

ANNUAL REPORT FOR 2019



Our Vision

Our vision is to be a beacon of excellence and a lifeline to everyone affected locally by multiple sclerosis (MS).

Our Mission

We believe that local people affected by multiple sclerosis deserve to lead healthier and happier lives. Our mission is to empower them to achieve their goals through physical, practical and emotional support, for both themselves and their families, for as long as they need.



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"I've been coming to the Centre for about
18 years and it's a massive part of my life. I've met some fantastic people
here and they're like my family.
I can see the tremendous difference this place makes to me and other people."
Sarah

WELCOME TO THE CHILTERN MS CENTRE REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 DECEMBER 2019

Our year at the Centre has been one of change and reflection whilst continuing to deliver on our vision by providing even more services to more people affected by multiple sclerosis (MS). We know our support is invaluable to those living with MS and their families and many consider the Centre a lifeline, not just physically but emotionally.

Enabling our members to live healthier, more active lives has a huge beneficial effect in our local community as well as on a personal level. It means they are more able to make a positive contribution through working, child care or volunteering.

This year we started to look at how we could increase our offering and we took time to identify new ways to support those that already visit our Centre and the wider community of local people affected by MS. This has included developing our nutritional advice, exercise classes, occupational therapy and social activities.

The Centre, like other charities, has had a tough year of financial uncertainty. Our finances have been less secure than we would have liked this year and our focus for 2020 will be to continue to manage our resources carefully and to ensure the sustainability of our services in the longer term.

Finally I want to thank everyone who has supported our work this year, whether that's giving their time as volunteers, through financial support, attending one of our events or taking on a challenge and raising sponsorship. Without these amazing people we simply could not continue to be an embracing community of support to people affected by MS.

TONY WINTERBOTTOM
Chair of Trustees



Covid-19 Statement

The board of trustees have considered the future financial impact on the charity of the Coronavirus. Although the full impact is unknown, and at this stage is not possible to quantify, the estimated effect has been taken into account in addressing the going concern basis on which these accounts have been prepared. In light of current projections the board believes that at this point in time the charity will continue as a going concern.

Since the lockdown in March 2020, the Centre continues to operate, albeit in a different way. In this ever changing and challenging environment, we remain committed to supporting our members in whatever way possible.

A newly formed subcommittee of the board has specific responsibility, and delegated authority, to manage the impact of COVID-19. It monitors Government advice and enables quick responses to rapidly changing matters. Meeting every 2 weeks, it reports to the main Board every month.

As we can no longer offer support from the Centre, we established a range of fully remote services. This level of care will not meet all our members' needs and dealing with a "backlog" of demand falls into our future planning considerations. We recognised the impact of social distancing on mental wellbeing and started supporting this quickly through a range of remote services. Available to members, carers, volunteers and a wider audience, the response has been overwhelmingly positive.

The financial impact is monitored continuously, with an outlook to the end of 2021, to ensure we hold sufficient funds to meet expenditure and fulfill restricted funding obligations. Our continued care for members enables us to retain support from trust and corporate donors but our community fundraising has been hit hard. Fortunately, our comprehensive insurance should allow us to claim a proportion of this lost income and a sum for 'business interruption' although the value of the claim is uncertain at this time. Our very successful appeal raised £32k. With many matters uncertain, the Board is taking a cautious approach to future planning.

Our 2020 objectives on page 13 remain unchanged. Remote services enable us to **Engage with the wider community** as transportation to the Centre can be a barrier. Members have accessed services with greater frequency and it has opened up new opportunities for them. We are **Improving communication and strengthening relationships** through our increased use of social media platforms and a now weekly member newsletter. Our objective to **Develop a longer term strategy for sustainability** is embedded within the financial outlook and will be a key focus for the Board. Whilst the Covid pandemic has undoubtedly raised challenges, our learning and solutions have given us insight to new, different and in some cases, better ways of supporting people affected by MS which will help us to achieve our sustainability objective.

- Zoom exercise classes & yoga
- Staying Sane video clips & tips
- Video physio consultations
- Virtual coffee mornings, bingo & quizzes
- Interactive workshops
 - Wellbeing
 - Diet
- Teatime chillax
- Art challenges
- Buddy scheme

MS is an unpredictable, long-term and often disabling condition that affects the central nervous system. It causes a wide range of symptoms including difficulties with walking, balance, impaired vision and bladder problems. 1 in 500 people in the UK have been diagnosed with the condition. Living with MS can be really tough.

Who We Are

We are a dynamic, local, independent charity positively changing the quality of daily life for people affected by multiple sclerosis (MS) and their families and friends. Our vision is to be a beacon of excellence and a lifeline to everyone affected locally by MS.

What We Believe

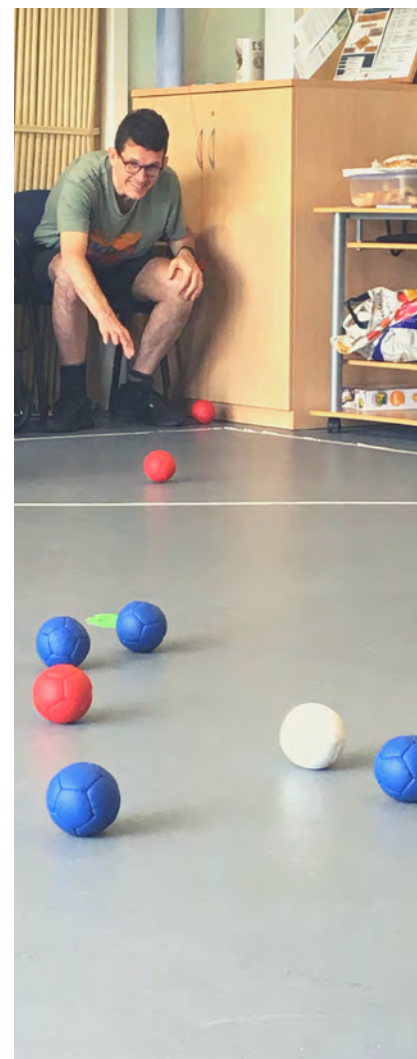
People with MS deserve to lead healthier and happier lives. Our mission is to help them achieve this by empowering them to manage their symptoms through long-term physical, practical and emotional support. We also want to be an embracing community of support to everyone affected by MS

Who We Support

If people with MS want to come and use our services, they can become a member for just £25 a year and we will welcome them into our Centre community. All we ask is that if our members are able to, they make a donation towards the running of the Centre.

Members travel to us from across the whole of Buckinghamshire, including the surrounding counties of Oxfordshire, Hertfordshire and Bedfordshire. Through increasing our visibility we have increased the number of referrals a month from 9 to 10 and have 536 current members with MS.

We are also supporting an increasing number of family members who are caring for someone with MS – we currently have 48 carers registered with us as members.



536 members with MS

48 carer members

114 new referrals

19% more assessments

"The Centre offers me so much, I benefit from Pilates classes, oxygen treatment, and acupuncture. Pilates in particular has improved the strength in my legs and core and that helps me to sit up." Anna

How We Offer Support

MS Members

We offer support to positively change the quality of daily life for people with MS. The therapies, treatments, courses and clinics we provide are all designed to contribute to the maintenance of, and improvements in, the health, mobility, energy levels, independence and wellbeing of people affected by MS.

Our range of services includes physiotherapy, hydrotherapy, exercise classes, counselling and complementary and occupational therapies, as well as running a number of social, art and gardening groups. Our therapists are able to target and improve specific symptoms and help people to achieve their goals, whether big or small. This can increase confidence and enable people to feel respected and dignified and can help our members to continue working and enjoying family life and social activities.

We are a charity that was built on the ethos of self-help. To maximise the impact of treatment, we encourage our members to combine what we are able to offer with a programme of strategies and home exercises.

Carers

The wellbeing of family and close friends is just as important, especially if their loved one relies on them for regular care. This is why we offer some of our services to them as well. For example, our carer members can access physiotherapy if they are having difficulties with or are in pain when moving the person with MS, and they have access to our social groups and activities.

We also hold workshops on a range of subjects relevant to MS, including nutrition and how to explain the symptoms of MS to children through the 'Digesting Science' open mornings.



How We Offer Support

Volunteers

The charity would be unable to function without over 200 volunteers working in every area and department. Their contribution is greatly appreciated and valued. The largest groups of volunteers manage several key areas of the charity's activity, notably in the provision of oxygen treatment, our Centenary Café and manning our increasingly busy reception.

"Volunteering is a bit of a selfish thing because I go home feeling absolutely fantastic. It's not just that you are helping people but you feel uplifted by other people's enjoyment." *Jo, Social Group Volunteer*

Social Hub

Our Centre is a lively social hub where our members, their families, carers and friends can get together in our café. Sometimes just being able to talk to others going through a similar situation can really help. The Centre's strength is that it provides a welcoming and inclusive environment for all members, supporting them in coping with the challenges that MS brings.

