

**HARROW MULTIPLE SCLEROSIS
THERAPY CENTRE LIMITED**
(A company limited by guarantee)

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2020**

Registered Company No
2215153
Registered Charity No
299525

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Contents

	Page
Report of the Trustees	2 – 7
The Covid-19 pandemic	
Our purposes and activities	
Our achievements and performance	
Financial review	
Plans for future periods	
Reference and administrative details	
Structure, governance and management	
Trustees' responsibilities in respect to the financial statements	
Independent Examiner's Report and Statement	8
Financial statements	
Statement of financial activities - (inc. income & expenditure)	9
Balance sheet	10
Statement of cash flow	11
Notes to the financial statements	12 - 20
Management information	
Detailed statement of financial activities	21 - 22

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020

The trustees present their annual directors' report together with the financial statements of the charity for the year ending 31st December 2020 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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).

The Covid-19 pandemic

Centre Closure

A meeting of the Trustees was held on 18 March 2020 and it was agreed that the Centre would close on Saturday 21 March 2020 and would not reopen until it was deemed safe to do so. This decision was taken in order to protect both clients and staff. The majority of the staff has been furloughed under the Government scheme.

The Centre reopened for Oxygen therapies in July 2020 and for physiotherapy in August 2020. Apart from a brief closure in October therapies continued to be provided until 21 December 2020 when again it was decided, for reasons of safety, to close the Centre.

The Centre reopened for High dose Oxygen therapy on 1 March 2021 and for physiotherapy on 15 March 2021.

During 2020 received considerable financial support by way of the Government Job Support Scheme (Furlough) and from The National Lottery Community Fund (Covid Community Support Fund), details are given in the financial review note below.

The basis for the preparation of the financial statements is set out in note 1 on page 12.

Our purposes and activities

The principal object of the Charity is to offer therapies to people with Multiple Sclerosis in order to help manage the symptoms of the disease.

Achievements and performance

Client services, advice and information

The Charity's core treatments remain neuro-physiotherapy and oxygen treatment. Access to these services is freely available to all affected by MS, subject to treatments and other service provisions being suitable and beneficial to the individuals concerned, and the charity's available resources. Treatments are under the guidance of the Head of Physiotherapy Services, the day-to-day management of physiotherapy sessions is carried out by two Chartered Physiotherapists, supported by a team of professionals. Our domiciliary service has enabled members who were unable to come to the Centre to benefit, on a short-term basis, from treatment at home. The number of physiotherapy clients during the year was 160 (2019 – 162) and the number of physiotherapy treatments was 3462 (2019 – 4,827).

Our oxygen service, run by the Deputy Centre Manager, delivered 2,353 (2019 – 4,351) treatments in 2020 to a total of 139 (2019 – 177) clients.

During the year the Charity continued to call upon the expertise of professionals from a range of organisations for help with such matters as benefits advice, specialist MS services and rehabilitation.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020 (continued)

Achievements and performance (continued)

Staff Training and Development

Our physiotherapy staffs continue to keep up to date with their professional skills, attending regular study days with staff from other members of MS National Therapy Centres. Oxygen therapy staff and volunteers also undergo regular training consistent with the standards laid down by MS National Therapy Centres.

Membership

During the year there were a total of 224 (2019–250) members, of whom over half were active clients who came in for treatment and the remainder were family members, carers and supporters of the Charity and its work.

Members are required to pay an annual subscription of £30 at the beginning of each year. Membership lapses if the subscription is not paid within 12 months.

Volunteers

The work of the Charity would not be possible without the continuing help of our volunteers. Particular thanks are due to the volunteer operators who helped with the oxygen chamber and to those who helped manage our system of claiming Gift Aid and also the many members, friends and staff who contributed to our income through sponsored fundraising events and gave time and expertise to help us. The Trustees would like to thank them all for their generosity and support.

Financial review

The Charity's income is derived from the following main sources: donations, membership subscriptions, legacies, fundraising income from trusts and foundations and many other fundraising activities.

