

Company Number: 5292539

INTEGRATED NEUROLOGICAL SERVICES

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

Charity Number : 1107273

BEGBIES
Chartered Accountants
9 Bonhill Street
London
EC2A 4DJ

INTEGRATED NEUROLOGICAL SERVICES

CONTENTS

	Page No.
Annual Report of the Trustees	1 - 16
Statement of Financial Activities	17
Balance Sheet	18
Statement of Cash Flows	19
Notes to the Accounts	20 - 29
Independent Examiner's Report	30

INTEGRATED NEUROLOGICAL SERVICES
LEGAL AND ADMINISTRATIVE INFORMATION

Patrons	Robin Jowit OBE Serge Lourie The Baroness Wilkins Sir William Wells Founder President: Eleanor Kinnear Vice President: Dr. Elizabeth Grove
Board of Trustees	Anne Gowan, Chair Peter Rogers, Vice Chair Telfer Saywell JP, FCA Treasurer Christopher Williams to December 2021 Lew Gray Chetan Vyas Monica Bithal to November 21 Gary Norman Dugald Millar Susan Stevens
New Trustees	Steve Williams, from October 2021 Tessa James, from October 2021 Julie Walmsley from March 2022 Karen Pearce from September 2022
Advisor	Neurological Consultant: Dr. Peter Bain, MBBS MA MD FRCP
Senior Management	Chief Executive - Sarah Vines
Charity Name	Integrated Neurological Services
Charity Registration Number	1107273
Company Registration Number	5292539
Operational Centre and Registered Address	82 Hampton Road Twickenham Middlesex TW2 5QS Tel: 020 8755 4000 Fax: 020 8755 4003 Email: admin@ins.org.uk Website: www.ins.org.uk
Independent Examiners	Begbies Chartered Accountants and Registered Auditors 9 Bonhill Street London EC2A 4DJ
Bankers	CAF Bank Limited HSBC West Malling 67 George Street Kent ME19 4TA Richmond TW9 1HG

Chair's report

As Chair of INS I have great satisfaction in sharing with you in this summary, the whole years' work of Integrated Neurological Services (INS), encapsulated in this Annual Report.

Supporting those with neurological conditions in living as independently as possible, is the aim of every aspect of the work of INS. The INS team of expert staff and loyal volunteers supported 412 clients and 157 carers in the twelve months of 2021-2022, implementing an increase of over 70% on the previous year.

Despite the two prior and difficult years the World faced from 2020, INS continued to provide a service to clients, and successfully transitioned services online, offering face-to-face support where safe and possible, thanks to the work of the staff and volunteers. The insights, capability and learnings from this period, have been taken forward with a continued blend of online and in person support for clients, with INS adapting to support clients' needs and choices.

The INS vision and support for clients has been more vital than ever, and with continued pressure on health services, interventions have taken place at an earlier stage in people's diagnosis and recovery. The education of NHS students and the service outreach to clients in the form of satellite, community-based services in the two boroughs of Richmond upon Thames and Hounslow, are key to realising the INS vision.

We at INS give thanks to the funders, donors, Friends, and partners that have supported INS in the successful delivery of our services. This has meant that we can look towards the future in a stronger and more sustainable position, with a policy to maintain six month's expenditure in reserves to secure greater resilience and the continuance of the services we offer. In addition, effective budget management by the INS team has not only made a surplus for the year, it has also meant that 94 pence in each pound has been spent on charitable services and provisions. This is a seriously commendable result, in such an unprecedented period.

The intention of INS is to increase access for those needing our services, to increase partnerships to provide wider community reach and to share learning and expertise to facilitate independent living for clients more widely, which will require the continued support of our funders, donors, and partners as well as the expertise and efforts of all our staff and volunteers. Not only do we hope to retain these relationships during the coming year and beyond, but our aim is to grow them significantly, continuing the great work that INS does, whilst reaching a whole new, client base.

Anne Gowan

Chair of Trustees

The INS Approach

Our vision is to ensure that INS provides adults who have neurological conditions and their carers with client-centred and holistic professional support tailored to their needs, looking at the whole person – physical, emotional and social – to maximise their abilities and reduce the impact of their disabilities. At INS, we increase our impact by working with universities and colleges to deliver training and placement opportunities to future health and care professionals. We continually seek to enhance our service by developing partnerships with voluntary and statutory organisations.

'In INS all of you have created a safe, comfortable and inclusive environment for clients and their carers, no matter what their illness or ability'

Our services are co-designed with our services users and delivered using a multi-disciplinary approach, drawing on a range of disciplines that provide a truly integrated service and addresses an individual's physical, emotional, and social wellbeing. We offer a hybrid and satellite model to maximise access to our services and support.

'Being part of INS makes me feel that there is support for me, which makes a huge difference to my ability to cope, and I don't feel so isolated.'

INS seeks to collaborate with partners to bring the widest range of opportunities and expertise to the INS community.

