

HEREFORDSHIRE MS THERAPY CENTRE
(A company limited by guarantee)

Company number: 2294595 (England and Wales)
Charity number: 701924

HEREFORDSHIRE MS THERAPY CENTRE
(A company limited by guarantee)

UNAUDITED

REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2021

HEREFORDSHIRE MS THERAPY CENTRE
(A company limited by guarantee)

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HEREFORDSHIRE MS THERAPY CENTRE
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COMPANY INFORMATION

Directors/Trustees	Mr B Freeman (Chairman) Mr B Hilliard FCA (Treasurer) Mrs S Leeuwangh (Company Secretary) Mrs A Dalton Mrs A Garland Mrs A Kitchen Mr P Marriott Mrs L Shaw Mr R Shimmin
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Company registered number	2294595 (England and Wales)
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Charity registered number	701924
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Registered Office	31 Mostyn Street Hereford Herefordshire HR4 0EG
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Accountant	B Hilliard FCA Chartered Accountant Sandford Lodge Clive Avenue Church Stretton Shropshire SY6 7BS
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Bankers	Lloyds Bank 6-8 High Town Hereford Herefordshire HR1 2AE Virgin Money Jubilee House Gosforth Newcastle upon Tyne NE3 4PL
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TRUSTEES AND DIRECTORS REPORT

For Year Ended 31 March 2021

The Trustees (who are also directors of the charity for the purposes of the Companies Act) submit their report and the financial statements of the Herefordshire Multiple Sclerosis Therapy Centre Limited for year ended 31 March 2021.

Objectives

To improve for public benefit, by any lawful means, the condition of those with Multiple Sclerosis and other medical conditions.

COVID-19 pandemic crisis

This has had a profound and dramatic effect on the Centre with the Board implementing the immediate closure on 19th March 2020 with all staff put on the Government furlough scheme. As all our users and most of our volunteers are in the vulnerable category it was felt a prudent cause of action. There was a short period of time around Christmas 2020 when we did reopen for Oxygen therapy with stringent precautions in place, after only a few therapy treatments given we had to close again due to a rise in COVID-19 cases in the country. With the ongoing situation we anticipate there will be some considerable time before the Centre can open again.

Activities

All activities have been put on hold until further notice.

All our staff and therapists are very keen to resume work as soon as possible in the friendly atmosphere that prevailed in the Centre.

Therapies

Oxygen Therapy is our principal treatment with over 1,600 client appointments in the year prior to closure. With the completion of the new building extension, expansion of therapy services was underway with the addition of the dedicated therapy/gym room. Other therapies provided previously include physiotherapy, massage, reflexology, Pilates, yoga and hydrotherapy, as well as holistic and beauty therapies and will be provided again when circumstances allow.

Oxygen Therapy was used as a treatment for other medical conditions and will again on reopening. The Centre treated a variety of conditions including cancers, brain injury, cerebral palsy, COPD, ME, motor neurone disease, Parkinson, stroke and sports injuries. We anticipate it could be a treatment for COVID-19.

Catchment Area

The geography of the Centre client base means we serve the surrounding districts of Worcestershire, Shropshire and South, Mid- and West Wales with distances of up to eighty miles travelled from places as far afield as Aberystwyth and we look forward to seeing our users from all these locations on reopening.

The local MS nurse was holding monthly clinics in the Centre prior to closure and will resume again on reopening.

We communicate with our members through our newsletter, website and social media.

Centre extension “Space to Grow”

The “Space to Grow Appeal” has come to fruition - with the new building extension now built providing much needed therapy/gym facilities, this was in use prior to closure due to the pandemic, we can only hope we can open again soon so we can utilise our new facilities. We have also had a generous donation to improve the existing building interior décor and external infrastructure and security. All to enhance the user experience.

We continue to be involved with our over-arching body the National Therapy Centres (MSNTC) via regional meetings.

Trustees and Directors Report for Year Ended 31 March 2021 (continued)

Staffing

Normally The Centre Manager works a three-day week, with the Assistant Manager and Reflexology Therapist each working one and two days a week, respectively. The Assistant Manager covers holidays and sickness which has given greater flexibility to working practices. All our staff and therapists are very keen to resume work as soon as possible in the friendly atmosphere that prevailed in the Centre.