"I came here thinking it would all be about the medical support – which is brilliant – but actually the social and mental support is almost more important. The combination of the two means I look forward to coming to the Centre every week." *Mark*

LIZ'S STORY



I was diagnosed in April 2019, having been off sick on and off since November 2018, and for most of that time I'd been at home on the sofa, as walking made me feel dizzy.

The thought of going to a normal gym, walking in with a stick, and being unable to manage mainstream classes was impossible. At the Centre I don't feel disabled, my mobility has improved through exercise and I'm much more confident getting about without fear of falling - I can't tell you what a difference this has made to me being able to get out of the house independently. I can do things I couldn't before, for example to unload the washing machine. Being able to manage everyday tasks for yourself is incredibly important, both for your physical and mental health.

Diagnosis with MS was a massive event in my life and I'm not able to go back to work. This left a large hole in my life both in terms of time and also socially. The people I have met in my classes have become friends, that I can have a coffee and a chat with. I'm no longer stuck at home. The classes are uplifting and inspiring and making a real difference to us all, in terms of both our physical condition but also mentally. Thank you so so much. ”

Partnerships

We continue to build productive working relationships with the local Clinical Commissioning Groups, General Practitioners and other bodies that support people with MS, to ensure that they can carry out their core purposes and that the needs of their patients are fully understood and supported by this wider community. The physiotherapy team worked with TIMS, Therapists in MS, hosted by the MS Trust to deliver a pilot respiratory project. We meet quarterly with the local MS nurses and neuro rehab team and an MS nurse co-delivered the bladder and bowel workshops with us. Our exercise project was one of the 2019 objectives for LEAP, a social enterprise improving the lives of residents across Buckinghamshire and Milton Keynes.

"The Chiltern's MS Centre is a great resource within the local area and we are lucky to have this to supplement NHS services" Elspeth Wolfenden, Clinical Nurse Specialist MS & MND

Ian's Story



My wife Karen was diagnosed with relapsing remitting MS 37 years ago and during the early years of the condition she managed to continue to look after her family and lead a fairly normal life. 10 years ago Karen was diagnosed with Secondary progressive MS and she was then forced to use a wheelchair. Karen was referred to the Chilterns MS Centre by her Neurologist for physiotherapy. Karen, at this stage, was not only becoming increasingly disabled but also depressed after being told there was no cure or drugs available for the condition.

Over the years we have seen the services at the Centre increase and Karen has continued to receive physio and has also benefited from speech-therapy, hydrotherapy and more importantly the group sessions which have made her feel less isolated and put a smile on her face. We have both been impressed the way the Centre's holistic approach to the person with MS and to the support given to carers and their families.

We both feel we owe a debit of gratitude to the Centre both to the professionals and to all those volunteers that give of their time freely to make the lives of people with MS their carers and families better. ”



OBJECTIVE 1

INCREASE AWARENESS OF WHAT WE DO

We launched our new website early in 2019. It has been designed with end-users in mind and is now mobile friendly to make accessing the website much easier for all. We increased our activity on social media using Facebook, LinkedIn, Twitter and Instagram. This has changed our website traffic over the past 12 months with our social media traffic increasing from 9% to 17% year on year, reducing the reliance on traffic coming from an organic search or direct to the website.

Another way we measure our effectiveness in raising awareness is by how many members join us. A potential member will be referred to us by their neurologist, MS nurse or by their GP. We had 114 referrals to us in 2019, in 2018 we had 107.

Once a person affected by MS has been referred to us, we will arrange an initial assessment with them. At this appointment we will discuss their symptoms and goals, and draw up a bespoke treatment plan. They can then become a member and access all of our services. We completed 107 initial assessments with new members in 2019, an increase of 19% on 2018.

"I came for a physio assessment yesterday, I was treated with care and kindness and she made me feel important so I just wanted to let you know. Your Centre is wonderful and I feel very supported." Deborah



OBJECTIVE 2

CONNECTING PEOPLE WITH THE SERVICES THEY NEED

2019 saw the Centre extend the range of support that we provide. One of the initiatives was our 'Enrich' group for members and their carers. This programme was put together for our members who are further along their MS journey and it was an opportunity to upskill carers on positive interactions and sensory stimulation with their loved ones. Music was one of the ways this was achieved.

We offered a range of educational talks which were well attended, these included a Sleep workshop, a session on adjustment to having MS and workshops on how to deal with and manage specific symptoms better, one focusing on the bladder and another on the bowel.

We also extended our services by conducting home visits to members, identifying that there are critical times when support is required but the member is unable to travel to the Centre.

Examples include supporting a member discharged home from hospital and visiting a nursing home to give advice to the care team.

In May, we launched an expanded range of exercise classes in partnership with other charities and exercise providers. This programme aims to make 'treatment' more fun and varied and to encourage our members to exercise more, in line with health guidelines for adults with long-term conditions. We hope to develop more partnerships, to encourage our MS members to integrate into classes in their local communities.

"I really like the environment and you are lovely. The way you ran the Morris dancer session was great and really engaging. I could tell everyone in the room gained something from it. My mum gave me a massive smile which was so nice to see." John

"I have to say that these sessions, really helping me in understanding my life with MS and you are giving me the tools I need to keep me moving forward with so much more hope."

Stephen

"We are extremely grateful for the commitment our physio made to visit Jane in the nursing home and our home to check that it was a proper and adequate environment to support Jane's ongoing care. She was very positive and informative and this greatly helped our confidence levels in dealing with the various adult care services and the transition towards the return home. The Centre has always been there for us when we have needed it."

David

OBJECTIVE 3

TO SUPPORT PEOPLE WITH MS TO BE ACTIVE IN THEIR COMMUNITY

Our exercise programme encouraged members to be active in their community. It's about giving people with MS the opportunity to try something completely new and adventurous. In some cases, it could be something they didn't think that they could ever do or achieve. This included playing tennis and taking to the ski slope for amazing adaptive and assisted skiing. One member signed up for lessons after enjoying the experience so much. We also took a group to an adventure learning centre for archery and high ropes; traversing around an obstacle course in the canopy of a beautiful lime tree, crossing wobbly bridges and floating on an island between platforms.

OBJECTIVE 4

EVIDENCE & NEEDS-BASED CARE, EMPOWERING PEOPLE WITH MS TO SELF MANAGE

Work has been completed on ensuring that our model of care is about providing the right care, at the right time, by the right person. Members are assessed and directed to whichever service best suits their clinical needs, as needs change members dip in and out of sessions. We are flexible to the needs of our members and sign post them to the right therapy and encourage people to exercise at home.



“As an ex Venture Scout Leader I never thought I'd be able to take part in an activity such as archery again, but thanks to the amazing staff at the MS Centre, I can.” Julie



OBJECTIVE 5

IMPROVE COMMUNICATIONS WITH MEMBERS

As our community of members grows, we want to ensure we are communicating in the best way, making our messages more relevant, timely, interesting and in an easily accessible format. We set up a 'focus group' so members could tell us what they wanted to hear and how they wanted the information. As a result we have introduced a new refreshed "Centre News" newsletter to ensure we keep our members updated, whether that's about changes at the Centre, news on events or sign posting them to the latest research on MS. We have also improved our messages within the Centre, on social media, have a regular email from the Trustees. Our plans are to set up further focus groups of stakeholders when we have new developments that we need input into.

OBJECTIVE 6

GETTING THE BEST OUT OF PEOPLE

We launched our new Centre values and are embedding them into everything that we do. Our values are the things that we believe are the most important to us and the way we work. They help us determine our priorities and support our vision and mission and help shape our culture.

OUR VALUES

Our behaviours and actions are defined by our core values



<p>PEOPLE ARE AT THE HEART OF EVERYTHING WE DO</p>  <p>People come first; make every decision and measure every outcome based on its impact on people</p>	<p>WE ACT WITH DIGNITY AND RESPECT</p>  <p>Be compassionate, caring and act with integrity at all times; understand and recognise individual's needs</p>
<p>WE WORK TOGETHER TO MAKE LIFE BETTER</p>  <p>Be one team; create relationships to make a positive difference to the lives of everyone in our shared community</p>	<p>WE WORK PROFESSIONALLY TO ENSURE QUALITY OF SERVICE</p>  <p>Strive for excellence in everything we do, be accountable, encourage new thinking and deliver services efficiently</p>

OBJECTIVES FOR 2020

ENGAGE WITH THE WIDER MS COMMUNITY

We want to continue to build on some of our 2019 objectives, again focusing on increasing awareness. We know that there are still people locally with MS that could benefit from our services and are perhaps unaware of what we can offer. We are also going to continue to build on the fantastic work of the exercise programme and our educational workshops, ensuring we offer the highest level of care to our members and the wider MS community.