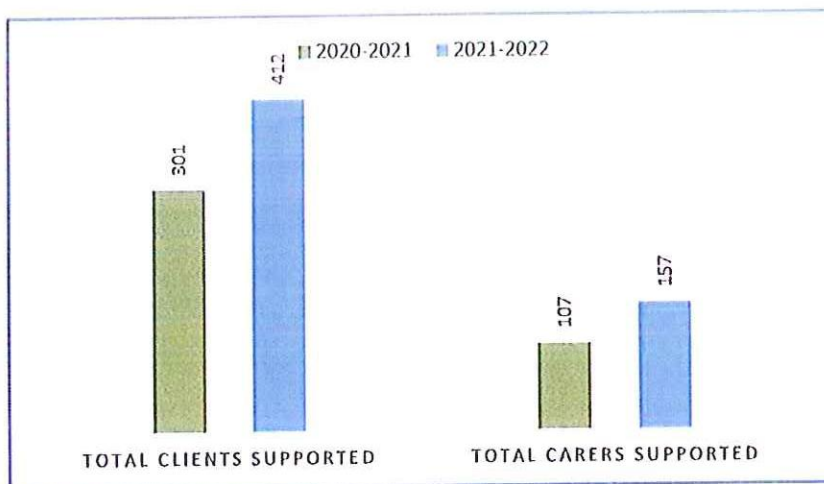


Our Achievements

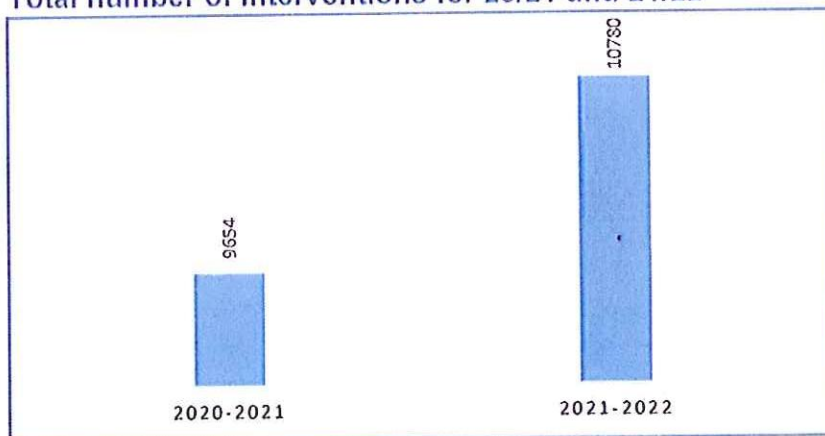
As restrictions lifted in 2021/22, INS was able to support more people with neurological conditions and carers and provide more individual and group interventions, by offering both a hybrid face-to-face and online service, delivered at INS and other venues, enabling us to re-engage with those who had not participated during the first year of the pandemic. Thanks to our efforts in setting up this hybrid approach at the start of the pandemic, INS was able to react quickly and continue to deliver this increased service, while still responding to changing COVID restrictions.

As restrictions lifted in 21/22 INS supported more people with neurological conditions and carers and delivered more interventions by delivering a hybrid face-to-face and online service, delivering at other venues and re-engaging with those who had not participated during first year of the pandemic. Due to the hard work in the first year of the pandemic setting up the hybrid approach INS was able to react quickly to continue to deliver more whilst still responding to the changing COVID restrictions.