Income on the General Fund increased by £13,940 compared with 2019. Running costs decreased by £48,705 arising from certain costs being met from a restricted grant. This resulted in an overall surplus of £60,407 for the year (2019 deficit of: £2,237).

During 2020 the Centre benefitted from the Government Job Support Scheme (Furlough) receiving £53,305, this enabled staff to be retained. Also received was a grant of £58,956 from The National Lottery Community Fund (Coronavirus Community Support Fund). This Grant was to support certain expenditure for the 6 month period to 31 March 2021. Finally, and unexpectedly the Centre received a donation of £48,000 from a local MS charity which had closed. Without all this support the Centre would have suffered a significant fall in its reserves.

Investment powers and policy

The day-to-day funds of the Charity are held in a CAF Bank Cash Account and an interest-yielding CAF Bank Gold Account. Under the CAF Bank's scheme of automatic transfers, whenever a payment is required or income is received, money is transferred between the Gold Account and the Cash Account, leaving the Cash Account balance at a constant £100. This has the advantage of maximising interest and reducing administration costs. There is also a current and deposit account with HSBC opened to minimise bank charges. In order to spread the investment risk, the Charity also has £80,000 in a charities term deposit account with the Shawbrook Bank.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020 (continued)

Financial review (continued)

Policy on reserves

The Trustees review the Charity's requirements for reserves in the light of the main risks to the organisation on an annual basis. They have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets held by the Charity should be divided between running costs, equivalent to not less than six months normal budgeted expenditure, and a Development Fund to be used to implement future plans to include the possible development of new premises.

Budgeted expenditure for 2021 is forecast to be £243,820 making the target for reserves to cover six months running costs of £121,910. In normal circumstances the Trustees believe that at this level they would be able to continue the current activities and commitments of the Charity in the event of a significant drop in funding.

During the year the Charity's bank balances increased by £74,403 (2019 increase £675) and its capital and reserves increased by £60,067 (2019 decrease £3,914). Setting aside the £121,910 reserves to be held against running costs, the restricted funds recorded a surplus of £3,628 leaving the remainder of the Development Fund standing at the end of 2020 at £172,590.

Revenue Fundraising

The Trustees are very grateful to Trusts and Foundations for their continued generosity and support given that the low interest rates has led to stiff competition for donations.

The Trustees have decided to use the services of a professional Fund Raiser and are pleased to report that this has resulted in significant grants being received in early months of 2021.

Charity Fundraising

The pandemic has meant that the fundraising committee has not been as active as in previous years. It is hoped that it will resume its activities in 2021.

Never-the-less the Trustees wish to thank all those who gave their time and effort in raising a crucial part of our income, without which the Charity could not continue.

The Trustees also wished to thank those who used their birthdays and anniversaries as occasions to raise funds for the Charity.

Plans for future periods

The Trustees will continue to look closely at ways of increasing income and minimising expenditure without unduly reducing either the scale or quality of the service. They will be continuing their efforts to impress on members and friends that, unless they are willing to support the fundraisers and consider volunteering, in however modest a capacity, our Charity cannot survive. We continue our aspiration to find larger premises, although it seems unlikely in the present circumstances that this will come to fruition in the near future. We will explore further possibilities should any other avenue of enquiry present itself.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020 (*continued*)

Reference and administrative details

Charity registration number: 299525

Company registration number: 2215153

Registered office: Harrow School Farm, Watford Road, Harrow, MIDDLESEX. HA1 3TS

Our advisers

Bankers:

CAF Bank Ltd, Kings Hill, West Malling, KENT ME19 4TA

HSBC, 26-28 St Ann's Road, Harrow, MIDDLESEX HA1 1LA

Solicitors: Genga & Co., 588 High Road, Wembley, MIDDLESEX HA0 2AF

Insurers: Towergate MIA, Kings Court, London Road, Stevenage, HERTS. SG1 2GA

Independent examiner: C Malanga ACA, Church Hill Cottage, Church Lane, Haslemere, SURREY

Directors and trustees

The directors of the charitable company (the charity) are its trustees for the purpose of charity law.

