

COMPANY REGISTRATION NUMBER 02296103

**BEDFORDSHIRE AND NORTHAMPTONSHIRE
MULTIPLE SCLEROSIS THERAPY CENTRE
LIMITED**

FINANCIAL STATEMENTS

31 DECEMBER 2017

Charity Number 802510

COLLETT HULANCE LLP

**Chartered Certified Accountants & Statutory Auditor
40 Kimbolton Road
Bedford
MK40 2NR**

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

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**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

CHARITABLE COMPANY INFORMATION

Registered charity name Bedfordshire and Northamptonshire Multiple Sclerosis
Therapy Centre Limited

Charity number 802510

Company registration number 02296103

Registered office Bradbury House
155 Barkers Lane
Bedford
MK41 9RX

Trustees Kay Taylor (Chairman)
Susan Napper
Frank Sudlow (Treasurer)
Karen Lathaen
Jean-Pierre Brown
Alex Scott
Dominic Quirke
Melanie Hawman (Secretary)

Secretary Melanie Hawman

Auditor Collett Hulance LLP
Chartered Certified Accountants
& Statutory Auditor
40 Kimbolton Road
Bedford
MK40 2NR

Bankers HSBC
12 Allhallows
Bedford
MK40 1LJ

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 DECEMBER 2017

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the year ended 31 December 2017.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of charitable company information on page 1 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Kay Taylor (Chairman)
Susan Napper
Frank Sudlow (Treasurer)
Jean-Pierre Brown
Alex Scott
Dominic Quirke
Melanie Hawman (Secretary)

Karen Lathaen (Appointed 30 June 2017)

Gordon Staple (Secretary) (Retired 30 June 2017)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable company limited by guarantee, incorporated in 1988 and is governed by memorandum and articles of association as renewed and dated 9th January 2008.

The charitable company is managed by the Executive Committee, which meets on a six-weekly basis. They are responsible for setting policies and procedures, deciding on budgets, salaries, therapies and services to be provided. The Executive committee members, who are also trustees of the company, are elected at the Annual General Meeting (AGM).

There is also a fundraising committee who are responsible for raising some of the funds for the charity.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

OBJECTIVES AND ACTIVITIES

Our vision is to be: A centre of excellence providing professional specialist therapies and support for people with MS in a self-help environment that inspires and empowers.

The Principal activity and charitable object is to provide facilities to improve the condition of people living with Multiple Sclerosis. There has been no material change in the policies adopted since the last report.

Bedfordshire and Northamptonshire Multiple Sclerosis Therapy Centre Limited co-operates with other MS charities in the pursuit of its charitable objective.

The charitable company offers a range of therapies in order to further its objectives. The therapies provided are wide-ranging. We provide the following therapies and services: MS nurse, counselling, physiotherapy and hydrotherapy that have limited provision from the NHS. We also host a continence nurse from the local NHS Trust. Our beneficiaries are able to access these services for as long as they need them, with short waiting times, and all under one roof. We offer a range of complementary therapies and treatments including oxygen treatment, that have good benefit, and would otherwise be costly to the individual.

The difference that our services make to people living with MS in Bedfordshire and Northamptonshire is great:

- People receive advice to enable self-management of their condition
- People are able to maintain functional mobility
- Hospital admissions may be avoided
- Hospital discharge may be accelerated and supported
- People have someone to turn to at any time, and feel supported
- People meet others in a similar situation to themselves

The GEMSS survey showed that:

- Two-thirds of our attendees are female (as expected nationally), with an average age of 57 years old.
- Two thirds of respondents have progressive MS and two thirds were diagnosed more than 10 years ago.
- 80% of the respondents have moderate to severe disability. This data shows that we are catering mostly for the people who are further along in their disease journey, and have accumulated a significant amount of disability.
- Three quarters of respondents travel a significant distance to visit the Centre, demonstrating that comparable services are not available nearby.
- Most respondents have been visiting the Centre for 5 years or more, and most attend weekly. This shows that we provide long-term continuous support. For those who attend more than once a week, we are providing intensive support, which would not be available via the NHS.
- The MS nurses and physiotherapy/gym are our most highly used services, enabling respondents to state that they got help with staying healthy and avoiding falls.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