Total number of clients and carers supported

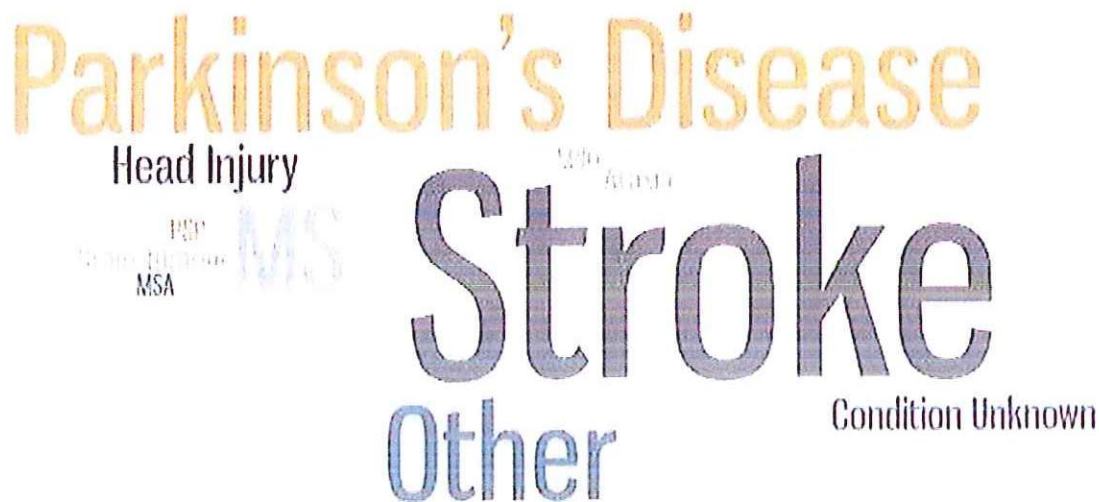


Total number of interventions for 20/21 and 21/22



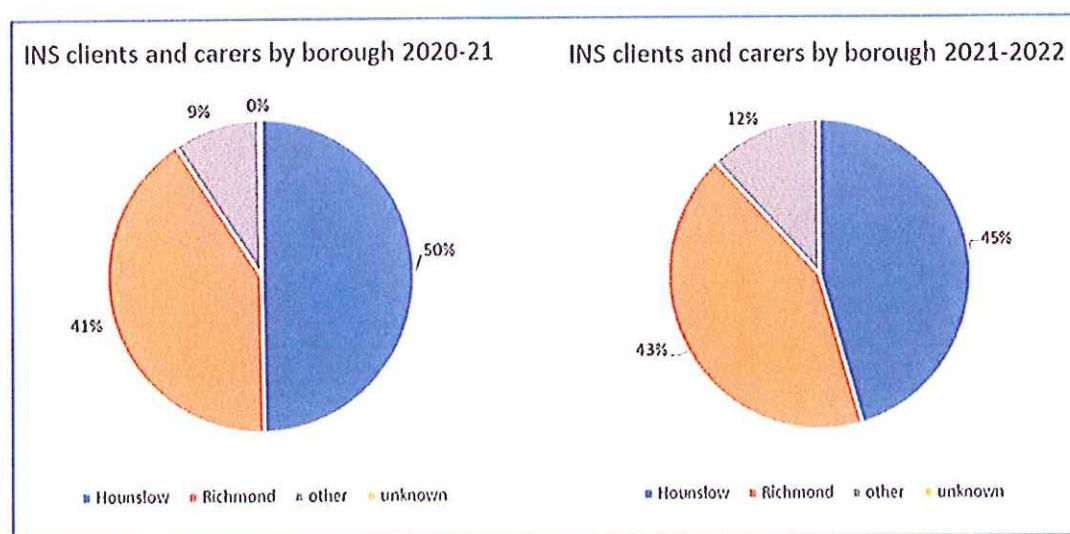
Who Do We Support?

INS has seen the largest increases in referrals for stroke survivors, we have been getting involved earlier supporting people where there were gaps in NHS services.



Total numbers of client 21/22 by condition. Word size proportional to number of referrals received.

INS continues to focus its support on the boroughs of Richmond and Hounslow however we have seen a small increase in requests from further afield. This was due to existing INS clients moving out of area but continuing to use INS online services and people from other areas seeking support where there were gaps in local services. Some accessed online or telephone services such as counselling, advice, and group activities.



Satellites

'Please have more INS'

Part of our longer-term strategy is to provide INS services through satellites in community centres in less accessible parts of Hounslow and Richmond boroughs, co-locating services with other local organisations where possible.

Our first pilot for this took place at the Age UK centre in Barnes, where funding enabled us to run weekly neuro exercise classes as well as individual physiotherapy and other therapy assessments. Sessions have been well attended with positive feedback and over the last year, we have continued running neuro exercise classes and started to offer other therapy groups, including cognitive and communication sessions, as well as new activities such as yoga. Co-locating services with Age UK Richmond and FISH at the centre has helped with things like signposting referrals, as well as providing an accessible hub for neuro services in Barnes. This has helped raise awareness of the neuro support we can offer (we have had new referrals from GP surgeries) and means we have been able to attract new service users.



INS service users attending a weekly neuro exercise class at the Age UK centre in Barnes run by one of our neuro physiotherapists. Participants have said they enjoy doing regular physical exercise and the sessions help to make them feel happier and more confident.

In January 2022, we were awarded a one-year grant, from Hounslow Council's Thriving Communities Revenue fund and Integrated Care Partnership, to deliver services one day a week, based at the Age UK Southville Community Centre in Feltham. The aim is to establish an INS hub in Hounslow in an area of the borough where we find it harder to reach new service users.



INS service users attending a cognitive therapy Train Your Brain group, run by our occupational therapist at our new Hounslow hub.



Weekly yoga sessions for INS clients and their carers at our new Hounslow hub in the Age UK Southville Community centre in Feltham. Up to 12 people took part in each session with very positive feedback about how this had helped to improve their overall wellbeing.

The programme has been developed in consultation with our service users and includes a range of weekly therapy sessions for neuro exercise, sports activities, and cognitive function, as well as creative and social activity groups including Photography, Creative Writing, and Coffee and Chat. Carers have accessed emotional wellbeing and mutual support as well as advice and education. Sessions are for both adults with neurological conditions and the person who cares for them, which means carers can enjoy the activity as sessions are supervised by INS staff and volunteers so their cared for person can have support if needed (e.g., in sporting/physical activity sessions). Since starting the hub, new referrals of Hounslow residents from various sources have increased by around 25%.

Feedback from surveys by those who regularly attend the centre, show what a difference our weekly activities are making to their lives, with comments such as:

'This wonderful group of friends and like-minded individuals give me something to look forward to each week and a sense of purpose I have lacked for many years,' and 'Thursdays have quickly become my favourite day of the week. This is due to the physical activities, yoga, games and just simply hanging out with my friends.'

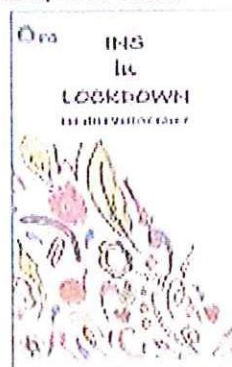
Hybrid Working

Online working enabled the innovation of new groups and allowed others to flourish.

During this time, at the suggestion of one of our service users, a new Younger Persons Group was developed. Chaired by a service user, it brought people together online to discuss issues pertinent to those diagnosed with conditions at a younger age, such as work, supporting children and relationships. This is a self-run support group, supported by a staff member, which continues to run bi-weekly online.

Our creative writing group, developed as part of the Expanding Horizons programme, had flourished online creating a safe space for people to share their work and experiences during the lockdown period.

The work created was a powerful reflection of the groups' lived experience. To capture their amazing output, we decided to self-publish 'INS in Lockdown.' The process of publishing highlighted the combined efforts of service users, their families, volunteers, and staff.



Mindfulness has been a powerful tool to help the INS community manage during this challenging time and our occupational therapy-led sessions worked particularly well online.