Volunteers

The Trustees are deeply grateful for the commitment and dedication shown by volunteers and sincere thanks go to all of the Centre's volunteers. The Centre could not operate successfully without their willing help, some of whom have MS. They contribute in a variety of ways, including: offering a warm welcome, supporting clients and their carers, making tea, cleaning, raising funds, operating the Oxygen Therapy Chamber and delivering other therapies.

As a self-help charity, the Board of Directors and Trustees consist of people with MS or their carers, which creates a sympathetic empathy with clients and a sensitive understanding of the services the Centre provides. They are also volunteers contributing to the welfare of the charitable company and are unpaid.

Events for the coming year

Due to the uncertainties of COVID-19 pandemic fundraising events previously planned for the coming year have been put on hold until sometime in the future.

Financial review

The company is fully self-financed, deriving its income from personal donations, local fundraising and Trust grants.

The Charity had net income for the year of £4,096 (2020: net income £35,840), comprising unrestricted income of £8,935 (2020 Net expenditure £3,184), and restricted net expenditure of £4,839 (2020: Net income £39,024).

Total income for the year decreased by £44,464 and total expenditure decreased by £12,720.

Reserves policy

The directors consider it prudent to hold a minimum of £33,000 contingency reserve to cover eight months budgeted operating costs for the year to 31 March 2022.

Financial position during COVID-19 pandemic

Due to the crisis and these extraordinary and unprecedented times the Board have taken all necessary steps to protect the financial position of the company. The most significant financial challenges arise from the scale of the crisis and the uncertainty of when and how long restrictions will be in force.

As a result of the impact of having to close our Therapy Centre and postpone or abandon fundraising events we have had nearly 100% reduction in our activities and fundraising income during the financial year. To withstand a drop in income of that level we have taken steps to reduce expenditure, including putting our staff on furlough, in order to protect staff employment as far as possible by using the Governments Coronavirus Job Retention Scheme.

We will continue to work actively to address the financial challenges as they arise.

Going Concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the "going concern" basis in preparing the financial statements. Further details regarding the adoption of the "going concern" basis can be found in the Accounting Policies.

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Trustees and Directors Report for Year Ended 31 March 2021 (continued)

Trading style

Since 1 June 1997, the work of the charity has been carried out under the name of “Herefordshire MS Therapy Centre”.

Support

Recognition is given to the following for their financial contributions to the charity:

Openbox Foundation
Anton Jurgens Charitable Trust
Douglas Arter Benevolent Foundation
Herefordshire Council COVID-19 Grants
Government Furlough Grants

William Cadbury Trust
Dumbreck Charity
JSFPollitzer Charitable Settlement
Co-Op Local Community Fund

In preparing this report, the Trustees have taken advantage of the small companies’ exemption provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 12 May 2021 and was signed on their behalf by:

Mr B Freeman
Chairman on behalf of the Trustees

INDEPENDENT EXAMINER'S REPORT
For Year Ended 31 March 2021

Independent examiner's report to the Trustees of Herefordshire MS Therapy Centre Limited

I report on the financial statements of the company for the year ended 31 March 2021 which are set out on pages 6 to 14.

Respective responsibilities 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 financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) but that an independent examination is needed.

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

- Examine the financial statements under section 145 of the Act;
- Follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanation 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 financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Emphasis of Matter

I draw attention in Note 1 of the financial statements under Going Concern which describes the effects of the COVID-19 pandemic on the charitable company's ability to continue as a going concern. My Statement is not modified in respect of this matter.

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 336 of the Companies Act 2011; and
- to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2011 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

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

Signed: _____ Date: 12 May 2021
B Hilliard FCA

HEREFORDSHIRE MS THERAPY CENTRE
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STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2021
(Including Income & Expenditure Account)

	Notes	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.21	Total Year Ended 31.03.20
		£	£	£	£
Income & endowments from:					
Donations, Grants & Similar Income	3	42,377	-	42,377	56,420
Charitable Activities	4	844	-	844	26,993
Other activities	5	1,283	-	1,283	5,454
Investment income	5	157	10	167	268
Total Income		44,661	10	44,671	89,135
Expenditure on:					
Raising funds	6	-	-	-	101
Charitable Activities	6	28,701	4,849	33,550	44,614
Other	6	7,025	-	7,025	8,580
Total Expenditure		35,726	4,849	40,575	53,295
Net Income / (Expenditure)		8,935	(4,839)	4,096	35,840
Transfer between Funds	15	-	-	-	-
Net Movement in Funds		8,935	(4,839)	4,096	35,840
Reconciliation of Funds:					
Fund Balances Brought Forward	15	131,215	41,221	172,436	136,596
Fund Balances Carried Forward	15	140,150	36,382	176,532	172,436

The statement of financial activities includes all gains and losses in the year.
All incoming resources and resources expended derive from continuing activities.