- Some respondents said that they would like more help with overcoming fatigue, so this is an area that we should consider providing more structured support.
- The Centre delivered very well on important measures of patient experience, such as, having trust in the experience of the staff, and staff having time to spend listening and explaining things.
- People found that it was easy to contact the Centre and easy to get an appointment within the constraints of what we can provide given our resources.
- 99% of respondents said that the Centre had made a difference to their quality of life. This included aspects of both physical and emotional wellbeing, for example: Ability to cope, ability to take care of yourself and self-management techniques.
- Respondents stated that if they hadn't had access to the MS Therapy Centre they would have made more visits to GPs, neurologists and A &E, or would have struggled on their own.
- From the people who said that they would have made more visits to the NHS services, the MS Trust calculated that the MS Therapy Centre had saved the NHS over £41,000 over the year.

A small selection of the many expressions of benefits received from attending the MS Therapy Centre:

"The gym and group physio encourages me to exercise (which I would not normally do)."

"Regular physiotherapy and gym use has made considerable difference to my flexibility and pain levels."

"Without attending the MS Therapy Centre, my husband would not get out of the house. It provides him with mental stimulus as well as physio and shiatsu."

"There are others in the same but, with varying problems that can be shared and discussed openly."

"I no longer need to take my pain medication. I am back at work, and I have my UTIs under control."

"I have built up muscle by doing exercise and have been provided with walking aids that would not have been available on the NHS. I now have more confidence in walking."

Benefits to society as a whole include reduced costs to NHS and Local Authorities in terms of medical and social care provision, since people are able to live independently for longer, and do not access hospital services as much as those who do not have the benefit of attending the MS Therapy Centre.

Trustees have complied with their duty to have due regard to public benefit guidance when exercising any powers or duties to which the guidance is relevant.

Our therapies and treatments are provided mostly to anyone with MS living in Bedfordshire and Northamptonshire, and also to people living within a reasonable distance. MS Therapy Centres are present in other counties to serve those living elsewhere. We signpost to other Centres and to statutory services as appropriate.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

Our therapies are provided free of charge to any individual accessing the Therapy Centre. We request donations to running costs from all members and raise further funds from charitable trusts, companies, local groups and other individuals.

The therapies and treatments are provided for individuals with MS to help themselves - we are a self-help charity. This means that any individual with MS can decide for themselves which therapies they would like to access, if thought appropriate by the relevant therapist. Any therapy is undertaken with advice from the professional offering that therapy. The Trustees do not envisage any detriment or harm to anyone undertaking therapies as long as they are taken in accordance with the guidelines laid out by the Therapy Centre.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

ACHIEVEMENTS AND PERFORMANCE

We continue working in line with our strategic plan that was adopted at the beginning of 2015, and assess any potential developments against the principles set out in the development plan. We remain focussed on working for people living with MS

We have 10 'themes' underpinning our strategy. The section below is grouped into these themes.

Leading Knowledge: We continue to place emphasis on staff training. Individual staff members have attended relevant training days as appropriate to their specialism.

In 2017, our team in the physiotherapy, gym and shiatsu department were highly commended by the MS Society Awards in the category MS Professional of the year.

Committed team: Our staff works as a holistic multi-disciplinary team, sharing information and support to gain the best outcomes for our users. We hold regular staff meetings, training and social events.

Wider Services: We have integrated our adapted gym with the physiotherapy department. This has resulted in even greater joined-up working and supervision of exercise programmes. The physio suite is a lively and interactive atmosphere, whilst remaining extremely professional. We have employed 2 new physiotherapists in 2017 who are both working very effectively.

We have piloted a programme called 'digesting science' aimed at families with children between the ages of 6 and 12. This was a fun, interactive and informative workshop where children learnt about the effects of MS on their family member. It was enthusiastically received, and we will repeat the workshop in the coming year.

