

**ARTHRITIS SUPPORT LEICESTERSHIRE**

**REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 OCTOBER 2020**

## **ARTHRITIS SUPPORT LEICESTERSHIRE**

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**ARTHRITIS SUPPORT LEICESTERSHIRE****LEGAL AND ADMINISTRATIVE INFORMATION****31 OCTOBER 2020****Charity registration number****1151899****Principal Office****9 Newarke Street  
Leicester  
LE1 5SN****Bankers****NatWest  
1 Granby Street  
Leicester****Independent Examiner****Kay Wilson  
High Cross Grange  
Claybrooke Magna  
Lutterworth  
LE17 5AU****Trustees****Conrad Wilson-McEwan  
Margaret Green  
Linda Kimberley-Brooks  
Pauline Townsend  
Sonal Godhania  
Diana Osborn  
Cara Davidson  
Mark Bentham**

## ARTHRITIS SUPPORT LEICESTERSHIRE

### TRUSTEES' ANNUAL REPORT

#### FOR THE YEAR ENDED 31 OCTOBER 2020

The Trustees present their annual report and the financial statements for the year ended 31 October 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 in preparing the annual report and financial statements of the charity.

#### Governing Document

The Association is governed by its Constitution dated 12 November 2012 as amended on 22 April 2013, as amended on 05 Aug 2019.

#### Recruitment and appointment of Trustees

New Trustees are appointed by existing Trustees based on the experience and skills they will offer, and the requirements of the current Trustees Board and needs of the Charity.

#### Trustees' Induction

New Trustees are informed about the objectives and running practices of the organisation as well as their duties, responsibilities and role within the Trustees Board and the Charity.

#### Organisation structure

All major policy and spending decisions are subject to approval by the majority of the Trustees. All expenses and minor spending decisions must be approved by a minimum of two trustees, one of whom must be a signatory. All cheques must be signed by two signatories.

#### Charity objectives

The charity's objective is to relieve the needs of those suffering from Arthritis and related Musculoskeletal (MSK) disorders. Our mission is to help people with arthritis to better manage their condition to live better lives.

#### Activities and review of the year

In planning our activities for the year, we keep in mind the Charity Commission's guidance on public benefit at our trustees meetings and ensure that this, coupled with our mission statement is the driving force behind everything we do. We believe our primary focus of improving the quality of life for people with arthritis and other musculoskeletal conditions to be within the Charity Commission's definition of what constitutes a public benefit. The charity is open to all sections of the population irrespective of faith, ethnicity or gender, and offers support on a similar basis. The charity has organised a variety of well-being activities, offered support to members and people newly diagnosed with arthritis, as well as staging events to raise awareness that arthritis affects all sectors of the public.

## ARTHRITIS SUPPORT LEICESTERSHIRE

### TRUSTEES' ANNUAL REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

#### Activities and review of the year (continued)

The year has been a challenging one for us all with the outbreak of the COVID-19 pandemic at the beginning of 2020. The trustees made the decision to suspend all activities around February, before the lockdown came into effect to ensure the safety of our members, volunteers and facilitators, many of whom are in the vulnerable category. Many of our members were asked to shield themselves to protect them from the dangers posed by the virus, leaving many isolated. We offered support and assistance where possible, but it was frustrating because it was limited. The uncertainty over the easing of the first lockdown was followed by the confusion of the tier system, and the limitations it placed on our services. It was around this time, when it was becoming obvious that we would need to adapt how we connected with our members that plans were established to start Zoom sessions for yoga and adapted exercise sessions. These sessions were a huge success, although numbers were limited to ensure members exercised safely. The Trustees also ensured that all vulnerable and isolated members were contacted regularly over the phone to offer emotional support. We have been very fortunate with fundraising grants, thanks to the hard work of our trustees and the generosity of our donors, including one from LCC which we used to start creating a series of videos to be posted online allowing more people access to adapted exercises and well-being information, should we face another lockdown or for people that are less able to attend sessions.

#### Financial Review

The Statement of Financial Activities is set out on page 6 of the financial statements.

#### Income Generation

Income is generated from multiple streams. Yoga Session fees generate a weekly income, and Hydrotherapy a monthly one. Our "donate a cuppa" campaign also generates a monthly income. Membership fees generate an annual income. Other income streams stem from grant applications, donations from the general public, and fundraising events.