IMPROVE OUR COMMUNICATIONS AND STRENGTHEN RELATIONSHIPS

A priority for 2020 is a targeted newsletter for our supporters. We want to regularly update them with information about the Centre and our activities that are relevant to them. Our website will continue to be developed to ensure it meets the needs of all our supporters; whether that be members, donors or corporate supporters.

DEVELOP A LONGER TERM STRATEGY TO SECURE A SUSTAINABLE FUTURE

As a charity 2019 has been a difficult year in terms of ensuring that our income meets our level of expenditure. The charity has to be focused on achieving a balanced budget for 2020 and developing a longer term strategy that ensures it is here to support people affected by MS for many years to come.



Achievements and Performance 2019

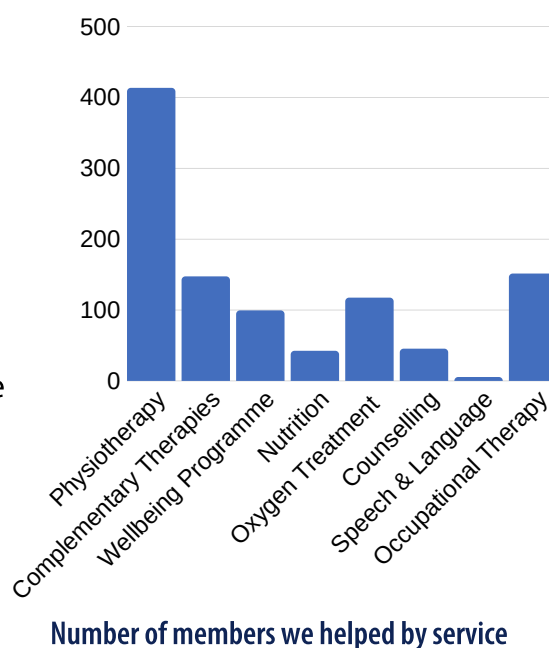
Our vision is to be a beacon of excellence so we were proud to receive the "Centres' Centre" award from the Multiple Sclerosis National Therapy Centres (MSNTC). We were nominated by the Merlin MS Centre and Bedford Centre for the support and advice they received from us on hydrotherapy pools.

We have undertaken an extensive benchmarking exercise with other MS centres as well as liaising with MSNTC to ensure that the clinical services we are offering reflect best practice. We provide physiotherapy in a needs-led, evidence-based way through one-to-one physio, small group sessions, Pilates, hydrotherapy and exercise classes. We were able to help 413 people with physio in 2019. This includes members who accessed our new 'Exercise bike and standing frame' class for people unable to stand unsupported for physiotherapy, a hand mobility class to improve function for everyday tasks and a 'High Balance' class to identify and prevent balance problems early on.

The range of complementary therapies we provide continues to be very popular with our members. They can access acupuncture, massage, thai hand and foot massage, reiki, yoga and mindful movement. These have helped 147 people to feel better or to manage the symptoms of MS better.

The Centre was founded on the provision of oxygen treatment, and the incredible volunteer team that run our two chambers enabled 117 people to access this service.

Our occupational therapist considers a person's physical, psychological and social needs to maximise their potential to lead an active and fulfilling life. It is an important and integral part of the support we offer for people with MS, and increases people's independence and wellbeing in all aspects of life. In 2019 our occupational therapist helped 151 people. Just one example of the value of her work is where she worked with a member to enable him to cook a meal for his family which he has been unable to manage for 3 years. It meant so much to him to be able to do that for the people he loved.



"I talked with Amy, an Occupational Therapist, to discuss my problems with manual dexterity. She gave me a list of really helpful ways to improve. Ideas for cutlery, holding a pen and just surviving. So helpful." Jo

Achievements and Performance 2019

Our Nutrition Team won the QuDos in MS Award for 'Team of the Year' 2019. We are very proud of the incredible support and service they provide to our members. Amy Smissen, our occupational therapist, Juliet Maw, a volunteer in the OT team, Claire Fenlon, our nutritionist and Carolyn Angell, our clinical counsellor ran the programme together. This team helped 42 members to self-manage their diet and nutrition, by providing information, practical advice about food types and the effects of different foods on our body plus psychological tips and strategies to ensure success.

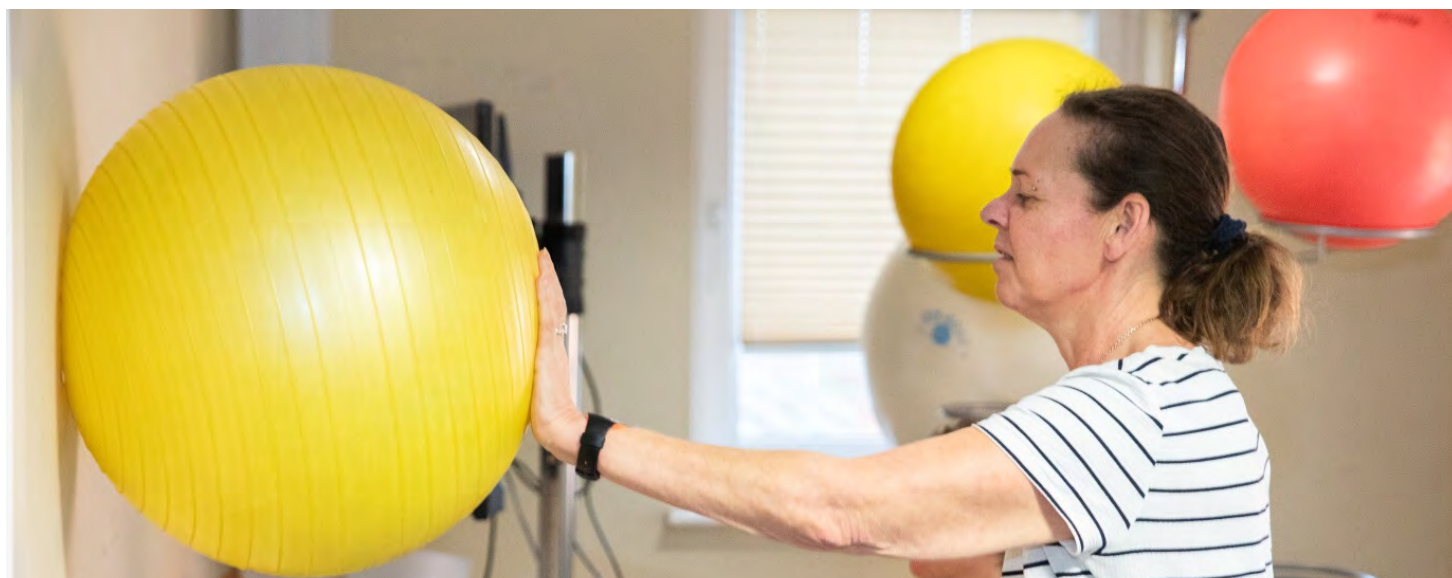


Our clinical counsellor and speech and language therapist Carolyn Angell was instrumental in developing our Wellbeing Programme which supported 99 members in 2019 and was further expanded to include a 'Chillax' mindfulness session.

Carolyn provided support to 45 people through counselling and 5 through speech and language during 2019 but very sadly passed away in December. Although she is no longer with us, her legacy will continue to help so many people with MS in the future. She is very deeply missed by us all.

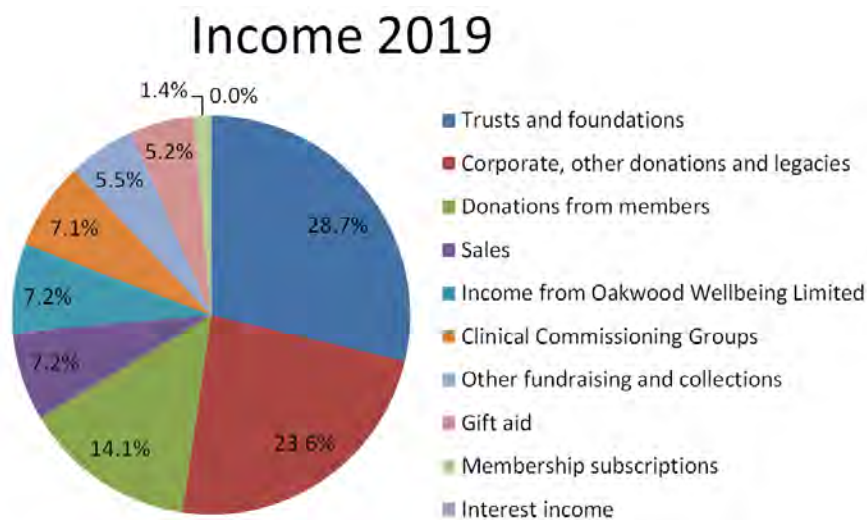
"I simply don't know how I would have got through the year without the incredible support that Carolyn gave me, she was wonderful."