Case Study: A 75-year-old client who has Guillain Barre Syndrome and uses a motorised wheelchair has found our services more accessible since we introduced online groups during the pandemic and says, 'I am benefitting tremendously from the INS Zoom sessions'. These included joining regular seated exercise, neuro Pilates and art groups. They also benefitted from our 8-week Mindfulness course and follow up drop-in sessions saying, 'Your Mindfulness course really has helped my peace of mind, and I'm continuing to practice now I have the tools'.

The Team

'Well organised and very service focused – i.e., delivering the right services and at the right time. Very experienced and knowledgeable professional staff who understand users' needs.'

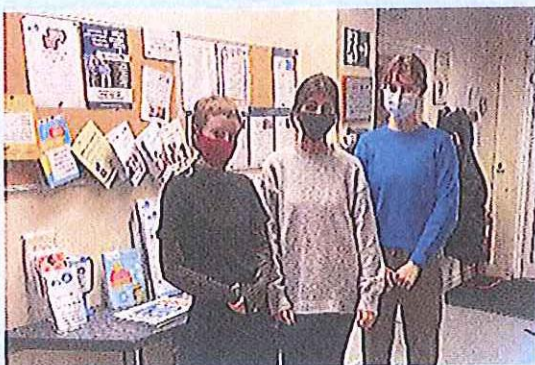
The INS team of staff, volunteers and trustees demonstrated resilience and flexibility during this time, adapting to the constant shifts in working arrangements and programme variations as restrictions changed. In a gradual return to face-to-face services, the team focused on the best interests of our service users, evaluating their needs and preferences.

The Department of Work and Pensions' Kick Start programme provided an enormous boost to the teams' resources. In partnership with the YMCA during 20221/22, we were able to take on four Kick Start staff to work within the service. All four brought fresh ideas and experience and supported the transition to our new way of working, helping to

accommodate the growing demand for our services, including delivery at our new satellites.

INS also required further specific expertise to meet demand and create new ways of working and we were able to increase our physiotherapy team with the support of a grant from the Peter Sowerby Foundation. This enabled further physiotherapy assessments, treatment and groups including online neuro-Pilates to take place and the development of exercise videos to supplement our programme.

Employing therapy staff is always a challenge for a small organisation, in 2021/22 this was especially true for our speech and language therapy role. During 2021/22 we were able to continue to provide support via locums, who were able to create a programme of online assessments and interventions around the needs of those referred and to train our therapy assistants to provide ongoing support and create a 'Communication Café' to enable those with communication impairments to build confidence and practise skills.

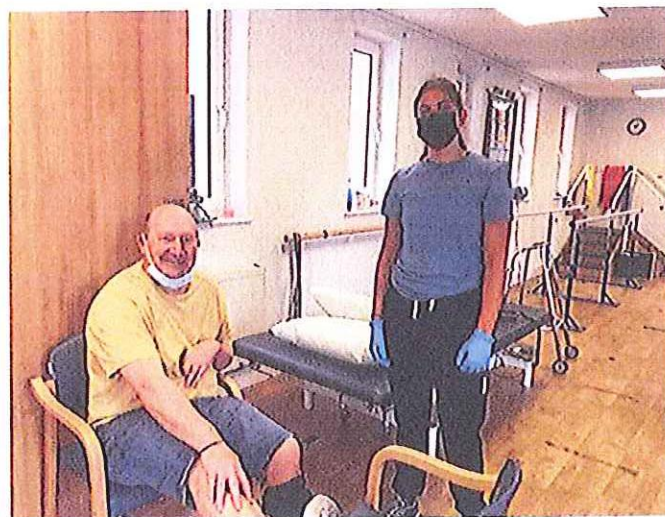




INS service users attending a speech therapy Communication Cafe group.

Retention of staff is key for a small organisation like INS, so when our social worker of thirteen years decided to retire, we were able to keep her on our INS bank staff which enabled us to retain her expertise within the organisation.

Volunteers are vital to our service delivery and because of the pandemic we did see a number deciding not to return. Our hybrid service delivery model meant that we needed larger numbers of volunteers, both in person and online, to support groups. A recruitment drive for volunteers was required. As part of their COVID recovery grant programme, Richmond Parish Lands Charity provided funding for us to employ a part time volunteer co-ordinator.



'What have I got out of it?

I have gained understanding of neurological conditions, how to support people in need and have developed a greater perspective of life'

During this difficult time, our volunteers have risen to the challenge by being adaptable and learning new skills, contributing enormously to INS.

'I would like to say that you guys at INS do an incredible job, and I am extremely lucky to have you in my corner, so thank you'

'Thank you for your invaluable help over so many things. I hope INS realise how lucky they are to have such amazing staff that really care'

Working with Partners

Partnership working is at the heart of the way we work. Within Richmond borough we work as a sub-contractor with Age UK as part of the Community Independent Living Service and with Richmond Carers in Richmond Carers hub. Both contracts have enabled us to work with other voluntary and community groups in Richmond, gain access to venues and develop services. For example, we co-delivered with Crossroads Care a pilot short-term counselling service for carers of people with dementia as a result of our relationship with the Carers Hub.

In Hounslow we continue to work with Hounslow and Richmond Community Health Care NHS Trust as part of One You Hounslow Service. This year has seen a return to health care walks and a focus on community health champion training. We have been able to connect this work with the work in our Hounslow satellite.