#### Reserve Policy

The trustees review the reserves policy on an ongoing basis. We are fortunate to have extremely low fixed costs and so have set our minimum cash reserves at £4,000 to cover these for 6 months. In practice our treasurer also works to ensure that all remaining spend commitment on restricted budgets, plus our minimum reserve is maintained as a cash reserve at all times throughout the year.

#### Risk management policy

The trustees examine the major risks that the charity faces each financial year when preparing and updating the strategic plan. The charity has developed systems to monitor and control these risks to mitigate any impact that they may have on the charity in the future.

**ARTHRITIS SUPPORT LEICESTERSHIRE****TRUSTEES' ANNUAL REPORT****FOR THE YEAR ENDED 31 OCTOBER 2020****Review of specific projects and confirmation that funds can meet their objectives**

All restricted funding received for specific activities is used for direct expenditure and related support costs.

Any funding received for projects that extend beyond the year-end is apportioned appropriately. £24,380 (2019 - £ 6,086) of restricted funding was received in the year ended 31 October 2020. The balance of restricted funding received and not spent at 31 October 2020 is £23,454 (2019 - £11,992)

**Future Plans**

Our decision to focus on practical support to enable our members to live fuller lives remains popular and effective, so the Trustees will continue to make their decisions based on how they will benefit the members and how it affects the charity financially. The Trustees will continue to focus on providing inclusive, quality services while looking for opportunities to cut costs. The focus of the charity is to provide members with the information and skills to better manage their condition and so lead a fuller life. Hydrotherapy, seated exercise and yoga already fit these criteria, and we will endeavour to deliver more well-being workshops, hopefully reaching more people by using different venues throughout the county. We also hope to work with local CCGs and consultants specialising in arthritis in order to provide support to clinicians and patients living with arthritis to help them live a fuller life. Trustees also recognise the need to build reserves and will continue to review charity practices and procedures as required in order to make the charity as effective as possible.

This report was approved by the Trustees on      May 2021

Conrad McEwan  
Chair

## ARTHRITIS SUPPORT LEICESTERSHIRE

## INDEPENDENT EXAMINERS REPORT TO THE MEMBERS

I report on the accounts of Arthritis Support Leicestershire for the year ended 31 October 2020, which are set out on pages 7 to 12.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 (2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- ☐ examine the accounts under section 145 of the Charities Act;
- ☐ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- ☐ to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- ☐ to keep accounting records in accordance with section 130 of the Charities Act; and
- ☐ to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kay Wilson

High Cross Grange, Claybrooke Magna, Lutterworth LE17 5AU

Dated 11 May 2021

**ARTHRITIS SUPPORT LEICESTERSHIRE**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 OCTOBER 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>Incoming resources</b>					
Grants received	2	3,000	24,380	27,380	14,234
Gifts and Donations		1,031	-	1,031	1,701
Activities for generating funds	3	1,355	-	1,355	1,670
Income from charitable activities: - Subscriptions		2,458	-	2,458	5,010
HMRC Employee Furlough Retention Scheme		763	-	763	-
<b>Total incoming resources</b>		<b>8,607</b>	<b>24,380</b>	<b>32,987</b>	<b>22,615</b>
<b>Resources expended</b>					
Charitable expenditure	4	7,181	12,917	20,098	22,625
<b>Total resources expended</b>		<b>7,181</b>	<b>12,917</b>	<b>20,098</b>	<b>22,625</b>
<b>Net incoming resources for the year</b>		<b>1,426</b>	<b>11,463</b>	<b>12,889</b>	<b>(10)</b>
Fund balances as at 1 November 2019	8	9,685	11,991	21,676	21,687
Transfer of funds		-	-	-	-
<b>Fund balances carried forward at 31 October 2020</b>		<b>11,111</b>	<b>23,454</b>	<b>34,566</b>	<b>21,677</b>

The above results all relate to continuing activities.

There are no recognised gains or losses for the above financial year other than those shown on the statement of financial activities.