The trustees and officers serving during the year and since the year end were as follows:

Jeremy Ridout	Chair
Ellie Brightman	
Anthony Flanigan	
Fotoula Karamouzou	
Farid Kazi	
Amit Pandoria	
Jane Perry	
Hetal Shah	Secretary

Key management personnel:

Lynn Hurst	Centre Manager
Sam Martyn	Deputy Manager
Apeksha Patel	Head of Physiotherapy Services

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 29 January 1988 and registered as a charity on 14 November 1988. In the event of the company being wound up, Members are required to contribute an amount limited to £1.

The organisation was established under a Memorandum of Association which set out the objects and powers of the charitable company, and is governed under its Articles of Association.

Appointment of Trustees

Under the Memorandum and Articles, the number of Trustees is limited to nine, including the officers of the Charity. A rotating system of retirement is in place in order to ensure the continued refreshment of the Board. Trustees are elected to serve for three years, after which they are eligible to be re-elected for a further period of up to three years at the next Annual General Meeting, subject to their availability and the needs of the Charity.

The officers of the Charity (Chair, Treasurer and Secretary) are appointed from among their number by ordinary resolution of the Trustees. They hold office for three years from the date of their appointment as officers, and can be appointed for a further three years by their fellow Trustees if it is in the best interests of the Charity.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020 (*continued*)

Structure, Governance and Management (*continued*)

Composition of the Board

Because of the nature of the organisation, and the self-help principle on which it is based, the Charity's work inevitably focuses on the needs of its Members with MS.

The Board wants to ensure that the composition of the governing body is balanced to include Trustees with the skills and experience to set the Charity's governance on a professional footing, and Trustees with personal insight into the needs and interests of the charity's users. Steps are being taken to fill the current vacancies and proposed candidates will be nominated at the next AGM

Details of the current Trustees are given above.

The Charity's members are drawn mainly from the West London Boroughs of Harrow, Ealing, Barnet, Brent and Hillingdon, and also neighbouring areas of Hertfordshire. A significant proportion of members with MS are from ethnic minority communities, and the Charity wishes to ensure that they, too, are represented on the Board.

Organisation

The Trustees are responsible for the strategic direction and policy of the Charity. The day-to-day provision of services rests with the Centre Manager, her Deputy and the professional staff led by the Head of Physiotherapy Services. These three senior members of the team attend Board meetings in a reporting capacity, as do the Development and Community Fundraisers when required. There were four formal Trustee Board meetings during the year with an average attendance of 70%.

The Trustees have much appreciated the continued commitment of the staff, many of whom have freely given time in a voluntary capacity on top of their professional duties.

Related parties and co-operation with other organisations

None of our trustees receive remuneration or other benefit from their work with the charity.

The Charity remains an active member of Multiple Sclerosis National Therapy Centres, a federation from which we derive benefits including training, operation and treatment protocols, bulk buying concessions and mutual support.

We also have links with the MS Society and keep in touch with other leading MS organisations in the UK, including the MS Trust and MS Resource Centre.

Pay policy for senior staff

The pay of the physiotherapists is reviewed annually and at the trustees discretion normally increased in accordance with average earnings or inflation. In view of the nature of the charity, the trustees benchmark against pay levels in the NHS.

The pay of the other staff is again reviewed annually and at the trustees discretion normally increased in accordance with average earnings or inflation.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

Report of the Trustees for the year ended 31 December 2020 (*continued*)

Structure, Governance and Management (*continued*)

Risk management

The Trustees assess the major risks to which the Charity is exposed on an annual basis. Where appropriate, systems and procedures have been put in place to mitigate the risks the Charity faces and any impact they may have in the future. Significant external risks to funding are assessed in the context of the current financial climate. The Charity's policy on reserves is adjusted accordingly and measures are put in place to develop new sources of funding and stabilise and consolidate running costs. Internal control risks are minimised by the implementation of procedures for the authorisation of all transactions and projects. These include the involvement of individual Trustees with fundraising and donations. Procedures are in place to ensure compliance with Health and Safety regulations in respect of staff, volunteers, clients and visitors to the Centre. Members of staff directly involved with patient care are subject to appropriate DBS checks.