Nicky



Income Generation

The charity undertakes a broad range of fundraising activities including events and sponsorship, applications to grant making trusts, corporate, individual and community donations, as well as the sale of merchandise. These activities are in line with the Code of Fundraising Practice set by the Fundraising Regulator, of which the Centre is a member. The Code sets out the responsibilities that apply to fundraising carried out by charitable institutions and third-party fundraisers in the UK.



Trusts

Grants from Trusts and Foundations contributed £305,855 to our charity's income in 2019: £239,005 for specific services and £66,850 unrestricted. This is a 11% increase on income received in 2018 and was mainly due to the number of funders choosing to support our frontline physiotherapy service.

We were delighted to be awarded a three-year grant from the National Lottery's Reaching Communities Fund, which will have a huge impact on the sustainability of our physiotherapy service in 2019-21, and the Vale of Aylesbury Housing Trust also kindly chose to support physio for the second year running. In addition, we secured a new grant for developing exercise therapy from the London Marathon Community Trust and we have a second year of funding for this work from HS2's Community and Environment Fund.

In total, we were supported by 27 grant-making organisations in 2019 and we are grateful to all of them for their huge contribution.

"An amazing difference to my life for the first time in years. I feel real improvement and I have only been coming a short time." Chris

Income Generation

Community

We had a busy year in 2019, running 13 Centre-organised events including runs, quizzes, concerts and lunches. Our Skydive raised £18,000 and is still climbing. Our flagship annual Pop-Up Art Weekend raised over £16,000, inviting faces new and old to exhibit and welcoming people from across our catchment area to the Centre for the exhibition.

We were lucky enough to be the benefiting charity at two fun runs and received donations from our members and other groups organising events in aid of us. A number of amazing individuals took on challenges ranging from the Brighton marathon, Three Peaks, spending 24 hours in the bathroom and riding up Kop Hill on a mobility scooter!

We ran collections throughout the year, wonderfully supported by volunteers. We also received donations from local social groups, sports clubs, societies and committees.

We're so grateful to fundraisers for their commitment to the Centre.

Personal Donations

We wish to acknowledge the generous support of many donors throughout our community, including several major donors who wish to remain anonymous.

Member Donations

All our services are offered free of charge to our members, however many to choose to donate both time and money when they are able – for this we are truly thankful.



"We decided to join the Corporate Friends Scheme as the Centre offers such an amazing environment for people with MS, and you only need to sit in the foyer for a minute or two to experience the tremendous positive impact it has on their lives." Mark & Emma Walker, Ashridge Group

Income Generation

Corporate

We are incredibly grateful for all the support we receive from local companies and it is vital that we continue to work with our business community. Companies support us in many ways including signing up as a Corporate Friend and making a monthly donation, choosing us their charity of the year, making one-off donations or sponsoring one of our community or corporate events. For 2019 we organised our first sponsored corporate event, a Fire Walk which raised £7,500. We also had our first Make A Will Month with local solicitors donating their time and fees in lieu of a donation to the Centre, raising just over £2,000.

We continue to receive support from companies who donate their time and skills by providing graphic design and printing. We ran four networking events which proved to be incredibly popular with inspiring speakers which attracted new businesses to the Centre, who then in turn chose to support us.

Oakwood Wellbeing Ltd

Oakwood Wellbeing Limited (OWL), a wholly-owned subsidiary of the Chilterns MS Centre, was set up in 2016 to generate much-needed income for the Centre from its main resources; the premises, the specialist equipment and its staff. The role of OWL is to maximise income potential by utilising these resources outside of the Centre's busiest hours.

OWL treats non-MS clients using available resources without it affecting the treatment of the Centre's MS members. This subsidiary operates on a strictly commercial basis and all profits are gifted to the Centre. In 2019, Oakwood generated a profit of £29,028.



Administrative Details

Company 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

Web: www.chilternsmcentre.org Telephone: 01296 696133

Trustees

Tony Winterbottom BA (Chairman) (Elected 28th February 2019)

Catherine Golds DiplWM PgD (Vice Chairman) (Elected 28th February 2019)

John Bedford

Steve Bowles BSc Architecture (Resigned 21st November 2019)

Robert Carter BA Hons (Co-opted 26th February 2020)

Pippa Evans BA(Hons) FCMA (Resigned 15th February 2019)

Alison Heywood DBO

Stephen James BSc(Hons) MSc (Resigned 11th February 2019)

Sarah Jones (Resigned 13th August 2019)

Darayus Motivala BSc(Hons)

Linda Oatley BA(Hons) JP (Resigned 12th March 2019)

Anthony Parks ACA (Resigned 15th February 2019)

Sandy Saunders (Co-opted 30th May 2019 Resigned 26th February 2020)

Henry Snow (Co-opted 30th May 2019)

Justin Stephenson (Co-opted 19th September 2019)

Liz Tubb LLB (Hons) (Elected 19th May 2019)

Simon Turner

Leslie Whitesmith RN & BSc Nursing Studies (Resigned 30th October 2019)

Company Secretary

Pippa Evans BA(Hons) FCMA (Resigned 15th February 2019)

Liz Tubb LLB(Hons) barrister-at- law (Appointed 25th June 2019)

Chief Executive

Robert Breakwell (Resigned 13th May 2019)

Leadership Team

Faye Chappell - Head of Clinical and Support Services

Andy Graham - Head of Finance and Facilities - Appointed Chief Operating Officer 1st January 2020

Harriet Karia - Head of Fundraising and Communications

Administrative Details (Continued)

Auditors

Ashby's

Statutory Auditor

Morton House

9 Beacon Court

Pitstone Green Business Park

Pitstone LU7 9GY

Telephone Numbers

01296 696133 (Reception)

01296 823040 (Fundraising & Communications team)

01296 823047 (Finance office)

Website

www.chilternsmcentre.org

Bankers

National Westminster Bank Plc

22 Market Square

Aylesbury

Bucks HP20 1PR

Lloyds Bank Plc

79 High Street

Chesham

Buckinghamshire HP5 1DE

Email

info@chilternsmcentre.org

Social Media

Facebook: www.facebook.com/ChilternsMSCentre

Twitter: @ChilternsMS

Linkedin: Chilterns MS Centre

Instagram: [chilternsmcentre](https://www.instagram.com/chilternsmcentre)

Santander

1st Floor

Operations Block

Bridle Road

Bootle

Merseyside L30 4GB

Patrons

Rt Hon John Bercow MP (resigned September 2019)

Trishna Bharadia

The Earl of Buckinghamshire

Lord Carlile of Berriew QC

Professor Gavin Giovannoni MBBCh PhD FCP FRCP FRCPATH

Rt Hon David Lidington MP

J P G Naylor Esq

Derek K Townsend DL

"Hydrotherapy is amazing. It exercises my body in ways not possible out of the water. I can't recommend it strongly enough. Its exercise muscles that otherwise wouldn't be exercised. It's really really brilliant." John

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 2016 when new Articles of Association were approved and adopted by the members. They were further amended at the Annual General Meeting held on 26th July 2018.

Organisational Structure

The board of trustees is responsible for the overall management and governance of the charity and 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 was delegated to its Chief Executive who resigned in May. Following this the Leadership Team (LT) comprising the Head of Clinical & Support Services, Head of Fundraising & Communications and Head of Finance & Facilities managed the Centre. The Head of Finance & Facilities, Andy Graham, was appointed as the Chief Operating Officer of the charity on 1st January 2020. The trustees would like to formally thank Robert Breakwell, the former Chief Executive, for the substantial contribution he made to the charity during his six years at the Chilterns MS Centre.

Governance

The Leadership Team and the Chair and Vice Chair of Trustees meet on a regular basis. For governance purposes, and in order to maintain good lines of communication, the Leadership Team provide a monthly written report to the trustees including any resolutions required by the board. This provides 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 part of the agenda for trustee meetings. All of the trustees work on one or more of the charity's governance sub-committees. There are five committees: clinical, income generation and finance, facilities and support services, human resources and health and safety. Governance committee meetings are held with formal agendas and notes taken. The trustees review policies and operating procedures as part of a programme of continual improvement for effective control of the operation of the charity.



STRUCTURE, GOVERNANCE AND MANAGEMENT

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. The board works to ensure it has members with the appropriate balance of skills, knowledge and experience to enable it to operate effectively. 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 and a role description. The board believes that the trustees bring the skills, knowledge and experience necessary to guide and govern the charity's activities effectively.

There were a number of resignations from the board in 2019 for a variety of personal and professional reasons. The board took this opportunity to carry out a full skills audit and to recruit new trustees, strengthen the board and ensure they are dynamic, strategic and efficient in operating the charity and in creating a sustainable future for the Centre.