Engaging members: We communicate with our members through a quarterly newsletter, website updates, Facebook pages, Twitter, blogs and a representative of the service users. Our regular surveys of members ensure that we consult with users of our services and seek their opinions on the products that we provide.

In 2017, the GEMSS survey detailed above gave us a very good understanding of who is using the service and why.

Enhanced Facilities: It came to our attention that the filtration rate of the hydrotherapy pool needed to be upgraded, and we also had more people using the facility, meaning that we needed an extra changing room. Thanks to a very generous donation from the Masonic Charitable Foundation along with other donations, we have been able to completely re-model the changing rooms to provide one that is fully accessible via hoist, and to refurbish the flooring as well as the filtration system. In a time when many NHS hydrotherapy pools are closing, this represents a very valuable facility indeed.

Quality: We have continued to work on the quality of our services and have updated a number of policies, procedures and HR systems in order to ensure that we comply with current best practise.

We have started work on preparing our members' data to be imported into a database that will allow us to easily access contact details as well as book treatments and record outcomes. This data will be stored, and contact details will be used in accordance with the guidelines of the General Data Protection Regulations (GDPR).

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

We continue to be actively involved with our over-arching body the MS National Therapy Centres, (MSNTC), via the East Anglia regional meetings. One of our Trustees, Frank Sudlow, is also a trustee of MSNTC.

Key Health Provider: We have regular referrals to our services from local GPs and consultants. We remain unfunded by the NHS or Clinical Commissioning Group (CCG).

Profile and awareness: We aim to become well known in the community in order to make sure that as many people as need our services know about us. We have been charity partner for a weekend of well-attended concerts in Bedford for the past 3 years. Our fundraising events, held in the community, also raise our profile.

Value Driven: We measure our ideas and products against our values before implementing any new developments.

Financial Strength: After several years of deficit in our accounts, we have now shown a surplus for 2 years running. We cannot be complacent, but we are reassured that the finances are now sufficiently robust that we could consider extending some services as required.

Our services continue to be well used. We have approximately 800 people on our books, with up to 300 attending each week.

There are waiting lists for several therapies, meaning that we have to manage the demand in order to provide fair access for everyone.

We employ or contract: Based on 1 FTE equal to 37.5 hours

1 manager	0.93 FTE
2 part time physiotherapists	1.53 FTE
1 part time physiotherapy assistant	0.67 FTE
2 part time MS Specialist nurses	0.56 FTE
1 part time fundraiser	0.40 FTE
1 part time Trust fundraiser	0.43 FTE
1 part time hydrotherapy assistant	0.52 FTE
1 part time mini bus driver	0.80 FTE
1 part time gym assistant	0.32 FTE
1 part time APS assistant	0.24 FTE
1 part time cleaner	0.24 FTE
1 part time carer	0.53 FTE
1 part time admin assistant	0.32 FTE

We contract sessions with a self-employed dietician and counsellor and 7 other complementary therapists who provide Shiatsu, Bowen, Reflexology, Yoga, Tai Chi and Pilates.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

We seek the help of as many volunteers as appropriate to assist with:

- Administration
- Fundraising
- Assisting therapists where necessary
- Oxygen chamber operators

FINANCIAL REVIEW

As we do not receive any statutory funding, the Therapy Centre has to raise all its funding from Charitable Sources to enable us to continue to provide a unique range of therapies and services for people with MS living in Bedfordshire and Northamptonshire.

Our basic fundraising remains the same:

- Writing to Trusts for sponsorship
- Requesting donations from members
- Fund raising via our own committee
- Seeking funding from local organisations

We have continued the work on reducing expenditure, and have made cost savings in a number of areas, mostly to do with the overheads of running the building. None of our cost savings have affected service delivery.

In 2017 we set up a pension scheme in accordance with the pension regulator, which has been well received. We also carried out a salary benchmarking exercise, and are confident that our members of staff are paid appropriately for their job descriptions. This, together with the pension contributions has increased our wages bill somewhat.

This was a very successful year for most funding streams, including generous donations from Charitable Trusts, fundraising events and member contributions, leading to a surplus reported for the year.

