

MS CENTRE DORSET

**Annual Report and Financial Statements
for the year ended 31 March 2023**

OUR MISSION

*To encourage and support local people living with
multiple sclerosis in attaining their full potential*

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ADMINISTRATION DETAILS

MS CENTRE DORSET is a registered charitable incorporated organisation

Charity registration number: 1182285

Address: Church Lane
West Parley
Ferndown
Dorset BH22 8TS

Trustees and manager

During the year and up to the date of signing of this report, the following persons served as Trustees:

Mrs Beryl Bundy (appointed 26 April 2022, passed away 25 October 2022)
Miss Kay Bundy (appointed 26 January 2023, resigned after year end on 21 May 2023)
Mr Keith Hunt (Trustee since 1 March 2019)
Mrs Sam Simon (Trustee since 1 March 2019)
Miss Deborah Trickett (Trustee since 1 March 2019)
Mrs Anne Wilson-Croome (appointed 26 April 2022)

Miss Tina Cresswell was appointed as Centre Manager with effect from 17 January 2023.

Bankers: Barclays Bank plc

Accountants: Newton Magnus Ltd
Arrowsmith Court
Station Approach
Broadstone
Dorset BH18 8AT

TRUSTEES' REPORT

For the year ended 31 March 2023

The trustees present their report and financial statements for the year ended 31 March 2023.

Structure, governance and management

MS Centre Dorset (MSCD) is a charitable incorporated organisation, incorporated on 1 March 2019. The governing document is our constitution adopted on 2 November 2018, and amended on 5 October 2021. The charity is governed by a Board of Trustees, which meets quarterly. There are currently four Trustees, three of whom are users of the Centre.

MSCD was dormant until 15 December 2022, when it acquired all the assets and liabilities of the former Bournemouth branch of the Multiple Sclerosis Society and it took over the management of the Osborne Centre in West Parley. The building and land remain the property of the Multiple Sclerosis Society, who have provided MSCD with a 50 year lease on a peppercorn rent.

All four Trustees were former members of the Multiple Sclerosis Society's Bournemouth Branch, who previously ran the Osborne Centre.

Trustees are appointed for a three year term and may serve a maximum of two terms before they must retire from the Board. Any person who is willing to act, and who would not be disqualified from acting, as a trustee may be appointed to be a trustee by a decision of the Board of Trustees. The trustees have undertaken a trustee skills audit to identify areas gaps in the skills, knowledge and experience of the Board. Following this, it is the intention of the Board of Trustees to add two or three new trustees to the Board over the coming year.

In anticipation of this, a Trustee Induction pack is being developed, setting out key documents, policies and procedures. New trustees will be invited to meet with key members of the Centre, our service users and other stakeholders to understand the culture and priorities of MSCD. New trustees will also be offered suitable training and support where needed.

Any decision of the Board of Trustees must be by a majority of the trustees present and voting at a quorate meeting. Decisions may also be made by a majority of the trustees voting by electronic means, unless one or more of the trustees has a conflict of interest. In the event of an equality of votes, the chair of the meeting has a second or casting vote. Trustees are required to declare any conflicts or potential conflicts of interest before any voting takes place.

The day-to-day management of the Osborne Centre has been delegated to the Centre Manager, who has established an Operations Committee to assist her in the execution of her responsibilities.

The trustees have reviewed the major risks to which MSCD is exposed, and have established systems and procedures to mitigate and manage those risks. Policies and systems have been put in place covering all potential areas of risk, including, but not limited to, safeguarding, health and safety, data protection, and finance.

Objectives and activities

The objectives of the charity, as set out in our constitution, are:

- (a) To support and relieve people affected by multiple sclerosis,
- (b) To encourage people affected by multiple sclerosis to attain their full potential as members of society by improving their conditions of life,

At our centre in West Parley, we provide a welcoming and safe environment where local people living with multiple sclerosis (MS) can socialise, meet and support one another. We offer our members a range of exercise and physical activities to help them stay mobile, active and independent. Our centre allows day respite for families and relatives of people living with MS. Through MateS, we offer support and knowledge, in a neutral location and outside normal business hours, to people who are recently diagnosed.