As a result four new trustees were co-opted during the year. Liz Tubb, a barrister and global HR director, brings a wealth of knowledge and experience in terms of its HR & legal requirements and was duly elected to the board at the AGM in May. Liz has taken up the post of Company Secretary. Henry Snow was co-opted as our new treasurer: a qualified accountant, he has experience in setting up and managing infrastructure projects, arranging the finance for a wide variety of hospitals, schools, railways, roads and bridges. Sandy Saunders is a Centre member, formerly a management consultant, and Justin Stephenson has had 30 years in the marketing services industry as a business leader, director and entrepreneur.

The board wishes to record its thanks to Steve Bowles, Pippa Evans, Stephen James, Sarah Jones, Linda Oatley, Anthony Parks, Sandy Saunders and Leslie Whitesmith who stood down during the year.

Two of the current trustees have MS and two 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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk Management

The board, in conjunction with the Leadership Team continue to review and monitor risk within the charity. The trustees are grateful for the guidance provided by a specialist Health and Safety adviser who works on a voluntary basis with the Health and Safety committee.

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 duties or powers.

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

Performance

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

Staff Pay

The charity aims to align clinical staff pay to the NHS Agenda for Change pay and benchmark all non-clinical staff salaries against similar positions in similar size charities. Key management personnel are benchmarked in the same way. Unfortunately a decision had to be taken not to award a pay rise in 2019, due to the financial position.

Workplace Pension

All eligible staff have been enrolled in a workplace pension scheme and the charity made contributions in line with the statutory requirements.

Professional Development and Training

All employed clinical staff have been supported with both internal and external professional training and appraisal. Other staff are also supported to ensure their training needs are met and they develop additional skills within their roles.

"I can't praise Pilates enough, it has really helped with my core strength and balance. Although my MS is progressive, because I am more stable on my legs, my neurologist reported that my walking was actually a little quicker this year than last year. He was amazed as it is usually slower year on year!" Cate

FINANCIAL OVERVIEW

Like so many other charities, the Chilterns MS Centre is facing more pressure in balancing income and costs. Following the £37k deficit in 2018, the charity set out an objective to establish a sustainable financial structure for the medium term looking out to 2021 and 2022. The challenge, in summary, being to balance the tightening economic market for fundraising with continual focus on cost efficiency, whilst maximising the care for those we are supporting. The budget for 2019 recognised there would be another year where costs would exceed income (budget deficit was £76k).

The actual deficit in 2019 was £93k, a movement of £56k from 2018. The movement was due to £48k reduced income and an £8k increase in costs. The adverse movement in income resulted mainly from two factors. Firstly, a £27k reduction in gift aid income due to 2018 benefiting from a major exercise which was completed that year to recover unclaimed gift aid covering the previous four years (2019 gift aid income reflects a normal year of claims). Secondly, there has been a £22k income reduction across the community fundraising activities. This was due to a period of staff vacancy in the fundraising team resulting in a reduction of events run over the year.

Costs remain under close scrutiny and control with a continual review process to ensure best use of funds. Due to the deficit position and focus on future sustainability, the difficult decision was taken to not make a pay award in 2019. The Human Resources committee will be monitoring this situation during 2020.



FINANCIAL OVERVIEW

Restricted funds had increased substantially between 2016 and 2018 as the growth strategy delivered income ahead of spending. The vast majority of our restricted funds come from trusts, and while we strive to build a broad base of donors, it is unrealistic to maintain historic growth rates and 2019 has seen a flattening of the growth curve. Some of our donors have also moved to unrestrict donations in 2019 giving the Centre a little more flexibility. This resulted in restricted income of £242k (£329k in 2018) and expenditure of £312k (£247k in 2018) leaving restricted funds of £101k at the end of the year. In terms of new restricted donations, the most substantial has been from the National Lottery Community Fund granting the charity a awarding us £300k to support our physiotherapy services over three years from 2019-21.

Other than the variations in gift aid and community income, our unrestricted income streams are broadly consistent with 2018. Member donations are a little lower, continuing a trend from 2017, a direction we are aware of but equally we recognise that the contributions from members are far wider. Our corporate programme continues, with the same aspiration to develop this stream over time.

The charity is very conscious of the duty to invest income to maximum effect both for our front line services and to continue the strategy to increase income for long term sustainability.

We are delighted to report that 75p of every £1 expenditure is spent on the provision of treatments, care and support for people affected by MS.



FINANCIAL OVERVIEW

The fundraising multiple shows how much income is raised per pound of investment in fundraising costs.

	Note	2019 £	2018 £
Income raised through fundraising	3	820,815	912,757
Fundraising income now classified within Other Trading Activities - Sales		35,398	0
Total excluding Oakwood income & membership fees		856,213	912,757
Expenditure on raising funds- -including Oakwood direct costs	7	284,370	272,140
Less Cost of goods sold	7	-12,311	-12,146
Less Oakwood direct costs		-21,688	-41,519
Pure fundraising costs		250,371	218,475
Fundraising Multiple of income to cost		3.4	4.2

Oakwood Wellbeing Limited

2019 has seen a full year of the subsidiary trading results consolidated into these group accounts. All profits from the trading subsidiary are paid to the charity through the HMRC approved "Gift Aid Payment" scheme.

Reserves

The Group's total reserves at 31st December 2019 were £2,679k, of which £101k were restricted, leaving £2,578k of unrestricted general reserves. The charity's fixed assets account for £2,499k of this. In terms of free reserves the charity held £320k, of which £101k were restricted leaving £119k unrestricted. The £320k free reserves provide 3.3 months cover (3.8 in 2018) of average annual expenditure which is below the charity's target of 4 months cover. The Charity revised its reserve policy from 6 months to 4 months considering both cash flow volatility and the requirement to make best use of funds for charitable purposes. Despite the impact of Covid-19, returning to a reserves position closer to the new target is part the financial planning for 2020 and 2021.

Finance Strategy

Achieving the objective of long term sustainability whilst continuing to deliver the level of services we aspire to offer demands us to both grow and bring greater predictability to income. Against an economic backdrop still grappling with uncertainty over the fall out of Brexit, delivering growth and stability are stretching challenges, but the Board are committed to working with all our stakeholders to see the Charity thrive. As previously mentioned on page 4, the financial impact of Covid-19 is monitored continuously.

Statement of the Trustees Responsibilities

The trustees (who are also directors of the Chilterns MS Centre 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 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 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 2019 (FRS 102);
- make judgements 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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. 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.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



Statement as to Disclosure of Information to Auditors

In so far as the trustees are aware:

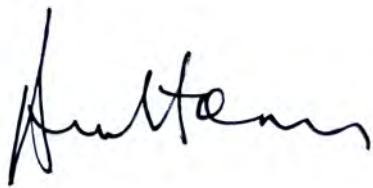
- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditors

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

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act relating to small companies.

Approved by order of the board of trustees on 2nd June 2020 and signed on its behalf by:



Tony Winterbottom - Chair of Trustees



Independent Auditor's Report to the Members and Trustees of Chilterns MS Centre Ltd

Opinion

We have audited the financial statements of Chilterns MS Centre Ltd (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31st December 2019 on pages 33 to 50 which comprise a consolidated statement of financial activities, a consolidated balance sheet and a consolidated cash flow statement, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31st December 2019, and of the group's 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 and the Charities Act 2011.

Basis For Opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions Relating to Going Concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other Information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions 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' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

Matters on Which We are Required to Report by Exception

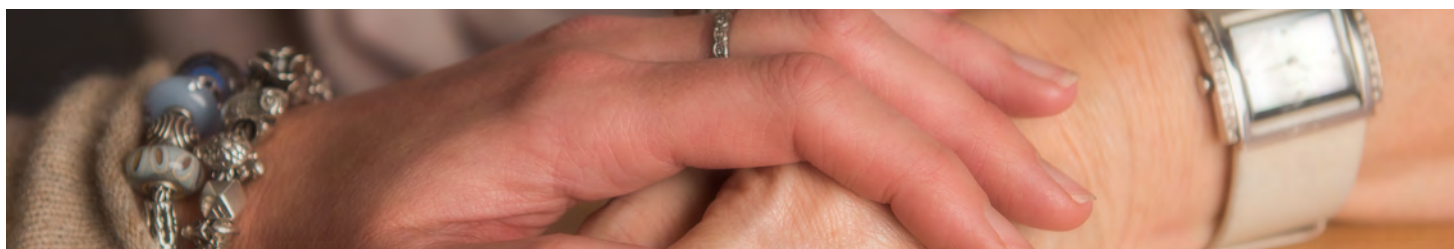
In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Act 2011 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' 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' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of Trustees

As explained more fully in the trustees' responsibilities statement set out on page 27, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.