## ARTHRITIS SUPPORT LEICESTERSHIRE

## BALANCE SHEET

AS AT 31 OCTOBER 2020

	Notes	2020 £	2019 £
<b>Fixed Assets:</b>			
Fixtures, fittings and office equipment		-	-
<b>Current Assets</b>			
Amounts owed			
Cash at bank and in hand		35,572	23,854
Prepayments		319	638
		<u>35,891</u>	<u>24,492</u>
<b>Current Liabilities</b>			
Creditors: amounts falling due within one year	6	(1,325)	(2,815)
<b>Net Current Assets</b>		<u>34,566</u>	<u>21,677</u>
<b>Net Assets</b>		<u>34,566</u>	<u>21,677</u>
<b>Funds of the Charity</b>			
Unrestricted funds	8	11,111	9,685
Restricted Funds	8	23,454	11,992
<b>Total Funds</b>		<u>34,566</u>	<u>21,677</u>

The financial statements are approved by the trustees on the  
and signed on their behalf by:

May 2021

Conrad McEwan

Diana Osborn

# ARTHRITIS SUPPORT LEICESTERSHIRE

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

### 1 Accounting Policies

#### a) Basis of accounting

The accounts have been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Charities Act 2011.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The charity constitutes a public benefit entity as defined by FRS 102.

#### b) Income recognition policies

Items of income are recognised and included in the accounts when all of the following criteria are met:

- i the charity has entitlement to the funds;
- the performance conditions attached to the item(s) of income have been met or are fully within the control of the
- ii charity;
- iii there is sufficient certainty that receipt of the income is considered probable; and
- iv the amount can be measured reliably

Legacies are included in the statement of financial affairs when receipt is probable, that is when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.

Income received in advance of provision of other specified services are deferred until the criteria for income recognition are met.

#### c) Donated services and facilities

Donated services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably. On receipt donated services and facilities are recognised on the basis of the value of the gift to the charity, which is the amount the charity would have been willing to pay to obtain the services or facilities of equivalent benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt. The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

#### d) Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

#### e) Fund Accounting

Funds held by the charity are either:

- i Unrestricted general funds are funds which are available to spend on activities that further any of the purposes of the charity.
- ii Designated funds are unrestricted funds of the charity, which the trustees have decided, at their discretion, to set aside for use for a specific purposes.
- iii Restricted funds are grants or donations, which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects undertaken by the charity.

# ARTHRITIS SUPPORT LEICESTERSHIRE

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

### 1 Accounting Policies (continued)

#### f) Expenditure and irrecoverable VAT

Expenditure is recognised once there is a legal constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

i) Expenditure on charitable activities includes the cost undertaken to further the purposes of the charity and their associated costs.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, eg allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

iii) Other expenditure represents those items not falling into any other heading

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### g) Tangible fixed assets

Individual fixed assets are capitalised at cost and depreciated over their estimated, useful, economic lives on a straight line basis as follows:

Asset category	Annual rate
Equipment	25%

#### h) Debtors

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

#### i) Cash at bank and in hand

Cash at bank and cash in hand includes cash and other short term, highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

#### j) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

#### k) Financial instruments

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

### 2 Voluntary income

	2020	2019
	£	£
Donations	1,031	1,701
Grants	27,380	14,234
	<u>28,411</u>	<u>15,935</u>

## ARTHRITIS SUPPORT LEICESTERSHIRE

NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 OCTOBER 2020

<b>2. Voluntary income (continued):</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Grants received comprise:		
Foyte Foundation	4,000	-
Barratt Development	3,000	2,000
Haremead Trust	5,000	-
Leeds Building Society	2,000	-
Co-op Community Fund	-	6,376
Daphne Plunket Charitable Trust	-	250
Edith Murphy Trust	3,000	1,500
Florence Turner Trust	-	500
Truemark Trust	3,000	-
Masonic Association	1,500	-
Leicestershire Communities Fund	4,880	-
LCC Shares grant	-	1,108
Leicester, Leicestershire and Rutland Community Foundation (LLRCF)	-	2,000
Next	-	250
Pagets Trust	1,000	-
The Mansion Trust	-	250
	<b>27,380</b>	<b>14,234</b>
<b>3. Activities for generating funds</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Fundraising	1,355	1,670
Other	-	-
	<b>1,355</b>	<b>1,670</b>
<b>4. Charitable expenditure</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Project expenses	14,504	12,277
Office expenses	2,845	6,029
Project worker training	-	-
Telephone, stationery and postage	207	729
Promotional work and materials	1,597	2,465
Donations and gifts	-	-
Subscriptions	388	264
Depreciation	-	-
Miscellaneous	58	180
Travel & accommodation	498	760
	<b>20,098</b>	<b>22,625</b>

**5. Employees emoluments and related party transactions**

The charity employed 3 people (2019: 2) during the year with a total wages bill of £4,003 (2019: £1,214). No wages payments were made to any trustees during the year and no contributions to employees' pension schemes or redundancy payments were made by the charity during the year.