This must, however, be taken in the context that £46,500 of the income received in 2017 was restricted or designated to be spent on the refurbishment of the hydrotherapy pool. This amount, plus additional costs will be spent in 2018.

Reserves Policy: We endeavour to always maintain a reserve fund of at least one year's running costs.

RISK MANAGEMENT

The MS Therapy Centre is very aware of managing risk in order to provide safe and consistent therapies to our clients. The charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks.

We carry out continuous monitoring and immediate response to potential risks, in particular in the areas of financial risk, risk to safety of people attending the Centre, and risk to our reputation. All identified risks are logged on our risk register and are reported by the Centre manager to the Trustees who take immediate action to implement measures to reduce risk to acceptable levels. The Trustees meet every six weeks, but are also available at all times to assist the manager in assessing all risks and mitigating the risks before they evolve into serious issues.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

PLANS FOR FUTURE PERIODS

We will continue to monitor our services in order to ensure that we provide the best possible service and therapies to people with MS and their families.

We will diversify and maximise our income streams to ensure that we remain a thriving Centre. To further this end, we are strengthening our fundraising team by employing a second fundraiser (part time), and increasing the number of volunteers who regularly help in this work. We will focus on extending our fundraising activities into neighbouring counties in order to support the people who attend the Centre and who live in these localities. We will increase the range of fundraising activities in order to provide social events for our clients as well as to raise funds.

We will continue to run the 'Digesting Science' workshops, having proved in 2016 that it is a useful activity. We will continue to provide information and advice to our clients such that they become experts in their condition and can self-manage their illness.

We will try to make sure that the Centre meets the needs of people living with MS who are still working or who have families, and are not able to attend the Centre regularly, or during our core hours.

We will continue to be involved with the activities of the MS National Therapy Centres (MSNTC) and support their aims to raise national awareness of MS, and excellence in service provision for people living with MS.

We will ensure that our facilities remain at high specification and are fit for purpose. Further re-organisation of the Centre will take place in order to maximise our facilities. We will seek to obtain funding for a new minibus to ensure that people who do not have their own transport can attend the Centre.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees (who are also the directors of Bedfordshire and Northamptonshire Multiple Sclerosis Therapy Centre Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and accounting estimates that are reasonable and prudent; and

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 DECEMBER 2017

TRUSTEES' RESPONSIBILITIES STATEMENT *(continued)*

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

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

AUDITOR

Collett Hulance LLP are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:
Bradbury House
155 Barkers Lane
Bedford
MK41 9RX

Signed by order of the trustees



Melanie Hawman
Charity Secretary

5/6/2018..

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

YEAR ENDED 31 DECEMBER 2017

Opinion

We have audited the financial statements of Bedfordshire and Northamptonshire Multiple Sclerosis Therapy Centre Limited (the 'charity') for the year ended 31 December 2017 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, 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 FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members 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 charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2017 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

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 charity 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 trustee's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustee has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity'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.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED *(continued)*

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustee is responsible for the other information. 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 trustee's report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustee's report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustee's report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustee's remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustee was 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.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED *(continued)*

Responsibilities of the trustee

As explained more fully in the trustee's responsibilities statement, the trustee (who is also the director for the purposes of company law) is 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 trustee determines 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 trustee is responsible for assessing the charity'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 trustee either intends to liquidate the charity or to cease operations, or has no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustee.
- Conclude on the appropriateness of the trustee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF
BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS
THERAPY CENTRE LIMITED *(continued)***

YEAR ENDED 31 DECEMBER 2017

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



LYNDEN PHILIP RICHARDSON FCCA
(Senior Statutory Auditor)
For and on behalf of
COLLETT HULANCE LLP
Chartered Certified Accountants
& Statutory Auditor