Auditor's Responsibilities for the Audit of the Financial Statements

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Use of Our Report

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 and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's 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 and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Jill Andrews (Senior Statutory Auditor)
For and on behalf of Ashbys, Statutory Auditor
Morton House
9 Beacon Court
Pitstone Green Business Park
Pitstone
LU7 9GY

A handwritten signature in black ink that reads "Ashbys". The signature is written in a cursive, flowing style.

2nd June 2020

Ashbys is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

CHILTERN MS CENTRE LTD
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING CONSOLIDATED INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	Unrestricted Funds £	Restricted Funds £	31.12.19 Total funds £	31.12.18 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	579,310	241,505	820,815	912,757
Charitable activities					
Provision of treatments, care and support for people with MS	6	75,672	0	75,672	76,451
Other trading activities	4	168,277	0	168,277	122,307
Investment income	5	484	0	484	254
Total		<u>823,743</u>	<u>241,505</u>	<u>1,065,248</u>	<u>1,111,769</u>
EXPENDITURE ON					
Raising funds	7	284,370	0	284,370	272,140
Charitable activities					
Provision of treatments, care and support for people with MS	8	562,581	311,723	874,304	877,032
Total		<u>846,951</u>	<u>311,723</u>	<u>1,158,674</u>	<u>1,149,172</u>
NET INCOME/(EXPENDITURE)		(23,208)	(70,218)	(93,426)	(37,403)
Transfers between funds	23	13,800	(13,800)	0	0
Net movement in funds		<u>(9,408)</u>	<u>(84,018)</u>	<u>(93,426)</u>	<u>(37,403)</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		2,587,000	185,204	2,772,204	2,809,607
TOTAL FUNDS CARRIED FORWARD		<u>2,577,592</u>	<u>101,186</u>	<u>2,678,778</u>	<u>2,772,204</u>

The notes on pages 37 to 50 form part of these financial statements

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure has arisen from continuing activities

Full comparative figures for the year ended 31 December 2018 are shown in note 13.

CHILTERN MS CENTRE LTD (REGISTERED NUMBER: 02294557)
CONSOLIDATED BALANCE SHEET
AT 31 DECEMBER 2019

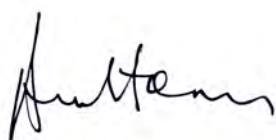
		Group		Charity	
		31.12.19	31.12.18	31.12.19	31.12.18
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	14	2,497,218	2,538,603	2,497,218	2,538,603
Investments	15	1,999	1,999	2,099	2,099
		<u>2,499,217</u>	<u>2,540,602</u>	<u>2,499,317</u>	<u>2,540,702</u>
CURRENT ASSETS					
Stocks	16	1,251	1,331	1,251	1,331
Debtors	17	104,285	37,569	110,973	46,892
Cash at bank		275,307	431,634	263,401	417,856
		<u>380,843</u>	<u>470,534</u>	<u>375,625</u>	<u>466,079</u>
CREDITORS					
Amounts falling due within one year	18	(61,243)	(85,754)	(56,201)	(81,460)
NET CURRENT ASSETS		<u>319,600</u>	<u>384,780</u>	<u>319,424</u>	<u>384,619</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,818,817</u>	<u>2,925,382</u>	<u>2,818,741</u>	<u>2,925,321</u>
CREDITORS					
Amounts falling due after more than one year	19	(140,039)	(153,178)	(140,039)	(153,178)
NET ASSETS		<u>2,678,778</u>	<u>2,772,204</u>	<u>2,678,702</u>	<u>2,772,143</u>
FUNDS					
Unrestricted	23	2,577,592	2,587,000	2,577,516	2,586,939
Restricted		101,186	185,204	101,186	185,204
TOTAL FUNDS		<u>2,678,778</u>	<u>2,772,204</u>	<u>2,678,702</u>	<u>2,772,143</u>

Included within the group results is a deficit of £93,441 (2018: £37,464) in respect of Chilterns MS Centre Ltd.

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

The financial statements were approved and authorised for issue by the Board of Trustees on 2nd June 2020 and were signed on its behalf by:-

Tony Winterbottom
Trustee



Henry Snow
Trustee



The notes form part of these financial statements

CHILTERN MS CENTRE LTD
CONSOLIDATED CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2019

	Notes	31.12.19 £	31.12.18 £
Cash flows from operating activities:			
Cash generated from operations	1	(124,176)	35,600
Interest paid		(5,571)	(5,721)
Net cash provided by (used in) operating activities		<u>(129,747)</u>	<u>29,879</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(14,376)	(13,344)
Interest received		484	254
Net cash provided by (used in) investing activities		<u>(13,892)</u>	<u>(13,090)</u>
Cash flows from financing activities:			
Loan repayments in year		<u>(12,688)</u>	<u>(12,537)</u>
Net cash provided by (used in) financing activities		<u>(12,688)</u>	<u>(12,537)</u>
Change in cash and cash equivalents in the reporting period		(156,327)	4,252
Cash and cash equivalents at the beginning of the reporting period		<u>431,634</u>	<u>427,382</u>
Cash and cash equivalents at the end of the reporting period		<u><u>275,307</u></u>	<u><u>431,634</u></u>

The notes form part of these financial statements

CHILTERN MS CENTRE LTD
 NOTES TO THE CONSOLIDATED CASH FLOW STATEMENT
 FOR THE YEAR ENDED 31 DECEMBER 2019

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

	31.12.19	31.12.18
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(93,426)	(37,403)
Adjustments for:		
Depreciation charges	55,761	56,919
Interest received	(484)	(254)
Interest paid	5,571	5,721
(Increase)/decrease in stocks	80	764
(Increase)/decrease in debtors	(66,716)	7,805
Increase/(decrease) in current creditors excluding bank loans and overdrafts	(24,962)	2,048
Net cash provided by (used in) operating activities	<u>(124,176)</u>	<u>35,600</u>

2 ANALYSIS OF CHANGES IN NET DEBT

	At 1 January 2019	Cash Flows	Other non cash changes	At 31 December 2019
	£	£	£	£
Cash	431,634	(143,639)	(12,688)	275,307
Loans falling due within one year	(12,656)		(451)	(13,107)
Loans falling due after more than one year	(153,178)		13,139	(140,039)
	<u>265,800</u>	<u>(143,639)</u>	<u>0</u>	<u>122,161</u>

CHILTERN MS CENTRE LTD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

1 STATUTORY INFORMATION

Chilterns MS Centre Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is Oakwood Close, Wendover, Aylesbury, Buckinghamshire HP22 5LX.

The presentation currency of the financial statements is the Pound Sterling (£) and the financial statements are rounded to the nearest £.

2 ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006.

Chilterns MS Centre Ltd meets the definition of a public benefit entity under FRS102. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

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.

Preparation of consolidated financial statements

The consolidated financial statements incorporate those of the Chilterns MS Centre and its wholly owned subsidiary Oakwood Wellbeing Limited on a line by line basis. Details of the subsidiary results are given in note 15. As permitted by section 408 of the Companies Act 2006, the SOFA of the parent company is not presented as part of these 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.

For legacies, entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

2 ACCOUNTING POLICIES - continued

Donated services and facilities

Donated professional services and donated facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS102), the general volunteer time of the Charity's general volunteers is not recognised and refer to the trustees annual report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain the services or facilities of equivalent economic benefit on the open market: a corresponding amount is then recognised in expenditure in the period of receipt.

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.

CHILTERN MS CENTRE LTD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2019

2 ACCOUNTING POLICIES - continued

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 on a FIFO basis 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.

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.

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.

CHILTERN MS CENTRE LTD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2019

2 ACCOUNTING POLICIES - continued

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.

3 DONATIONS AND LEGACIES

	Unrestricted Fund	Restricted Fund	31.12.19 Total £	31.12.18 Total £
Donations from members	150,497	0	150,497	157,818
Gift aid	55,693	0	55,693	83,399
Other donations and legacies	247,314	2,500	249,814	225,374
Fundraising and collections	125,806	239,005	364,811	446,166
	<u>579,310</u>	<u>241,505</u>	<u>820,815</u>	<u>912,757</u>

Other donations and legacies include £18,332 (2018: 12,867) in respect of goods and services donated to the charity during the year.

The charity benefits greatly from the involvement and enthusiastic support off its many volunteers (details of which are given in our annual report). In accordance with FRS102 and the Charities SORP (FRS 102) the economic contribution of the general volunteers is not recognised in the accounts.