Regulation of Type 3 Oxygen Chambers

The statutory requirement for independent regulation of Type 3 oxygen chambers ceased in April 2009 and the regulatory function became the responsibility of MS National Therapy Centres.

Due to the pandemic no training took place during 2020. However, during 2019 the trainer from MS National delivered our annual training session and kept the Centre up to date with new procedures throughout the year.

Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of Harrow Multiple Sclerosis Therapy Centre Limited for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources, including the income and expenditure, of the charity for that period.

In preparing the 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 estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to 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 the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

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

Independent Examiner

Caroline Malanga ACA was re-appointed as the Charity's Independent Examiner during the year and has expressed her willingness to continue in that capacity.

Approved by the Board of Trustees and signed on its behalf by:

Jeremy Ridout

Chair and Trustee 11 August 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

I report on the accounts of the company for the year ended 31 December 2020, which are set out on pages 9 to 20.

Respective duties of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145 (5) 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 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshas 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.

Caroline Malanga ACA

Chartered Accountant 12 August 2021

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
(Including Income and Expenditure Account)
FOR THE YEAR ENDED 31 DECEMBER 2020

		2020			2019
	Notes	Unrestricted	Restricted	Total	Total
		General	Develop -		
		Fund	ment fund		
		£	£	£	£
Income from:-					
Donations & legacies	3	248,999	-	49,438	241,333
Investments - interest		1,329	-	-	1,604
Total income		<u>250,328</u>	<u>-</u>	<u>49,438</u>	<u>242,937</u>
Expenditure on :-					
Raising funds		1,957	-	-	8,192
Charitable activities	4	187,964	-	49,778	238,659
Total expenditure		<u>189,921</u>	<u>-</u>	<u>49,778</u>	<u>246,851</u>
Net income	8	60,407	-	(340)	(3,914)
Transfers between funds		(64,247)	64,247	-	-
Net movement in funds		(3,840)	64,247	(340)	(3,914)
Reconciliation of funds:-					
Total funds brought forward		<u>125,750</u>	<u>108,343</u>	<u>3,968</u>	<u>241,975</u>
Total funds carried forward		<u>121,910</u>	<u>172,590</u>	<u>298,128</u>	<u>238,061</u>

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

All income and expenditure derives from continuing activities.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
BALANCE SHEET
AS AT 31 DECEMBER 2020

		2020	2019
	Notes	£	£
Fixed assets			
Tangible assets	9	3,672	4,470
<i>Total fixed assets</i>		<u>3,672</u>	<u>4,470</u>
Current assets			
Debtors	10	9,781	8,712
Cash at bank and in hand		323,196	248,793
<i>Total current assets</i>		<u>332,977</u>	<u>257,505</u>
Liabilities			
Creditors, amounts falling due within one year	11	38,521	23,914
<i>Net current assets</i>		<u>294,456</u>	<u>233,591</u>
<i>Total net assets</i>		<u>298,128</u>	<u>238,061</u>
The funds of the charity:-			
Restricted		3,628	3,968
Unrestricted - general		121,910	125,750
- designated		172,590	108,343
<i>Total charity funds</i>	13	<u>298,128</u>	<u>238,061</u>

For the finance year ended 31 December 2016 the Charity was entitled to exemption from audit under section 477 Companies Act 2006. No member has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charitable company keeps proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the organisation as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The notes at pages 12 to 19 form part of these accounts.

These financial statements have been approved by the Board of Trustees and signed on its behalf by:

Jeremy Ridout
(Chair and Trustee)

Date 11 August 2021

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020	2019
	£	£
Cash generated in operating activity (see below)	74,658	1,150
Cash flows from investing activities		
Interest income	1,329	1,604
Purchase of tangible fixed assets	(1,584)	(2,079)
Cash provided by (used in) investing activities	<u>(255)</u>	<u>(475)</u>
Increase (decrease) in cash and cash equivalents in the year	<u>74,403</u>	<u>675</u>
Cash and cash equivalents at the beginning of the year	248,793	248,118
Total cash and cash equivalents at the end of the year	<u><u>323,196</u></u>	<u><u>248,793</u></u>

