of £150,000 (2015 - £150,000)

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
Additions	<u>100</u>
NET BOOK VALUE	
At 31 December 2016	<u>100</u>
At 31 December 2015	<u>-</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Name : Oakwood Wellbeing Ltd

Nature of business : Dormant

Class of share:	%
Ordinary	holding 100

	31.12.16	31.12.15
	£	£
Aggregate capital and reserves	<u>100</u>	<u>-</u>

The company was incorporated on 7 September 2016 (registration number 10363280) and has remained dormant throughout the period. No consolidation has been performed.

15. STOCKS

	31.12.16	31.12.15
	£	£
Stocks	<u>2,170</u>	<u>970</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.16	31.12.15
	£	£
Trade debtors	22,728	40,042
Prepayments and accrued income	<u>25,825</u>	<u>44,975</u>
	<u>48,553</u>	<u>85,017</u>

Funds received as agents

During the year the charity received £24,526 as an agent for exhibitors at its annual art exhibition. The exhibitors donated £13,023 in total to the charity and the charity therefore paid the balance of £11,503 to the exhibitors. There were no funds due to exhibitors at the balance sheet date.

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016****17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.16	31.12.15
	£	£
Bank loans and overdrafts (see note 19)	12,146	11,759
Trade creditors	13,851	13,119
Amounts owed to group undertakings	100	-
Social security and other taxes	14,600	13,811
Other creditors	1,369	1,532
Accruals and deferred income	<u>42,555</u>	<u>37,699</u>
	<u>84,621</u>	<u>77,920</u>

Deferred income amounting to £6,805 at the balance sheet date comprises advance subscriptions and other trading income relating to 2017.

18. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	31.12.16	31.12.15
	£	£
Bank loans (see note 19)	<u>179,231</u>	<u>191,220</u>

19. LOANS

An analysis of the maturity of loans is given below:

	31.12.16	31.12.15
	£	£
Amounts falling due within one year on demand:		
Bank loans	<u>12,146</u>	<u>11,759</u>
Amounts falling due between two and five years:		
Bank loans - 2-5 years	<u>48,586</u>	<u>48,668</u>
Amounts falling due in more than five years:		
Repayable by instalments:		
Bank loans more 5 yr by instal	<u>130,645</u>	<u>142,552</u>

20. OPERATING LEASE COMMITMENTS

Minimum lease payments fall due as follows:

	Other operating leases	
	31.12.16	31.12.15
	£	£
Net obligations payable:		
Within one year	11,160	-
Between one and five years	<u>16,740</u>	<u>9,620</u>
	<u>27,900</u>	<u>9,620</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

21. SECURED DEBTS

The following secured debts are included within creditors:

	31.12.16	31.12.15
	£	£
Bank loans	<u>191,377</u>	<u>202,979</u>

The bank loan is secured by a first legal charge over the freehold property of the charity and all associated assets. The charity entered into a bank loan agreement for £475,000 so as to finance its new building. This loan is repayable over a period of 15 years commencing January 2015 at an interest rate of 2.75% above base rate. The trustees believe that the charity will receive sufficient donations to be able to repay this loan in line with its terms.