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

4	OTHER TRADING ACTIVITIES	31.12.19	31.12.18
		£	£
	Sales	77,107	25,212
	Membership subscriptions	14,452	14,393
	Outside usage	76,718	82,702
		<u>168,277</u>	<u>122,307</u>
5	INVESTMENT INCOME	31.12.19	31.12.18
		£	£
	Bank interest receivable	484	254
		<u>484</u>	<u>254</u>
6	INCOME FROM CHARITABLE ACTIVITIES	31.12.19	31.12.18
		Provision of	Provision of
		treatments,	treatments,
		care and	care and
		support for	support for
		people with	people with
		MS	MS
		£	£
	Contributions from Clinical Commissioning Groups	75,672	76,451
		<u>75,672</u>	<u>76,451</u>
7	RAISING FUNDS	31.12.19	31.12.18
		£	£
	Raising donations, legacies and outside usage	230,911	214,338
	Staff costs	20,296	24,976
	Fundraising events	19,811	19,628
	Sundries	1,041	1,052
	Travel & subsistence	12,311	12,146
	Cost of goods sold	284,370	272,140
		<u>284,370</u>	<u>272,140</u>

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

8 CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 9)	Totals
	£	£	£
Provision of treatments, care and support for people with MS	608,180	266,124	874,304

9 SUPPORT COSTS

	Management	Information technology	Human resources	Governance costs	Totals
	£	£	£	£	£
Provision of treatments, care and support for people with MS	243,214	15,925	2,305	4,200	266,124

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

	31.12.19	31.12.18
Provision of treatments, care and support for people with MS	£	£
Support salaries	200,636	194,865
Social security	14,346	18,053
Pensions	5,633	6,119
Postage, printing and stationery	9,132	15,503
Travel	50	32
Subcontractor costs	5,873	7,261
Sundries	7,544	1,823
I T costs	15,925	18,906
H R costs	2,305	2,576
Auditors' remuneration	4,200	4,000
Accountancy and legal fees	0	500
Legal costs	480	0
	<u>266,124</u>	<u>269,638</u>

10 NET INCOME/(EXPENDITURE)

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

	31.12.19	31.12.18
	£	£
Auditors' remuneration	4,200	4,000
Depreciation - owned assets	55,761	56,919
Hire of plant and machinery	<u>6,544</u>	<u>12,466</u>

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

11 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2019 nor for the year ended 31 December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2019 nor for the year ended 31 December 2018.

12 STAFF COSTS

	31.12.19	31.12.18
	£	£
Wages and salaries	787,636	759,992
Social security costs	62,873	61,283
Other pension costs	32,498	24,689
	<u>883,007</u>	<u>845,964</u>

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

	31.12.19	31.12.18
Therapy staff (note in 2018 this category included 5 staff reported in Facilities in 2019)	24	27
Fundraising staff	7	7
Facilities	5	0
Administrative staff	5	5
	<u>41</u>	<u>39</u>

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

	31.12.19	31.12.18
£60,001 - £70,000	0	1

Redundancy and termination costs during the year were £7,060 (2018: £nil).

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 raising funds and charitable activities respectively.

13 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	584,076	328,681	912,757
Charitable activities			
Contributions from Clinical Commissioning Groups	76,451	0	76,451
Other trading activities	122,307	0	122,307
Investment income	254	0	254
Total	<u>783,088</u>	<u>328,681</u>	<u>1,111,769</u>

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

13 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
EXPENDITURE ON			
Raising funds	271,639	501	272,140
Charitable activities			
Provision of treatments, care and support for people with MS	630,671	246,361	877,032
Total	<u>902,310</u>	<u>246,862</u>	<u>1,149,172</u>
NET INCOME/(EXPENDITURE)	(119,222)	81,819	(37,403)
Transfers between funds	916	(916)	0
Net movement in funds	<u>(118,306)</u>	<u>80,903</u>	<u>(37,403)</u>
RECONCILIATION OF FUNDS			
Total funds brought forward	2,705,306	104,301	2,809,607
TOTAL FUNDS CARRIED FORWARD	<u><u>2,587,000</u></u>	<u><u>185,204</u></u>	<u><u>2,772,204</u></u>

14 TANGIBLE FIXED ASSETS - CHARITY (ALSO COMPRISING THAT OF THE GROUP)

	Freehold property £	Fixtures and fittings £	Totals £
COST			
At 1 January 2019	2,468,960	530,363	2,999,323
Additions		14,376	14,376
At 31 December 2019	<u>2,468,960</u>	<u>544,739</u>	<u>3,013,699</u>
DEPRECIATION			
At 1 January 2019	162,330	298,390	460,720
Charge for year	23,190	32,571	55,761
At 31 December 2019	<u>185,520</u>	<u>330,961</u>	<u>516,481</u>
NET BOOK VALUE			
At 31 December 2019	<u><u>2,283,440</u></u>	<u><u>213,778</u></u>	<u><u>2,497,218</u></u>
At 31 December 2018	<u><u>2,306,630</u></u>	<u><u>231,973</u></u>	<u><u>2,538,603</u></u>

Included in cost or valuation of land and buildings is freehold land of £150,000 (2018 : £150,000)

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

15 FIXED ASSET INVESTMENTS	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
MARKET VALUE				
Unlisted investment in subsidiary companies.	0	0	100	100
Other unlisted investments	1,999	1,999	1,999	1,999
	<u>1,999</u>	<u>1,999</u>	<u>2,099</u>	<u>2,099</u>

Unlisted investment in subsidiary companies.

The charity holds 100 shares of £1 each in its wholly owned trading subsidiary company Oakwood Wellbeing Ltd which was incorporated in the United Kingdom on 7 September 2016 (registration number 10363280). Oakwood Wellbeing Ltd remained dormant to 30th September, and started trading on 1st October 2018, and will pay all of its profits to the charity under the gift aid payment scheme. A summary of the financial performance of the subsidiary for the period 1 January to 31 December 2019 (1 October to 31 December 2018) is:-

	31.12.19	31.12.18
	£	£
Income	76,717	20,610
Less expenditure	47,689	15,549
Net profit	<u>29,028</u>	<u>5,061</u>
Total equity brought forward	61	0
Profit for the financial year	29,028	5,061
Amount gift aided to the charity - prior year profits	61	
Amount gift aided to the charity - current year profits	28,951	5,000
Total equity carried forward	<u>77</u>	<u>61</u>

Under the terms of the gift aid payment scheme, the subsidiary has until 30th September 2020 to pay the retained profit to the charity.

16 STOCKS	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
Stocks	<u>1,251</u>	<u>1,331</u>	<u>1,251</u>	<u>1,331</u>

17 DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
Trade debtors	57,763	23,403	55,991	12,738
Prepayments and accrued income	46,522	14,166	46,266	14,166
Loans to group undertakings	0	0	6,719	10,000
Amounts owed by group undertakings	0	0	1,997	9,988
	<u>104,285</u>	<u>37,569</u>	<u>110,973</u>	<u>46,892</u>

Funds received as agents

During the year the charity received £22,348 (2018: 14,597) as an agent for exhibitors at its annual art exhibition. The exhibitors donated £7,582 (2018: £4,891) in total to the charity and the charity therefore paid the balance of £14,766 (2018: £9,706) to the exhibitors.

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

18 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
Bank loans and overdrafts (see note 20)	13,107	12,656	13,107	12,656
Trade creditors	8,152	11,694	7,964	11,214
Social security and other taxes	19,415	21,292	19,415	21,292
Accruals and deferred income	20,569	40,112	15,715	36,298
	<u>61,243</u>	<u>85,754</u>	<u>56,201</u>	<u>81,460</u>

Deferred income amounting to £8,845 (2018: £14,239) at the balance sheet date comprises grants received with time related restrictions, trading income received in advance of services being provided and membership income received in advance.

19 CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
Bank loans (see note 20)	<u>140,039</u>	<u>153,178</u>	<u>140,039</u>	<u>153,178</u>

20 LOANS

An analysis of the maturity of loans is given below:

	Group		Charity	
	31.12.19	31.12.18	31.12.19	31.12.18
	£	£	£	£
Amounts falling due within one year on demand:				
Bank loans	<u>13,107</u>	<u>12,656</u>	<u>13,107</u>	<u>12,656</u>
Amounts falling due between two and five years:				
Bank loans - 2-5 years	<u>57,259</u>	<u>55,288</u>	<u>57,259</u>	<u>55,288</u>
Amounts falling due in more than five years:				
Repayable by instalments:				
Bank loans more 5 years by instalments	<u>82,779</u>	<u>97,890</u>	<u>82,779</u>	<u>97,890</u>

21 OPERATING LEASE COMMITMENTS - CHARITY (ALSO COMPRISING THAT OF THE GROUP)

Minimum lease payments fall due as follows:

	31.12.19	31.12.18
	£	£
Other operating leases		
Expiring:		
Within one year	0	9,744
Between one and five years	5,889	0
	<u>5,889</u>	<u>9,744</u>

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

22 SECURED DEBTS - CHARITY (ALSO COMPRISING THAT OF THE GROUP)

The following secured debts are included within creditors:

	31.12.19	31.12.18
	£	£
Bank loans	<u>153,146</u>	<u>165,834</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.