Reconciliation of net movement in funds to net cash flow from operating activities

	2020	2019
	£	£
Net movement in funds	60,067	(3,914)
Add back depreciation	2,382	2,296
Deduct interest shown as investing activities	(1,329)	(1,604)
Decrease/(increase) in debtors	(1,069)	3,414
Increase in creditors	14,607	958
Net cash generated/(used) in operating activities	<u><u>74,658</u></u>	<u><u>1,150</u></u>

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting Policies

The principal accounting policies adopted, judgments and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of preparation

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)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Harrow Multiple Sclerosis Therapy Centre Limited 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 in the relevant accounting policy notes.

b) Preparation of the accounts on a going concern basis and the Covid-19 pandemic

The Charity closed its therapy centre on Saturday 21 March 2020 following the Covid-19 pandemic. It reopened during the year but again closed on 21 December 2020. It re-opened in March 2021 but at a reduced level of activity. However, having considered the period twelve months from the date of the approval of these financial statements and the Centre's financial resources the Trustees consider that the charity has adequate resources for this period. Accordingly, the going concern basis continues to be used in preparing the financial statements as outlined in the Statement of Trustees Responsibilities on page 7.

c) Income

Income is recognised when

- the charity has entitlement to the funds,
- any performance conditions attached to the item(s) of income have been met
- it is probable that the income will be received
- the amount can be measured reliably.

Income from grants, whether 'capital' grants or 'revenue' grants, is recognised when:

- the charity has entitlement to the funds
- any performance conditions attached to the grants have been met
- it is probable that the income will be received
- the amount can be measured reliably and is not deferred.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies (continued)

c) Income continued

For legacies, entitlement is taken as the earlier of :-

- the date on which the charity is aware that probate has been granted
- the affairs of the estate has been finalised and the charity has been notified of the distribution
- when the distribution has been received.

Where legacies have been notified to the charity, or the charity is aware of the granting of probate the legacy is treated as a contingent asset and disclosed if material.

d) Donated services and facilities

In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised, the trustees' annual report must be referred to for more information about their contribution. However, donated professional services and donated facilities are recognised as income if 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 professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

e) Fund accounting

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

The Development Fund, which is a designated fund, represents funds transferred from the General Fund. The Development Fund is expendable at the discretion of the Trustees in the furtherance of the objects of the charity in implementing future plans, including the possible development of new premises.

f) Expenditure

Expenditure is recognised once there is a legal or 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:

- Costs of raising funds.
- Expenditure on charitable activities
- Other expenditure represents those items not falling into any other heading.

g) Allocation of support costs

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Trusts activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The bases on which support costs have been allocated are set out in note 5.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

1. Accounting policies (continued)

h) Tangible fixed assets

Individual fixed assets costing £100 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Furniture, fittings and equipment:	- 5 years
Leasehold improvements	- remainder of lease

i) Debtors

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

j) Cash at bank and in hand

Cash at bank and cash in hand includes cash and 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.

k) 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.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

2. Legal status of the Charity

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £1.

3. Donations and legacies

		2020		2019
	General	Restricted	Total	
	£	£	£	£
Donations (<i>including membership fees</i>)	179,548	-	179,548	187,969
Legacies	2,000	-	2,000	1,000
Fundraising	12,142	1,229	13,371	48,312
Other activities	2,004	-	2,004	4,052
Grants:-				
Job support scheme	53,305	-	53,305	-
The National Lottery Community fund (Coronavirus Community Support Fund)	-	46,659	46,659	-
Other	-	1,550	1,550	-
	<u>248,999</u>	<u>49,438</u>	<u>298,437</u>	<u>241,333</u>

4. Expenditure on charitable activities

		2020		2019
	General	Restricted	Total	
	£	£	£	£
Physiotherapy	90,126	35,945	126,071	125,981
Hyperbaric oxygen therapy	56,337	5,185	61,522	57,746
Other therapies	430	-	430	2,001
Premises expenses	11,462	155	11,617	17,454
Office costs (note 5)	29,534	8,493	38,027	35,406
Governance costs	75	-	75	71
	<u>187,964</u>	<u>49,778</u>	<u>237,742</u>	<u>238,659</u>