The centre has been running since 1984 and until December 2015 was managed by the Bournemouth branch of the Multiple Sclerosis Society, a national charity headquartered in London. When the Multiple Sclerosis Society determined it no longer wished to run day centres it offered the Bournemouth branch committee members the opportunity to take over the management of the centre. MSCD was created in 2019 for this purpose. The actual transfer of the operations was stalled through the COVID-19 pandemic and lockdown. It finally took place on 15 December 2022, three quarters of the way through the financial year under review.

The charity has one member of staff – the Centre Manager – who has been in post since 17 January 2023. We also have a team of around 40 volunteers who help with activities and services.

Our centre is open from 9am until 3pm on Tuesdays and Thursdays. We have a well-equipped physio suite, where our service users can participate in a variety of different exercise activities. We have a service level agreement with a local firm of physiotherapists, who oversee all the exercise activities, including group classes and individual exercises.

Our exercise equipment includes motorised bikes, standing frames, tilt tables, and weights. In addition, we organise weekly yoga classes suitable for both ambulant and wheelchair users, which are run by a qualified yoga teacher. We encourage all our service users to participate in some form of exercise suitable to their level of activity.

Our day centre provides a welcome environment where many of our service users meet and socialise after an exercise class or stay for the whole day. Our kitchen is run by volunteers providing teas, coffees, cake, and lunch.

We have engaged a local firm of qualified carers. Two qualified carers are on site during opening hours to support any service user needing personal care assistance or help with feeding.

We have a fleet of five fully-adapted minibuses, which we use to transport service users needing travel assistance to and from the centre. All drivers and driver assistants are volunteers and are subject to DBS checks.

Achievements and performance during the year

The transfer of the operations from the Multiple Sclerosis Society to MSCD took place on 15 December 2022. The bank balance from the Bournemouth branch of the Multiple Sclerosis Society, as well as the minibuses, furniture, fixtures and fittings and all other assets and liabilities were transferred to MSCD on that day. MSCD therefore only ran the centre for the last three months of the financial year under review.

On average, around 40 service users attended the centre every day, almost all of whom participated in some form of exercise. We ran exercise classes, one-to-one exercise sessions, yoga classes, and bike sessions. As well as offering our service users the opportunity to meet and socialise, we also held craft sessions and quizzes organised by some of our volunteers.

We reopened the catering facilities which had been closed by the Multiple Sclerosis Society in 2020. We were successful in obtaining a restricted grant from Dorset Community Foundation which was used to buy a new fridge and a new freezer, offer up to date food hygiene training to relevant volunteers and, most importantly, to provide free hot meals for our service users during January, February and March.

Financial review of the year

The transfer of the operations and assets from the Multiple Sclerosis Society has skewed the financial review for the year, as this included the Bournemouth branch bank balance of £80,000 and a donation from the Multiple Sclerosis Society in lieu of future payments that it would have paid to the Bournemouth branch of £100,000.

Excluding those two amounts, income receipts for the year was £48,620, which included a legacy of £10,000 and a restricted grant (noted above) of £3,500, and expenditure for the year was £34,486.

The charity had no endowment funds at any time during the year.

Our opening bank balance on 1 April 2022 was £3,597 and our carried forward balance at the end of the year was £197,730.

The trustees review, on a regular basis, the financial risks that the charity faces and the possible financial impact this could have on our operations. We have determined that between six and nine months of free reserves should be sufficient allow us to respond to any potential shortfall in income receipts or unexpected expenditure. As we were only operational for three months during the year, the trustees are monitoring this level closely during the year to 31 March 2024 and will adjust the reserves policy, if the reserve level is deemed to be either excessive or insufficient going forwards.

We are aware that the carried forward amount at the end of the financial year under review was in excess of the stated reserves level. As part of our strategic planning, the trustees are reviewing how the additional reserves can be best spent for the benefit of our service users, including updating and expanding the equipment in the physio suite. Further clarity on this will be included in the next annual report and accounts, when the charity will have completed its first full year of operations.

Public benefit statement

The trustees confirm that they have complied with the duty in section 17 of the Charities Act 2011 to have regard to the Charity Commission's guidance on public benefit. The trustees regard MSCD's activities as manifestly for the public benefit in that there is an identifiable benefit to local people living with multiple sclerosis, who are able to participate in physical and social activities. Our day centre also offers family carers of our service users a few hours respite each week, which is beneficial to their health and wellbeing.