We have entered our second year of a contract with the London Borough of Hounslow to deliver longer term stroke support alongside the Stroke Association. Both organisations have worked hard to work more closely together, co-delivering stroke group sessions, developing an improved knowledge of our services, and using data to increase commissioner's understanding of the needs of stroke survivors and their carers.

Case study: A young Stroke survivor, who was facing a long waiting list for community rehabilitation, was able to make positive changes to her daily living activities, which had been impacted by visual impairment, after home visit sessions from our occupational therapist. Her two main goals were to be able to prepare meals for her daughter and to be able to read more easily. Thanks to adaptive equipment and practice, she was able to do this. The client was also able to benefit from our counselling service to help her adjust to life after her Stroke.

Our partnership with Otakar Kraus Music Trust continued and they were able to acquire funding to deliver blocks of music therapy both online and face-to-face to increase the reach within our community.



INS service users attend the Music Therapy group.

The Queen Elizabeth's Foundation now provides driving assessments from INS on a monthly basis. This has enabled the INS team to increase their knowledge about driving and disability and people are able to access assessment closer to home. The QEF Transport Hub co-ordinator was also able to provide an online talk for INS service users and staff regarding accessible transport.

We have developed further relationships with a local Yoga teacher and Moves into Wellbeing, a dance charity, to pilot new groups and broaden our programme

Medical School Training

During the year we delivered training sessions for over 300 medical students from St. George's Medical School. The sessions were delivered online, and we were supported by service users and carers who were able to share their lived experience with the students. At a time when students had missed out on many opportunities to meet people with neurological conditions, these sessions were extremely important.

'I am immensely grateful for INS support – It really is a lifeline for me at the moment'

Looking ahead – future and strategy for 2022/23

Building on our experiences during the pandemic, INS has developed the service to be resilient and agile so that we can respond to future challenges. INS will continue to build on these changes to ensure a secure and sustainable service.

- To work with our service users to develop INS.
- To develop further satellites.
- To grow our volunteer team to allow expansion of services.
- To develop our profile with statutory services and act as an influencer on behalf of the INS community within health service changes.
- To increase partnerships with other organisations to reach more service users and provide wider expertise to the INS community.
- To diversify funding streams to ensure financial stability and sustainability.

Fundraising

INS is very grateful to receive grants from a number of charitable Trusts and Foundations to support our work.

Trusts and Foundations

During 2021-22, INS was awarded grants from the following organisations:

- Ashcroft Charitable Trust
- Awards for All
- Barnes Fund
- Bruce Wake Charitable Trust
- Childwick Trust
- Dyers' Company Charitable Trust
- Edward Gostling Foundation
- February Foundation
- Girdlers' Company Charitable Trust
- Hampton Fund
- Hounslow Thriving Communities Fund and ICP
- Isleworth & Hounslow Charity
- James Tudor Foundation
- John Horseman Trust
- Lambert Charitable Trust
- Leathersellers' Company Charitable Fund
- Lower Hall Charitable Trust
- One Richmond
- Peter Sowerby Foundation
- Richmond Parish Lands Charity
- Sir Jules Thorn Charitable Trust
- Souter Charitable Trust
- Vandervell Foundation

Community Support

We were delighted to have the support of the following organisations in 2021-22:

Sutton Winson

Local Twickenham insurance broker Sutton Winson, who are supporting INS as their charity this year, spent a day transforming our garden and outside space for our service users. They also fundraised through staff challenges to purchase three much needed iPads to help INS clients with communication issues.

Radnor House School

Friends of Radnor House school in Twickenham raised £3,577 for INS as one of the school's charities for the year.

We are also grateful for donations from the Rotary Club Twickenham, Squires Garden Centre Twickenham and Waitrose East Sheen.

Fundraising Events

Captain Tom 100 Challenge

Staff and volunteers took part with some interesting challenges, raising over £800.

Squire's Garden Centre

Our local centre in Twickenham, who have been a big support to us, raised £287 for INS through their sunflower seed challenge.

Richmond Half Marathon

Roger Metcalfe, a Friend of INS, ran his third half marathon in support of INS, raising over £570 for us.

INS Quiz nights

We continued to hold our Quiz nights remotely and ran two events during the year. Hosted by Keith Severs, one of the Friends of INS, these raised over £1,550 in total.

INS Bridge Night

The Friends of INS held a successful face-to-face Bridge night, which had been postponed due to Covid-19. Over 60 people attended, raising £1,533 to support our work.

We are very grateful to a number of generous regular donors who are invaluable in supporting our work. We would also like to thank all those who donate and fundraise in memory of family or friends who have been part of INS.

Thank you also to all our loyal volunteers and trustees, to the Friends of INS for their fundraising activities, and all those who support us in various ways.

Integrated -Neurological Services

Review of Financial Results

INS made a surplus for the year of £51,537 (2020/21 - £57,474). This is a very positive outcome especially given the additional challenges caused by the Covid pandemic. INS responded to the disruptions by adapting its service offerings to the circumstances. It continued to run some services through zoom while delivering many sessions face-to-face where possible with appropriate safeguards.

The surplus in 2021/22 reflects the high level of support received from funders and donors. We are extremely grateful for this support which not only has enabled INS to continue its services during the pandemic but also to extend the scope and range of its services as outlined in earlier sections of this report. As a result of the increased level of income, INS is now providing services to more clients and is expecting to increase this number further in the current year.

Staffing and expenditure

The average staff numbers in the year was 8 which is in line with the previous year. INS again participated in the Government's Kickstart programme which provides real-life work experience to young people as well as supporting the provision of its services. In order to support the growth of its service provision, INS is strengthening its clinical resources by recruiting into vacant posts.