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

5. Analysis of support and governance costs

	Support	2020 Governance	Total	Basis of apportionment
Salaries	33,821	-	33,821	
General office	4,538	-	4,538	
Trustees' insurance	-	75	75	
	<u>38,359</u>	<u>75</u>	<u>38,434</u>	
Apportioned:-				
charitable activities	38,027			} Cost of activity
fund raising	332			
	<u>38,359</u>	<u>75</u>	<u>38,434</u>	

6. Staff costs

	2020	2019
Staff costs:	£	£
Wages and salaries	193,930	187,106
Social security costs	8,101	7,701
Pension costs	<u>2,601</u>	<u>2,202</u>
	<u>204,632</u>	<u>197,009</u>

No employee earned £60,000 per annum or more (2019 Nil)

7. Staff numbers

The average number of employees (all of whom were part time) during the year was 16 (2019: 16)

	2020	2019
	No.	No.
Physiotherapy	12	12
Hyperbaric oxygen therapy	2	2
Office	<u>2</u>	<u>2</u>
	<u>16</u>	<u>16</u>

8. Net income for the year

	2020	2019
This is stated after charging/(crediting):-	£	£
Depreciation	<u>2,382</u>	<u>2,296</u>

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

9. Tangible assets

	Furniture, fittings and equipment	Leasehold Improve - ments	Total
Cost	£	£	£
At beginning of the year	99,078	40,406	139,484
Additions	1,584	-	1,584
<i>At the end of the year</i>	<u>100,662</u>	<u>40,406</u>	<u>141,068</u>
Depreciation			
At the beginning of the year	94,608	40,406	135,014
Charge for year	2,382	-	2,382
<i>At the end of the year</i>	<u>96,990</u>	<u>40,406</u>	<u>137,396</u>
Net book value at beginning of the year	<u>4,470</u>	<u>-</u>	<u>4,470</u>
Net book value at the end of the year	<u>3,672</u>	<u>-</u>	<u>3,672</u>

10. Debtors

	2020	2019
	£	£
Prepayments	2,186	912
Other debtors	7,595	7,800
	<u>9,781</u>	<u>8,712</u>

11. Creditors

	2020	2019
	£	£
Accruals	4,986	4,390
Other creditors	28,865	17,389
Taxation and social security costs	4,670	2,135
	<u>38,521</u>	<u>23,914</u>

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

12. Rental commitments

The charitable company has an annual commitment of £6,500 under a property lease expiring in less than ten years.
The lease comes to an end on 30 April 2024.

13. Funds

	2020			
	General Fund	Develop - ment fund	Restricted fund	Total funds
	£	£	£	£
Fixed assets	244	-	3,428	3,672
Net current assets	121,666	172,590	200	294,456
	<u>121,910</u>	<u>172,590</u>	<u>3,628</u>	<u>298,128</u>

14. Analysis of charitable funds:-

Movements in unrestricted funds

	2020			
	Brought forward	Incoming resources	Outgoing resources	Carried forward
	£	£	£	£
General fund	125,750	186,081	189,921	121,910
Development fund	108,343	64,247	-	172,590
	<u>234,093</u>	<u>250,328</u>	<u>189,921</u>	<u>294,500</u>

Description, nature and purpose of each fund.

The general fund is a 'free reserves' after allowing for the designated fund.

The designated fund is expendable at the discretion of the Trustees in the furtherance of the objects of the charity in implementing future plans, including the possible development of new premises.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

14. Analysis of charitable funds (continued):-

Movements in restricted fund

		2020		
	Brought forward	Incoming	Outgoing	Carried forward
	£	resources	resources	£
		£	£	
Physiotherapy fund	-	1,229	1,229	-
The National Lottery Community Fund (Coronavirus Community Support Fund)	-	46,659	46,659	-
Equipment and equipment maintenance fund	3,968	1550	1,890	3,628
	<u>3,968</u>	<u>49,438</u>	<u>49,778</u>	<u>3,628</u>

Description, nature and purpose of each fund.