23 MOVEMENT IN FUNDS

Unrestricted funds	At 1.1.19	Income	Expenditure	Transfers	At 31.12.19
	£	£	£	£	£
Group - General fund	<u>2,587,000</u>	<u>823,743</u>	<u>(846,951)</u>	<u>13,800</u>	<u>2,577,592</u>
Charity - General fund	<u>2,586,939</u>	<u>799,343</u>	<u>(822,566)</u>	<u>13,800</u>	<u>2,577,516</u>

Restricted funds - Charity (also comprising that of the Group)

	At 1.1.19	Income	Expenditure	Transfers	At 31.12.19
	£	£	£	£	£
Head of Clinical Services	20,214	0	(20,214)	0	0
Physiotherapy salaries	41,000	82,000	(89,361)	0	33,639
Nutritionist programme	4,338	0	(3,550)	0	788
Carer Support	6,410	12,500	(15,566)	0	3,344
Pool Filters	4,000	0	0	(4,000)	0
Astrid Computers	1,000	0	0	0	1,000
Reception Till	150	0	0	0	150
Computers	185	0	0	0	185
Tring Lions Building Fund	5,500	0	0	0	5,500
Reception & Garden Furniture	1,567	0	0	0	1,567
Café Coffee Machine	84	0	0	0	84
Physiotherapy Equip	7,743	1,000	(222)	0	8,521
Owens building infrastructure fund	11,000	0	0	0	11,000
Butler Caddle Fund	3,800	0	0	(3,800)	0
Hardship fund	250	0	0	0	250
AFC Support Fund	11,201	0	(11,201)	0	0
Occupational Therapy Fund	13,277	1,000	(14,277)	0	0
Oxygen Supplies Fund	6,197	0	(5,561)	0	636
Exercise Programme	25,587	25,489	(51,076)	0	0
Pool Refurbishment Fund	21,701	0	0	0	21,701
Pool Steps Funds	0	6,000	0	(6,000)	0
London Marathon Charitable Fund	0	13,516	(695)	0	12,821
National Lottery Community Fund	0	100,000	(100,000)	0	0
	<u>185,204</u>	<u>241,505</u>	<u>(311,723)</u>	<u>(13,800)</u>	<u>101,186</u>
GROUP - TOTAL FUNDS	<u>2,772,204</u>	<u>1,065,248</u>	<u>(1,158,674)</u>	<u>0</u>	<u>2,678,778</u>
CHARITY - TOTAL FUNDS	<u>2,772,143</u>	<u>1,040,848</u>	<u>(1,134,289)</u>	<u>0</u>	<u>2,678,702</u>

The transfer between funds reflects expenditure on capital items in accordance with the terms of the fund.

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

23 MOVEMENT IN FUNDS - COMPARATIVES

	At 1.1.18	Income	Expenditure	Transfers between funds	At 31.12.18
	£	£	£	£	£
Unrestricted funds					
Group - General fund	<u>2,705,306</u>	<u>783,088</u>	<u>(902,310)</u>	<u>916</u>	<u>2,587,000</u>
Charity - General fund	<u>2,705,306</u>	<u>779,048</u>	<u>(898,331)</u>	<u>916</u>	<u>2,586,939</u>
Restricted funds					
Head of Clinical Services	31,407	50,000	(61,193)	0	20,214
Physiotherapy salaries	21,755	154,000	(134,755)	0	41,000
Yoga	2,490	0	(2,490)	0	0
Nutritionist programme	2,550	4,976	(3,188)	0	4,338
Hydrotherapy	8,550	0	(8,550)	0	0
Carer Support	4,000	16,500	(14,090)	0	6,410
Pool Filters	4,000	0	0	0	4,000
Astrid Computers	2,000	0	(1,000)	0	1,000
Reception Till	150	0	0	0	150
Computers	185	0	0	0	185
Tring Lions Building Fund	5,500	0	0	0	5,500
Reception & Garden Furniture	1,567	0	0	0	1,567
Café Coffee Machine	1,000	0	0	(916)	84
Physiotherapy Equip	8,147	0	(404)	0	7,743
Owens building infrastructure fund	11,000	0	0	0	11,000
Butler Caddle Fund	0	5,000	(1,200)	0	3,800
Hardship fund	0	250	0	0	250
AFC Support Fund	0	14,000	(2,799)	0	11,201
Occupational Therapy Fund	0	27,500	(14,223)	0	13,277
Oxygen Supplies Fund	0	7,296	(1,099)	0	6,197
Exercise Programme	0	27,458	(1,871)	0	25,587
Pool Refurbishment Fund	0	21,701	0	0	21,701
	<u>104,301</u>	<u>328,681</u>	<u>(246,862)</u>	<u>(916)</u>	<u>185,204</u>
GROUP - TOTAL FUNDS	<u>2,809,607</u>	<u>1,111,769</u>	<u>(1,149,172)</u>	<u>0</u>	<u>2,772,204</u>
CHARITY - TOTAL FUNDS	<u>2,809,607</u>	<u>1,107,729</u>	<u>(1,145,193)</u>	<u>0</u>	<u>2,772,143</u>

The Head of Clinical fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on the salary of the post "Head of Clinical".

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

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.

CHILTERN MS CENTRE LTD
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 DECEMBER 2019

23 MOVEMENT IN FUNDS (CONTINUED)

The Pool Filters fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on pool filters.

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 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 Tring Lions fund relates to donations received by the charity where they wish for the funds to be applied towards the cost of tiling for the hydrotherapy pool.

The Reception fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on the refit of the Centre reception area.

The Coffee Machine fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on a coffee machine.

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 Owens building infrastructure fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on infrastructure projects or energy saving schemes.

The Butler Caddle fund relates to donations received by the charity where the donor has agreed to support spend on pool filters, a public address system, pool steps and hydrotherapy salaries.

The hardship fund relates to a donations received by the charity where the donor has agreed to support members unable to pay membership fees through financial hardship.

The Agenda For Change Fund relates to donations received by the charity where the donor has agreed to help alleviate the impact of wage increases committed to in 2018.

The Occupational Therapy 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 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 Exercise Programme fund relates to donations received by the charity where the donor has agreed to fund an exercise programme for people with limited or impaired access to the Centre.

The Pool Refurbishment Fund related to donations received by the charity to be used to support a range of repairs and improvements to the hydrotherapy pool.

The Pool Steps Fund Fund related to donations received by the charity to be used to replace the vertical steps with sloping steps with handrails.

The London Marathon Charitable fund relates to donations received by the charity where the donor has stated they wish for the donation to be spent on venue hire, equipment and wages for the exercise programme.

The National Lottery Community 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 services.

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.

CHILTERN MS CENTRE LTD
 NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
 FOR THE YEAR ENDED 31 DECEMBER 2019

24a ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS

	General unrestricted funds £	Restricted funds £	2019 Total Funds £
Tangible fixed assets	2,497,218		2,497,218
Fixed asset investment	1,999		1,999
Current Assets	279,657	101,186	380,843
Creditors falling due within one year	(61,243)		(61,243)
Creditors falling due after more than one year	(140,039)		(140,039)
	<u>2,577,592</u>	<u>101,186</u>	<u>2,678,778</u>

24b ANALYSIS OF GROUP NET ASSETS BETWEEN FUNDS (PRIOR YEAR)

	General £	Restricted £	2018 Total £
Tangible fixed assets	2,538,603		2,538,603
Fixed asset investment	1,999		1,999
Current Assets	285,330	185,204	470,534
Creditors falling due within one year	(85,754)		(85,754)
Creditors falling due after more than one year	(153,178)		(153,178)
	<u>2,587,000</u>	<u>185,204</u>	<u>2,772,204</u>

24 PENSION COMMITMENTS

During the year the charity contributed a total of £32,498 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 2019, based on the employee salaries at the time, there was an annualised commitment of £27,480.

25 RELATED PARTY DISCLOSURES

The total employee benefits of the key management personnel of the Group and Charity were £224,704 (2018: £245,333). Key management personnel comprise the chief executive together with the senior leadership team.

The charitable company has one subsidiary, Oakwood Wellbeing Ltd as detailed in note 15 above. During the year, this subsidiary made payments under the gift aid payment scheme to the charitable company of £29,012 (2018: £5,000)

26 ULTIMATE CONTROLLING PARTY

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

27 COMPANY LIMITED BY GUARANTEE

The liability of each member is limited to £10 by guarantee.



"I plucked up the courage to go to the Centre just a few months after my diagnosis. It was an absolute relief to talk to people that actually understood MS and it has made a huge difference to my life. With their help and support I am no longer so fearful of the future." Catherine

"I had to make changes to stay at work. It got to the point that I did need support, despite me being a bit stubborn about it! The Centre helped me think about the changes I might need, prepare for the discussions with my manager, and through regular physio, keep me strong enough to work to." Matt



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