INS continues to manage its expenditure carefully and ensure that the bulk of money raised is used for its charitable services. Over the year, 94 pence in every pound was spent on its charitable activities.

Reserves

The Trustees have reviewed the reserves policy, taking account of current uncertain economic circumstances and funding challenges within the charitable sector.

They have decided that a policy to maintain six months' expenditure in unrestricted reserves is desirable. This will help INS plan prudently for the future and strengthen its sustainability.

The level of unrestricted reserves at 31 March 2022 was £232,007 (2020/21 - £198,362). In addition, INS has designated an amount of £20,000 to cover potential dilapidation costs on its main premises.

Responsibilities of the Board of Trustees

The Trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Board of Trustees to prepare financial statements each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Trustees should follow best practice and:


- ☐ select suitable accounting policies and then apply them consistently.
- ☐ make judgments and estimates that are reasonable and prudent.
- ☐ state whether applicable accounting standards have been followed; and
- ☐ prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue that basis.

The Trustees are responsible for maintaining adequate accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees 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.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the Board of Trustees on 9 November 2022 and signed on its behalf by



Steve Williams
Trustee, INS

INTEGRATED NEUROLOGICAL SERVICES

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

		2022			2021	
	Notes	Unrestricted Funds £	Restricted Funds £	Designated Funds £	Total Funds £	Total Funds £
Income from:-						
Donations and legacies	2	154,312	91,697	-	246,009	242,501
Charitable activities	3	46,016	285,897	-	331,913	284,283
Other	4	15,582	-	-	15,582	13,841
Investments	5	27	-	-	27	46
Total		<u>215,937</u>	<u>377,594</u>	<u>-</u>	<u>593,531</u>	<u>540,671</u>
Expenditure on:-						
Raising funds	6	34,430	-	-	34,430	29,783
Charitable activities	6	91,361	416,203	-	507,564	453,414
Total		<u>125,791</u>	<u>416,203</u>	<u>-</u>	<u>541,994</u>	<u>483,197</u>
Net income/(expenditure)		90,146	(38,609)	-	51,537	57,474
Transfer between funds		(56,501)	36,501	20,000	-	-
Net movement in funds		<u>33,645</u>	<u>(2,108)</u>	<u>20,000</u>	<u>51,537</u>	<u>57,474</u>
Reconciliation of funds						
Total funds brought forward		198,362	17,000	-	215,362	157,888
Total funds carried forward		<u>232,007</u>	<u>14,892</u>	<u>20,000</u>	<u>266,899</u>	<u>215,362</u>

INTEGRATED NEUROLOGICAL SERVICES

BALANCE SHEET AS AT 31 MARCH 2022

	Notes	2022 £	2021 £
Fixed assets			
Tangible assets	10	<u>8,214</u>	<u>8,139</u>
Current assets			
Debtors	11	15,879	74,552
Cash at bank and in hand		<u>297,135</u>	<u>218,673</u>
Total current assets		<u>313,014</u>	<u>293,225</u>
Liabilities			
Creditors falling due within one year	12	<u>(54,329)</u>	<u>(86,002)</u>
Net current assets		<u>258,685</u>	<u>207,223</u>
Net Assets	14	<u>£ 266,899</u>	<u>£ 215,362</u>
The funds of the charity			
Restricted income funds	15	14,892	17,000
Unrestricted funds	15	232,007	198,362
Designated funds	15	<u>20,000</u>	<u>-</u>
		<u>£ 266,899</u>	<u>£ 215,362</u>

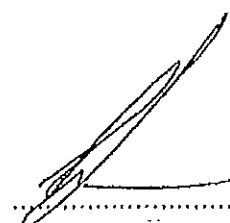
For the year ending 31 March 2022 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

The accounts were approved by the board of directors on 9 November 2022 and signed on its behalf



S Williams

..... Director and Trustee

INTEGRATED NEUROLOGICAL SERVICES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2022

	2022 £	2021 £
Cash flows from operating activities:		
Net cash provided by operating activities (note 1 below)	78,435	31,339
Cash flows from investing activities:		
Interest received	<u>27</u>	<u>46</u>
Change in cash and cash equivalents in the year	78,462	31,385
Cash and cash equivalents at the beginning of the year	<u>218,673</u>	<u>187,288</u>
Cash and cash equivalents at the end of the year	<u><u>297,135</u></u>	<u><u>218,673</u></u>

Notes to the statement of cash flows

1. Reconciliation of net income to net cash flow from operating activities

	2022 £	2021 £
Net income for the year (as per statement of financial activities)	51,537	57,474
Adjustments for:		
Depreciation charges	2,748	3,719
Interest received	(27)	(46)
Decrease/(Increase) in debtors	58,673	(56,284)
(Decrease)/Increase in creditors	(31,673)	33,631
Additions to fixed assets	<u>(2,823)</u>	<u>(7,155)</u>
Net cash provided by operating activities	<u><u>78,435</u></u>	<u><u>31,339</u></u>

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

1) (i) **Accounting policies**

(a) **Basis of accounting**

The financial statements have been prepared in accordance with the 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)) (issued in October 2019) - (Charities SORP (FRS 102)), The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Integrated Neurological Services meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated on the relevant accounting policy note.

(b) **Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

(c) **Fund accounting**

Unrestricted funds are available to use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor or through terms of the appeal.