The physiotherapy fund. This represents donations made for the specific purpose of providing the services of physiotherapists.

The National Lottery Community Fund (Coronavirus Community Support Fund) A grant of £58,956 was received in September 2020 to be spent in the six months to 31st March 2021. By the 31st December 2020 £46,659 of the grant had been spent. Accordingly this amount has been recognized as income in these financial statements and the balance of £12,297 has been carried forward.

The grant has been used to fund the cost of physiotherapy and certain support costs of the Centre.

The equipment and equipment maintenance fund. This represents donations made for the specific purpose of providing and maintaining equipment.

15. Transactions with trustees (directors)

The trustees received no remuneration and no expenses were reimbursed.

16. Corporation taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
NOTES TO THE ACCOUNTS (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

17. Contingent liability

The roof of the premise occupied by the Centre is not watertight. The roof, which is made of asbestos-cement sheeting, needs to be repaired and may need to be replaced. The Centre occupies the premise under a tenant repairing lease and accordingly the Centre may have to bear the cost. In 2019 an estimate for the replacement was obtained. The estimate, which included additional items such as replacing the existing ceiling, insulation and electrical wiring, was in the region of £100,000. Should it prove necessary to replace the roof at the Centre's expense it is hoped, once an extension to the lease has been agreed, to make an appeal for the necessary funds.

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2020

Income	2020 £	2019 £
Donations (including membership subscriptions)	179,548	187,969
Legacies	2,000	1,000
Events and other fund raising activities	13,371	48,312
Grants:		
Job support grant (furlough)	53,305	-
The National Lottery Community Fund (Coronavirus Community Support Fund)	46,659	-
Other	1,550	-
Yoga and exercise	2,004	4,052
Interest received	1,329	1,604
Total income	299,766	242,937
Expenditure :-		
- Fund raising	1,625	6,864
- Physiotherapy	126,071	125,981
- Hyperbaric oxygen therapy	61,522	57,746
- Other therapies	430	2,001
- Premises	11,617	17,454
- Office costs	38,359	36,734
- Governance	75	71
Total expenditure	239,699	246,851
Net surplus/(deficit)	60,067	(3,914)

HARROW MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED
DETAILED STATEMENT OF FINANCIAL ACTIVITIES (continued)
FOR THE YEAR ENDED 31 DECEMBER 2020

	2020 £	2019 £
Expenditure on: -		
Raising funds		
- external fund raisers	1,393	-
- event expenses	232	6,864
	<u>1,625</u>	<u>6,864</u>
Physiotherapy		
-salary costs	121,779	121,968
-equipment repairs	212	256
-insurance, travel & recruitment	1,012	1,391
-training	-	325
- 50% Covid costs	998	-
-equipment depreciation	2,070	2,041
	<u>126,071</u>	<u>125,981</u>
Hyperbaric oxygen therapy		
-salary costs	47,686	44,297
-oxygen	10,708	11,142
- 50% Covid costs	998	-
-equipment repairs	2,130	2,307
	<u>61,522</u>	<u>57,746</u>
Other therapies		
-yoga,	430	2,001
	<u>430</u>	<u>2,001</u>
Premises costs		
- rent and rates	4,041	7,131
- cleaning	3,189	3,993
- light and heat	2,439	3,052
- insurance	1,124	1,099
- premises repairs	616	2,179
- fixtures and fittings depn	208	-
	<u>11,617</u>	<u>17,454</u>
Office costs		
- salary costs	33,821	31,456
- subscriptions	273	273
- stationery and postage	812	1,045
- telephone and IT	1,738	1,703
- payroll charges	1,002	912
- bank charges	70	81
- depreciation	104	255
- miscellaneous	539	1,009
	<u>38,359</u>	<u>36,734</u>
Governance		
- trustees' insurance	75	71
- trustees' expenses	-	-
	<u>75</u>	<u>71</u>
Total expenditure	<u>239,699</u>	<u>246,851</u>