40 Kimbolton Road
Bedford
MK40 2NR

18.06.2018

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 DECEMBER 2017

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
INCOMING RESOURCES					
Incoming and endowments					
Donations and legacies	2	207,943	69,430	277,373	231,362
Investment Income	4	5,853	-	5,853	5,833
Incoming resources from					
charitable activities	5	190,837	-	190,837	179,487
Other incoming resources	6	10,053	-	10,053	12,289
Gains on revaluation of investment assets		16,639	-	16,639	10,752
TOTAL INCOMING RESOURCES		<u>431,325</u>	<u>69,430</u>	<u>500,755</u>	<u>439,723</u>
RESOURCES EXPENDED					
Charitable activities	7/8	(337,634)	(17,783)	(355,417)	(380,656)
Raising funds	9	(18,293)	(7,201)	(25,494)	(13,542)
Other resources expended	10	(5,824)	(2,017)	(7,841)	(781)
TOTAL RESOURCES EXPENDED		<u>(361,751)</u>	<u>(27,001)</u>	<u>(388,752)</u>	<u>(394,979)</u>
NET INCOME FOR THE YEAR	12	<u>69,574</u>	<u>42,429</u>	<u>112,003</u>	<u>44,744</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>507,675</u>	<u>35,961</u>	<u>543,636</u>	<u>498,892</u>
TOTAL FUNDS CARRIED FORWARD		<u>577,249</u>	<u>78,390</u>	<u>655,639</u>	<u>543,636</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 17 to 26 form part of these financial statements.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED


BALANCE SHEET

31 DECEMBER 2017

	Note	2017		2016
		£	£	£
FIXED ASSETS				
Tangible assets	15		109,528	130,275
Investments	16		181,421	160,751
			<u>290,949</u>	<u>291,026</u>
CURRENT ASSETS				
Stocks	17	2,529		1,067
Debtors	18	23,251		23,367
Cash at bank		345,613		232,700
			<u>371,393</u>	<u>257,134</u>
CREDITORS: Amounts falling due within one year	19		<u>(6,703)</u>	<u>(4,524)</u>
NET CURRENT ASSETS			364,690	252,610
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>655,639</u>	<u>543,636</u>
NET ASSETS			<u>655,639</u>	<u>543,636</u>
FUNDS				
Restricted income funds	20		78,390	35,961
Unrestricted income funds	21		577,249	507,675
TOTAL FUNDS			<u>655,639</u>	<u>543,636</u>

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the members of the committee and authorised for issue on the 05/06/18 and are signed on their behalf by:


 Kay Taylor (Chairman)

Company Registration Number: 02296103

The notes on pages 17 to 26 form part of these financial statements.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102) as amended by Update Bulletin 1, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small.

Incoming resources

Donations, grants and interest income are included in the financial statements when receivable. Legacy income is accounted for when there is reasonable certainty of the legacy's value and receipt.

Intangible income is only included in the statement of financial activities if the charity would otherwise have to purchase that which has been donated. The valuation of intangible income is undertaken by the trustees. The charity relies on the continuing voluntary commitment of the trustees and other volunteers.

Investment assets and income

Investments have been included in the accounts at market value. Gains and losses on disposal and revaluation in the year are charged or credited to the statement of financial activities (Sofa). Investment income is included in the sofa in the year in which it is receivable.

Netting off of income and expenditure

Fundraising income is shown net of associated costs for small fundraising events and the cost of the centre's shop.

Fixed assets

All fixed assets are initially recorded at cost.

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Hydrotherapy pool	20% reducing balance
Fixtures and fittings	20% reducing balance
Minibus	20% reducing balance
Leasehold improvements	20% reducing balance
Chambers	20% reducing balance

Stocks

Stocks have been valued by the trustees at the lower of cost and net realisable value.

Capitalisation of assets

Under the terms of the lease agreement with Bedford Borough Council the centre building will revert to being the property of Bedford Borough Council at the end of the lease in 2045. The value of the building is estimated to be in the region of £750,000. Prior to 1998 all capital expenditure was written off, but since 1998 the company's policy is to capitalise leasehold improvements.

Small items of expenditure have been charged as resources expended.

Fund accounting

The charity's unrestricted reserves consist of general reserves which the charity may use for its purposes, at its discretion and these may include reserves which have been designated by the trustees to meet future commitments.

Restricted reserves are those where the donor has imposed restrictions on the use of the funds which are legally binding.