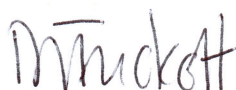
Trustees' Responsibilities in relation to the financial statements

Charity law and good practice requires the Board of Trustees to prepare financial statements which give a true and fair view of the charity's affairs, of its income and expenditure for each accounting year and a statement of assets and liabilities at year end.

In order to achieve this, the trustees must comply with their obligation under the Charities Act 2011 with regards to the keeping of accounting records for the charity which disclose, with reasonable accuracy at any time, the financial position of the charity and enable to ensure that the financial statements comply with applicable accounting regulations.

They are also responsible for safeguarding the assets of the charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trustees' Report was approved by the Board of Trustees on 30 January 2024



Deborah Trickett
Trustee



Keith Hunt
Trustee

MS CENTRE DORSET

Independent Examiner's Report to the members of MS Centre Dorset

I report on the accounts of the charity for the year ended 31 March 2023, which are set out on pages 10 & 11.

Respective responsibilities of members 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) of the Charities Act 2011) and that an independent examination is required.

It is our responsibility to:

- examine the accounts (under section 145(1)(a) of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b)) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 we do not express an audit opinion on the view given by the accounts.

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MS CENTRE DORSET

Independent examiner's statement

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

- (1) which gives us reasonable cause to believe that in any material respect the requirements
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I 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.



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C Dunn FCCA
Newton Magnus
Chartered Certified Accountants
Arrowsmith Court
Station Approach
Broadstone
Dorset BH18 8AT

Date: 29 January 2024

RECEIPTS AND PAYMENTS ACCOUNT**For the year to 31 March 2023**

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
Receipts				
Donations from service users	13,775	-	13,775	-
Donations – other	17,091	-	17,091	1,377
Multiple Sclerosis Society	180,000	-	180,000	-
Legacies	10,000	-	10,000	-
Grants	-	3,500	-	-
Fundraising activities	4,254	-	4,254	439
Sub total	225,120	3,500	228,620	1,816
Asset & investment sales	-	-	-	-
TOTAL RECEIPTS	225,120	3,500	228,620	1,816
Payments				
Light and heating	2,832	934	3,766	-
Water, sewerage, cleaning	2,116	-	2,116	-
Repairs and maintenance	4,497	423	4,920	-
Insurance	2,055	-	2,055	182
Telephone, internet	184	-	184	-
Printing, postage, stationery	183	-	183	66
Marketing/fundraising costs	2,025	-	2,025	240
Food and drinks	164	1,362	1,526	-
Transport	5,520	-	5,520	-
Carers	4,167	-	4,167	-
Charitable activities	6,007	-	6,007	-
Volunteer expenses	469	-	469	-
Bank charges	10	-	10	-
Staff training	-	91	91	170
IT software	758	-	758	320
Sub total	30,987	2,810	33,797	978
Asset & investment purchases				
Fridge, freezer	-	690	690	-
Sub total	-	690	690	-
TOTAL PAYMENTS	30,987	3,500	34,487	978
Net of receipts	194,133	-	194,133	838
Transfers between funds	-	-	-	-
Cash funds previous year end	3,597	-	3,597	2,759
Cash funds this year end	197,730	-	197,730	3,597

STATEMENT OF ASSETS AND LIABILITIES

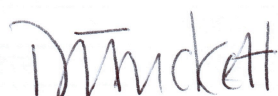
At 31 March 2023

		Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
Cash funds	Current account	197,730	-	-
	Total cash funds	197,730	-	-
Other monetary assets	None	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
Investment assets	None	-	-	-
Assets retained for the charity's own use	Motor vehicles	Unrestricted		
	Exercise equipment	Unrestricted		
	Furniture, fixtures and fittings	Unrestricted		
	Computer equipment	Unrestricted		

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
Liabilities	Wages due for January to March	Unrestricted	1,793	April 2023
	Sundry suppliers	Unrestricted	9,644	April 2023

Signed on behalf of all the trustees



Deborah Trickett, Trustee

Date: 30/1/24



Keith Hunt, Trustee

Date: 30/1/24