Designated funds have been created to provide for future dilapidations on the leased property.

(d) **Incoming resources**

In line with previous practice, incoming resources are included in the Financial Accounts when the income is received and the amount can therefore be accurately quantified.

Donations, legacies and gifts are included in full in the Statement of Financial Activities when receivable.

Restricted income from grants and contracts received in advance of related future costs is treated as deferred income (Note 13).

Restricted income from grants is used as specified by the grantor. Details of restricted grants are provided in Note 17.

Income generated from charitable activities is primarily from contracts, which are treated as restricted income and used as specified by the contract. Donated services are included at their value where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)

(e) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. VAT which cannot be recovered is recorded as part of the expenditure to which it relates.

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

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis e.g. time allocation.

(f) Pensions

The charity does not operate a pension scheme for its employees but does administer contributions to a stakeholder pension scheme for 13 (2021:10) staff. The charity makes contributions to this scheme.

(g) Tangible fixed assets

Individual fixed assets costing £500 or more are capitalised at cost. Tangible fixed assets are stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Furniture and Equipment	20% straight line basis
-------------------------	-------------------------

(h) Operating leases

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged on a straight line basis over the term of the lease.

(ii) Legal status of the charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member.

Its registered office is 82 Hampton Road, Twickenham, Middlesex TW2 5QS.

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

(CONTINUED)

2) (a) Income from donations and legacies	2022	2021
	£	£
Donations	26,154	72,251
Grants	213,434	158,136
Fund generation events	3,588	7,370
Legacies	2,833	4,744
	<u>246,009</u>	<u>242,501</u>

2) (b) Grants	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Richmond Parish Lands Charity	50,000	14,892	64,892	51,715
Peter Sowerby Foundation	-	23,904	23,904	-
Hampton Fund	-	26,000	26,000	19,500
Childwick Trust	-	5,500	5,500	-
Postcode Community Trust	-	-	-	13,698
Barnes Fund	4,000	-	4,000	-
James Tudor Foundation	-	-	-	7,875
Garfield Weston Foundation	20,833	-	20,833	4,167
Hounslow Thriving Communities Fund and ICP	-	5,613	5,613	-
London Borough of Richmond upon Thames	-	-	-	4,017
National Lottery Awards for All	-	7,820	7,820	-
Other Grants	46,904	7,968	54,872	57,164
	<u>121,737</u>	<u>91,697</u>	<u>213,434</u>	<u>158,136</u>

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

**FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)**

3) (a) Income from charitable activities	2022 £	2021 £
Contract Income	285,897	258,609
Teaching Income	21,868	8,909
Other Charitable Income (Membership/Attendance Fees)	24,148	16,765
	<u>46,016</u>	<u>25,674</u>
	<u>331,913</u>	<u>284,283</u>

	2022		2021
	Unrestricted £	Restricted £	Total £
3) (b) Contract income			Total £
London Borough of Hounslow	-	120,000	120,000
Kickstart YMCA		19,531	19,531
Wandsworth Carer's Group	-	1,200	-
Community Healthcare Trust	-	42,233	40,000
Dementia Carers	-	4,000	-
Age UK Richmond	-	84,242	84,241
Richmond Care Centre	-	14,691	14,368
	<u>-</u>	<u>285,897</u>	<u>285,897</u>
			<u>258,609</u>

4) Income from other activities	2022 £	2021 £
Sundry income	15,582	13,841
	<u>15,582</u>	<u>13,841</u>

5) Investment income	2022 £	2021 £
Deposit interest	27	46
	<u>27</u>	<u>46</u>

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

6a) Total resources expended - current year	Direct (Staff) Costs £	Support Costs £	Direct (Other) Costs £	Total 2022 £
Raising funds	26,217	6,890	1,323	34,430
Charitable activities				
Clinical Services (Neuro)	154,110	52,332	10,066	216,509
Community Partnership Services	159,783	64,614	66,659	291,055
Total	340,110	123,836	78,048	541,994
Analysis of support costs			Community	
	Fundraising £	Clinical Services £	Partnership Services £	Total 2022 £
Premises	1,960	20,580	26,460	49,000
Office costs	4,220	26,378	22,157	52,756
Communications & marketing	503	1,331	1,124	2,959
Consultancy/professional fees	-	-	11,213	11,213
Depreciation	-	1,566	1,182	2,748
Governance	206	2,477	2,477	5,160
Total	6,890	52,332	64,614	123,836
Analysis of direct (other) costs				
Direct project costs	1,323	1,984	62,829	66,135
Staff expenses	-	6,298	3,391	9,689
Equipment	-	466	-	466
Recruitment	-	1,318	439	1,758
Total	1,323	10,066	66,659	78,048

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)

6b) Total resources expended - previous year	Direct (Staff) Costs £	Support Costs £	Direct (Other) Costs £	Total 2021 £
Raising funds	22,155	6,396	1,232	29,783
Charitable activities				
Clinical Services (Neuro)	130,231	49,741	13,389	193,361
Community Partnership Services	135,024	61,841	63,188	260,053
Total	287,410	117,978	77,809	483,197

Analysis of support costs

	Fundraising £	Clinical Services £	Community Partnership Services £	Total 2021 £
Premises	1,911	20,062	25,794	47,767
Office costs	3,873	24,205	20,332	48,410
Communications & marketing	427	1,131	955	2,513
Consultancy/professional fees	-	-	10,938	10,938
Depreciation	-	2,120	1,599	3,719
Governance	185	2,223	2,223	4,631
Total	6,396	49,741	61,841	117,978