22. MOVEMENT IN FUNDS

	At 1.1.16	Net movement	Transfers	At 31.12.16
	£	in funds	between funds	£
		£	£	
Unrestricted funds				
General fund	2,785,961	(57,128)	47,015	2,775,848
Restricted funds				
Occupational therapy staff	19,462	(17,452)	-	2,010
Equipment	-	4,713	(4,713)	-
Carers staff	2,249	(2,249)	-	-
Reception till	150	-	-	150
Computers	185	-	-	185
Pilates training	538	(538)	-	-
Astrid computers	2,000	-	-	2,000
Electric standing frame	2,000	500	(2,500)	-
Tring Lions	5,500	-	-	5,500
Physiotherapy Equipment	7,047	3,600	(2,600)	8,047
Nutritionist	-	5,000	-	5,000
Solar panels	-	40,000	(37,202)	2,798
	<u>39,131</u>	<u>33,574</u>	<u>(47,015)</u>	<u>25,690</u>
TOTAL FUNDS	<u>2,825,092</u>	<u>(23,554)</u>	<u>-</u>	<u>2,801,538</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016****22. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	705,962	(763,090)	(57,128)
Restricted funds			
Occupational therapy staff	23,400	(40,852)	(17,452)
Clinical staff	1,000	(1,000)	-
Equipment	4,713	-	4,713
Carers staff	-	(2,249)	(2,249)
Oxygen and general operating costs	2,450	(2,450)	-
Physiotherapy	110,800	(110,800)	-
Pilates training	-	(538)	(538)
Electric standing frame	500	-	500
Physiotherapy Equipment	3,600	-	3,600
Nutritionist	5,000	-	5,000
Solar panels	<u>40,000</u>	<u>-</u>	<u>40,000</u>
	191,463	(157,889)	33,574
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>897,425</u>	<u>(920,979)</u>	<u>(23,554)</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

22. MOVEMENT IN FUNDS - continued

The Occupational Therapy Staff fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on wages for occupational therapy staff.

The Carers Staff fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on support for Carers.

The Oxygen and General Operation Costs fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on the operational costs of the oxygen chamber.

The Physiotherapy fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on the provision of physiotherapy.

The Pilates Training fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on pilates training for staff.

The Reception Till fund and Computers fund relate to donations received by the charity where the donor has stated they wish for the donation to be applied towards the purchase of a reception till and computer equipment respectively.

The Astrid Computers fund relates to amounts where the donor has stated that the donation be applied towards the purchase of computers for the Astrid system.

The Electric Standing Frame fund relates to donations received by the charity where the donor has stated that they wish for the funds to be applied to the purchase of an electric standing frame.

The Tring Lions fund relates to donations received by the charity where they wish for the funds to be applied towards the modification to patient toilet facilities. During the year the donor agreed to lift the restriction and instructed the charity that the funds should be applied to the cost of tiles for the hydrotherapy pool and to lift the initial restriction regarding the toilet facilities.

The Physiotherapy Equipment fund relates to donations received by the charity where they wish for the funds to be applied towards the purchase of physiotherapy equipment.

The Solar Panels fund relates to a donation received where the donors stated that the funds should be applied to the purchase of solar panels for the Centre and any remaining funds to be applied for energy saving purposes.

The Nutritionist fund relates to a donation received where the donor stated that the funds should be used to pay for a Nutritionist.

Sufficient resources were held in an appropriate form for restricted funds at the balance sheet date to enable each fund to be applied in accordance with any restrictions.

23. PENSION COMMITMENTS

During the year the charity 'staged' for auto-enrolment and contributed a total of £9,416 to defined contribution schemes. This cost has been charged as an expense and analysed across activities in accordance with the allocation of the related employee salaries. At 31 December 2016, based on the employee salaries at the time, there was an annualised commitment of £13,368.

24. RELATED PARTY DISCLOSURES

During the year, accountancy services were provided by Beacons TDP Ltd, a company owned and run by Mr A D Parks, a trustee of the charity. The total value of these services amounted to £1,994, including VAT and were donated to the charity as a gift in kind.

The Chief Executive received a total remuneration of £65,031.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2016

25. ULTIMATE CONTROLLING PARTY

Chilterns MS Centre Limited is an incorporated charity under the control of the trustees collectively.

26. COMPANY LIMITED BY GUARANTEE

The liability of each member is limited to £1 by guarantee.



The Chilterns MS Centre

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Buckinghamshire
HP22 5LX

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/ChilternsMSCentre



@ChilternsMS



Chilterns MS Centre



cmssc2012

Registered Charity Number: 800853

Registered Company Number: 02294557