Cost allocation

Allocation of resources expended has been made on the following basis:

Costs have been directly allocated to appropriate expenditure headings where appropriate.

Indirect costs and support costs have been allocated in the following proportion:

Therapies	90%
Fundraising, publicity	5%
Governance	5%

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

1. ACCOUNTING POLICIES *(continued)*

Reserves policy

The reserves policy of the charitable company is to endeavour to hold funding equating to 12 months running costs in order to preserve the use of the Therapy Centre. Where donations received are in excess of targets for specific fundraising items, small excesses arising will be transferred to the general fund, once the donors obligations have been satisfied.

2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Donations and gifts				
Donations and gifts	203,151	69,430	272,581	177,033
Legacies				
Legacies	1,000	-	1,000	50,000
Grants receivable				
Sundry grants	3,792	-	3,792	4,329
	<u>207,943</u>	<u>69,430</u>	<u>277,373</u>	<u>231,362</u>

3. FUNDRAISING AND SHOP

Fundraising and shop income includes the income from fundraising events, the charity shop, clothes boutique and plant sales. The income is shown after deduction of associated costs.

	Fundraising Events £	Charity Shop £	Total £
Income	68,770	10,955	79,724
Expenditure	(5,301)	(1,881)	(7,182)
Net Income	<u>63,469</u>	<u>9,074</u>	<u>72,542</u>

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income from UK listed investments	1,218	1,218	896
Income from non-UK listed investments	-	-	336
Bank interest receivable	1,077	1,077	1,856
Investment income other UK investments	3,558	3,558	2,745
	<u>5,853</u>	<u>5,853</u>	<u>5,833</u>

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Members donations	118,294	118,294	106,464
Charity Shop	9,074	9,074	10,349
Fundraising events	63,469	63,469	62,674
	<u>190,837</u>	<u>190,837</u>	<u>179,487</u>

6. OTHER INCOMING RESOURCES

	Unrestricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£
Other income	10,053	10,053	12,289
	<u>10,053</u>	<u>10,053</u>	<u>12,289</u>

7. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Therapies	247,995	11,688	259,683	270,315
Fundraising and Publicity	20,415	-	20,415	18,439
Support costs	69,224	6,095	75,319	91,902
	<u>337,634</u>	<u>17,783</u>	<u>355,417</u>	<u>380,656</u>

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

8. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support costs £	Total Funds 2017 £	Total Funds 2016 £
Therapies	259,683	71,967	331,650	358,173
Fundraising and Publicity	20,415	3,352	23,767	22,483
	<u>280,098</u>	<u>75,319</u>	<u>355,417</u>	<u>380,656</u>

9. RAISING FUNDS

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Salaries and wages	3,851	-	3,851	3,372
Employer's NIC	259	-	259	44
Rates and water	3,192	-	3,192	25
Light and heat	306	-	306	381
Audit fees	4,920	-	4,920	5,250
Insurances	308	-	308	301
Repairs and maintenance	2,370	6,831	9,201	1,215
Bank charges	-	-	-	2
National Therapy Centres subscription	-	-	-	100
Depreciation	1,063	370	1,433	1,570
Other pension costs	670	-	670	-
Printing and stationery	107	-	107	173
Investment management fees	779	-	779	732
Telephone and post	330	-	330	225
Miscellaneous	138	-	138	152
	<u>18,293</u>	<u>7,201</u>	<u>25,494</u>	<u>13,542</u>

10. OTHER EXPENSES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Losses on disposal of tangible fixed assets for charity's own use	5,824	2,017	7,841	-
Profit on disposal of investments	-	-	-	781
	<u>5,824</u>	<u>2,017</u>	<u>7,841</u>	<u>781</u>

BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

11. ANALYSIS OF SUPPORT COSTS

	Fundraising Therapies and Publicity		Total 2017	Total 2016
	£	£	£	£
Premises	25,326	1,078	26,404	37,454
Bank charges	13	1	14	39
Depreciation	23,352	1,433	24,785	29,820
Insurance	5,535	308	5,843	5,720
Motor vehicle expenses	8,164	-	8,164	8,424
Telephone & postage	5,936	330	6,266	4,271
Printing & Stationery	1,148	64	1,212	3,286
Miscellaneous	2,493	138	2,631	2,888
	<u>71,967</u>	<u>3,352</u>	<u>75,319</u>	<u>91,902</u>

12. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging:

	2017	2016
	£	£
Staff pension contributions	670	-
Depreciation	26,218	31,390
Auditors' fees	<u>4,920</u>	<u>5,250</u>

13. FUND TRANSFERS

During the year funds totalling £416 (£nil 2016) were transferred from the restricted fund to the unrestricted fund.

14. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	189,983	188,447
Social security costs	9,536	9,423
Other pension costs	670	-
	<u>200,189</u>	<u>197,870</u>

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

14. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

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

	2017	2016
	No.	No.
Number of Therapists, Clinical and Care Staff	10	10
Number of Fundraisers	2	2
Number of Management staff	1	1
Number of Other staff	2	2
	15	15

No employee received remuneration of more than £60,000 during the year (2016 - Nil).

15. TANGIBLE FIXED ASSETS

	Chambers £	Hydropool £	Fixtures & Fittings £	Minibus £	Leasehold improvements £	Total £
COST						
At 1 Jan 2017	66,392	106,582	305,167	39,395	174,193	691,729
Additions	-	-	13,323	-	-	13,323
Disposals	-	-	(125,342)	-	-	(125,342)
At 31 Dec 2017	66,392	106,582	193,148	39,395	174,193	579,710
DEPRECIATION						
At 1 Jan 2017	65,332	105,046	199,887	29,240	161,949	561,454
Charge for the year	212	307	21,219	2,031	2,449	26,218
On disposals	-	-	(117,490)	-	-	(117,490)
At 31 Dec 2017	65,544	105,353	103,616	31,271	164,398	470,182
NET BOOK VALUE						
At 31 Dec 2017	848	1,229	89,532	8,124	9,795	109,528
At 31 Dec 2016	1,060	1,536	105,280	10,155	12,244	130,275

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

16. INVESTMENTS

Movement in market value

	2017	2016
	£	£
Market value at 1 Jan 2017	160,751	167,650
Acquisitions at cost	4,031	6,101
Disposals at opening book value	-	(23,752)
Net gains on revaluations in the year ended 31 December 2017	16,639	10,752
Market value at 31 Dec 2017	<u>181,421</u>	<u>160,751</u>
Historical cost at 31 Dec 2017	<u>136,084</u>	<u>132,053</u>

Analysis of investments at 31 Dec 2017 between funds

	Unrestricted Funds	Restricted Funds	Total Funds 2017	Total Funds 2016
	£	£	£	£
Listed investments				
UK Quoted fixed interest Securities	26,717	-	26,717	25,928
UK quoted shares	74,813	-	74,813	63,977
Non UK quoted shares	54,877	-	54,877	50,622
	<u>156,407</u>	<u>-</u>	<u>156,407</u>	<u>140,527</u>
Other investments				
Overseas Index Linked Securities	11,123	-	11,123	11,866
Other UK Investments	4,534	-	4,534	3,032
UK Cash held as part of Portfolio	9,357	-	9,357	5,326
	<u>25,014</u>	<u>-</u>	<u>25,014</u>	<u>20,224</u>
	<u>181,421</u>	<u>-</u>	<u>181,421</u>	<u>160,751</u>

Investments held at 31 December which are over 5% of portfolio by value are:

	Market Value £
JP Morgan Flem Merc	16,343
Lowland Inv. Co.	15,450
C G Portfolio Fund	11,123
Kames Capital	11,791
Standard Life Investments	15,501
Schroder Unit Trusts	12,898
Rabobank Nederland	15,498
Artemis Fund Managers	17,694
Man Fund Management	11,189

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

16. INVESTMENTS *(continued)*

Listed investments

Listed investments having a net book value of £126,727 (2016 - £126,727) are held by the charity and had a market value of £172,064 at the end of the year (2016 - £155,425).