Analysis of direct (other) costs

Direct project costs	1,232	1,848	58,521	61,601
Staff expenses	-	4,779	2,573	7,352
Equipment	-	481	-	481
Recruitment	-	6,281	2,094	8,375
Total	1,232	13,389	63,188	77,809

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022
(CONTINUED)

7) Staff costs	2022 £	2021 £
Salaries and wages	308,323	257,288
Social security costs	21,588	20,004
Pension costs	10,199	10,118
	<u>340,110</u>	<u>287,410</u>
	2022	2021
Staff numbers (average)	<u>13</u>	<u>8</u>
Staff numbers (Full time equivalent)	2022 £	2021 £
Administration	1.50	2.60
Clinical services	5.70	4.70
Fundraising	0.80	0.80
	<u>8.00</u>	<u>8.10</u>

The number of employees whose emoluments exceeded £60,000 in the year was as follows:

	2022	2021
£60,001 - £70,000	<u>1</u>	<u>-</u>

The key management personnel of the charity comprise the trustees, the Chief executive and senior management.

The total employee remuneration of the key management personnel amounted to £64,100 (2021: £61,269).

8) Trustees remuneration & related party transactions

No trustee received any remuneration during the year. No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the 12 months.

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

9) Taxation

As a registered charity Integrated Neurological Services is exempt from corporation taxation since all income is applied for charitable purposes.

10) Tangible fixed assets	Equipment £	Software £	Total £
Cost at 1 April 2021	96,180	16,931	113,111
Additions	2,823	-	2,823
Cost at 31 March 2022	99,003	16,931	115,934
Depreciation at 1 April 2021	89,358	15,614	104,972
Charge for the year	1,431	1,317	2,748
Depreciation at 31 March 2022	90,789	16,931	107,720
Net book value at 31 March 2022	8,214	-	8,214
Net book value at 31 March 2021	-	1,317	8,139
11) Debtors	2022 £		2021 £
Debtors and prepayments	15,879		31,095
Accrued donation income	-		43,457
	15,879		74,552
12) Creditors: amounts falling due within one year	2022 £		2021 £
Taxation and social security	6,971		6,244
Grant and contract income received in advance (Note 13)	35,952		58,893
Accrued sub-contractors payments and expenses	11,406		20,865
	54,329		86,002
13) Deferred income	2022 £		2021 £
Balance at 1 April 2021	58,893		17,375
Amount released to incoming resources	(58,893)		(17,375)
Amount deferred in the year	35,952		58,893
Balance at 31 March 2022	35,952		58,893

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

14a)	Analysis of net assets between funds - current year	Unrestricted Funds £	Restricted Funds £	Designated Funds £	2022 Total Funds £	
	Tangible fixed assets	8,214	-		8,214	
	Current assets	263,230	29,784	20,000	313,014	
	Current liabilities	(39,437)	(14,892)	-	(54,329)	
	Total	232,007	14,892	20,000	266,899	
14b)	Analysis of net assets between funds - previous year		Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	
	Tangible fixed assets		8,139	-	8,139	
	Current assets		259,225	34,000	293,225	
	Current liabilities		(69,002)	(17,000)	(86,002)	
	Total		198,362	17,000	215,362	
15a)	Movement of funds - current year	At 1 April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2022 £
	Unrestricted funds	198,362	215,937	(125,791)	(56,501)	232,007
	Restricted funds	17,000	377,594	(416,203)	36,501	14,892
	Designated funds	-	-	-	20,000	20,000
	Total funds	215,362	593,531	(541,994)	-	266,899
15b)	Movement of funds - previous year	At 1 April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31 March 2021 £
	Unrestricted funds	140,512	164,242	(111,398)	5,006	198,362
	Restricted funds	17,376	376,429	(371,799)	(5,006)	17,000
	Total funds	157,888	540,671	(483,197)	-	215,362

INTEGRATED NEUROLOGICAL SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022 (CONTINUED)

16) **Lease commitments - operating leases**

At 31 March 2022 the charity had total commitments in respect of operating leases as follows:

	2022 £	2021 £
Total commitments	56,206	95,433

17) **Purposes of restricted funds**

All restricted funds are held as liquid assets and are used within the time period and for the purposes specified by the grantor. The accounts show the amount applicable to this period. Balances are carried forward to the next period as grant income received in advance.

Hampton Fund

A sixth-month grant of £13,000 (second stage of a £26,000 one-year grant) towards salaries and costs of the Rehabilitation team was paid in December 2021. A balance of £6,500 has been carried forward.

Isleworth and Hounslow Charity

A one-year grant of £2,780 to purchase therapy equipment for our Living Well neuro hub in Hounslow was awarded in February 2022 and has been carried forward.

Thriving Communities Revenue Fund and Integrated Care Partnership

A six-month grant payment of £11,225 (first stage of a £22,400 grant) to set up and run our Living Well neuro hub in Hounslow was awarded in January 2022. A balance of £5,612 has been carried forward.

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF INTEGRATED NEUROLOGICAL SERVICES

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

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

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

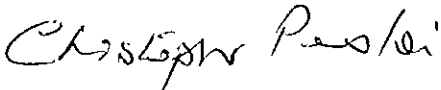
Independent examiner's statement

The company's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Christopher Pexton, FCA
Begbies, Chartered Accountants
9 Bonhill Street, London EC2A 4DJ

Date: 15 November 2022