2 trustees (2019: 3) were reimbursed travel and subsistence expenses amounting to £558 (2018: £778).

The following trustees or businesses received payment in their professional capacity:

Conrad McEwan - £1,150 (2019: £1,980) Artwork and promotional material.

Linda Kimberley Brooks - £1,000 (2019: -) Accountancy and bookkeeping services.

# ARTHRITIS SUPPORT LEICESTERSHIRE

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

### 6 Creditors: amounts falling due within one year

	2020 £	2019 £
Trade creditors	828	1,631
Accrued expenses	497	1,148
Payroll liabilities	-	36
	<u>1,325</u>	<u>2,815</u>

### 7 Analysis of net assets between funds

	Restricted £	Unrestricted £	Total £	2019 £
Assets	24,556	11,334	35,891	24,492
Current liabilities	(1,102)	(223)	(1,325)	(2,815)
	<u>23,454</u>	<u>11,111</u>	<u>34,566</u>	<u>21,677</u>

### 8 Movement in funds

	At 1 Nov. 2019 £	Incoming Resources £	Outgoing resources £	At 31 October 2020 £
<b>Restricted Funds</b>				
Barratts Development	2,000	3,000	2,069	2,931
Children's Arthritis Trust	5,951	-	363	5,588
Comic Relief	1,452	-	1,422	30
Daphne Plunket Foundation	250	-	-	250
Foyle Foundation	-	4,000	-	4,000
Gentle Exercise and Social Inclusion Programme	1,269	-	405	864
Haramead Trust	-	5,000	-	5,000
ILRCE - Well being Wednesdays	72	-	72	-
LCC - East Midlands Shared Services	383	-	82	301
Leicestershire & Rutland Sport (LRS)	364	-	319	45
The Mansion Trust	250	-	-	250
Leeds Building Society	-	2,000	949	1,051
Leics Community Fund	-	4,880	4,130	750
Pagets Trust	-	1,000	463	537
Masonic Association	-	1,500	683	817
Truemark Trust	-	3,000	1,960	1,040
	<u>11,994</u>	<u>24,380</u>	<u>12,917</u>	<u>23,454</u>
<b>Unrestricted Funds</b>	<u>9,685</u>	<u>8,607</u>	<u>7,181</u>	<u>11,111</u>
	<u>21,679</u>	<u>32,987</u>	<u>20,098</u>	<u>34,565</u>

# ARTHRITIS SUPPORT LEICESTERSHIRE

## NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

### 9 Details of restricted funds

Barratts Development	To provide a Christmas lunch for individuals with MSK conditions and their families
Children's Arthritis Trust	To improve the lives of children with arthritis
Comic Relief	To provide part time administrative support
Daphne Plunkett Foundation	To contribute to a replacement office computer
Foyle Foundation	To support overhead costs during the Covid pandemic
Gentle Exercise & Social Inclusion Programme	To provide a weekly session of gentle exercise which also enables individuals with MSK conditions with reduced mobility to meet socially and receive advice and reduce isolation.
Haramood Trust	To provide programmes of gentle exercise, hydrotherapy sessions, yoga and advice on living with arthritis for individuals with MSK conditions with reduced mobility
LLRCE - Well being Wednesdays	To provide a seated exercise class and other activities and advice for individuals with MSK conditions with reduced mobility
LCC East Midlands	To provide IT support for individuals in their homes
LRS	To set up the ASL table tennis club in partnership with Rawlins Academy and provide funding for a table tennis coach
The Mansion Trust	To contribute to a replacement office computer
Leeds Building Society	To support rent costs and provide office equipment
Leics Community Fund	To provide part time administrative support
Masonic Association	To provide a weekly session of gentle exercise which also enables individuals with MSK conditions with reduced mobility to meet socially and receive advice and reduce isolation.
Pagets Trust	To provide hydrotherapy exercise and yoga exercise for individuals with MSK conditions with reduced mobility
Truemark Trust	To provide hydrotherapy, yoga and gentle exercise sessions for individuals with MSK conditions with reduced mobility