17. STOCKS

	2017	2016
	£	£
Stock	<u>2,529</u>	<u>1,067</u>

18. DEBTORS

	2017	2016
	£	£
Prepayments	<u>23,251</u>	<u>23,367</u>

19. CREDITORS: Amounts falling due within one year

	2017	2016
	£	£
Accruals	<u>6,703</u>	<u>4,524</u>

20. RESTRICTED INCOME FUNDS

	Balance at 1 Jan 2017	Incoming resources	Outgoing resources	Transfers	Balance at 31 Dec 2017
	£	£	£	£	£
Restricted Building & Special Project Fund	<u>35,961</u>	<u>69,430</u>	<u>(26,585)</u>	<u>(416)</u>	<u>78,390</u>

21. UNRESTRICTED INCOME FUNDS

	Balance at 1 Jan 2017	Incoming resources	Outgoing resources	Gains and losses	Balance at 31 Dec 2017
	£	£	£	£	£
General Funds	<u>507,675</u>	<u>414,686</u>	<u>(361,751)</u>	<u>16,639</u>	<u>577,249</u>

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 DECEMBER 2017

22. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
Restricted Income Funds:				
Restricted Building & Special Project Fund	26,760	-	51,630	78,390
Unrestricted Income Funds	<u>82,768</u>	<u>181,421</u>	<u>313,060</u>	<u>577,249</u>
Total Funds	<u>109,528</u>	<u>181,421</u>	<u>364,690</u>	<u>655,639</u>

23. RELATED PARTY TRANSACTIONS

The charitable company was under the control of the Executive Committee as listed on page 1.

No transactions with related parties were undertaken such as are required to be disclosed under FRS102 (effective 1 January 2015) – (Charities SORP (FRS102))

24. COMPANY LIMITED BY GUARANTEE

The charitable company, not having share capital, is limited by guarantee from the members of Bedfordshire and Northamptonshire Multiple Sclerosis Therapy Centre Limited.

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

MANAGEMENT INFORMATION

YEAR ENDED 31 DECEMBER 2017

**The following pages do not form part of the statutory financial statements
which are the subject of the independent auditor's report on pages 11 to 14.**

**BEDFORDSHIRE AND NORTHAMPTONSHIRE MULTIPLE
SCLEROSIS THERAPY CENTRE LIMITED**

DETAILED INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 DECEMBER 2017

		2017		2016
	£	£	£	£
Donations and gifts			272,581	177,033
Legacies			1,000	50,000
Investment income			4,776	3,977
Grants receivable			3,792	4,329
Bank interest receivable			1,077	1,856
Other income			10,053	12,289
Members donations			118,294	106,464
Charity shop			9,074	10,349
Fundraising events			63,469	62,674
Unrealised (loss)/gain on investments			16,639	10,752
TOTAL INCOME			<u>500,755</u>	<u>439,723</u>
 DIRECT COSTS:				
Wages and salaries		199,519		197,870
Therapists and other professional fees		71,896		80,300
Therapy costs		12,793		14,000
Insurance, licences and subscriptions		6,151		6,121
Minibus expenses		8,164		8,424
Investment management fees		779		732
Accountancy and audit fees		4,920		5,250
			<u>304,222</u>	<u>312,697</u>
 INDIRECT COSTS:				
Light and heat - Paid	13,730			12,794
Light and heat - FIT repayments	<u>(7,603)</u>	6,127		(5,168)
Printing and stationery		1,318		3,459
Telephone and postage		6,596		4,496
Repairs and maintenance		27,495		30,948
Water rates		1,370		1,322
General rates- Paid	4,112			8,389
General rates- Rebate received		<u>4,112</u>		(9,210)
Bank charges		14		41
Miscellaneous		2,769		3,040
Depreciation		26,218		31,390
Pension costs		670		
Losses on disposal of fixed assets		7,841		0
(Profit)/losses on disposal of investments				781
			<u>84,530</u>	<u>82,282</u>
TOTAL EXPENDITURE			<u>388,752</u>	<u>394,979</u>
 NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR				
			<u>112,003</u>	<u>44,744</u>