The notes on pages 8 to 14 form part of these financial statements.

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BALANCE SHEET AT 31 MARCH 21

	Notes	31.03.21		31.03.20	
		£	£	£	£
FIXED ASSETS					
Tangible Assets:	10		91,160		97,182
CURRENT ASSETS					
Prepayments and accrued income	11	4,630		333	
Cash at bank and in hand	12	81,803		75,885	
		<u>86,433</u>		<u>76,218</u>	
CURRENT LIABILITIES					
Less: Amounts falling due within one year	13	<u>(1,061)</u>		<u>(964)</u>	
Net Current Assets			<u>85,372</u>		<u>75,254</u>
NET ASSETS			<u>176,532</u>		<u>172,436</u>
FUNDS					
Unrestricted					
Contingency fund		33,000		33,000	
Other unrestricted funds		<u>107,150</u>		<u>98,215</u>	
Unrestricted funds carried forward	15		140,150		131,215
Restricted funds carried forward	15		<u>36,382</u>		<u>41,221</u>
			<u>176,532</u>		<u>172,436</u>

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company at 31 March 2021 and of its results for the twelve months in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006, and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 12 May 2021 and signed on their behalf by:

Mr B Freeman – Chairman: _____

The notes on pages 8 to 14 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

1. Accounting Policies

Basis of Accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and the 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.

The Herefordshire 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 note(s).

Income & Endowments

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when the entity is entitled to the funds.

In accordance with the Charities SORP (FRS 102), the value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognized in full in the Statement of Financial Activities in the period in which the charity becomes entitled to the funds.

Incoming resources from the operation of the centre are included when receivable.

Expenditure

Resources expended are recognised in the period in which they are incurred.

Fixed Assets

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life on a straight line basis as follows:

Prefabricated Building	5%
Multi-Capacity Chamber	10%
Equipment	20%
Fixtures & Fittings	20%

Fund Accounting

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Contingency 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 to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.

Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe, despite the impact of the COVID-19 pandemic, the charity has sufficient liquid unrestricted funds to continue operating for the foreseeable future and twelve months from the authorisation of these financial statements.

The Trustees are taking all necessary steps to protect the financial position of the charity focusing on minimising the reduction in existing income streams, finding new ways to generate income and taking the necessary steps to reduce expenditure.

These plans are kept under constant review by the Trustees to enable them to quickly react to any change in the scale of the crisis, government advice and restrictions imposed.

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2. Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital.

3. Donations, Grants and Similar Income

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.21	Total Year Ended 31.03.20
	£	£	£	£
General donations	1,131	-	1,131	4,199
The Co-op Local Community Fund	4,352	-	4,352	-
Herefordshire Council COVID-19 grant	10,000	-	10,000	-
Herefordshire Council Local Lockdown	8,803	-	8,803	-
COVID-19 Furlough grant	17,086	-	17,086	-
Memberships	10	-	10	727
McKechie Foundation	-	-	-	250
Tea, coffee & book donations	-	-	-	452
Gift Aid receipts	995	-	995	2,072
E F Bulmer	-	-	-	5,000
Openbox Foundation	-	-	-	35,000
Anton Jurgens Charitable Trust	-	-	-	5,000
Douglas Arter Benevolent Foundation	-	-	-	500
Burghill School CROC8	-	-	-	1,300
Funds Raised at CROC8	-	-	-	143
Pauline & Bob Hungerford	-	-	-	115
Gill Worthing	-	-	-	50
Hereford City Rotary	-	-	-	325
Dumbreck Charitable Trust	-	-	-	500
Aims2Cure	-	-	-	787
	42,377	-	42,377	56,420

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4. Income earned from Charitable activities

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.21	Total Year Ended 31.03.20
	£	£	£	£
Oxygen therapy donations	814	-	814	17,573
Alternative therapies income	30	-	30	9,420
	844	-	844	26,993

5. Income earned from Other activities

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.21	Total Year Ended 31.03.20
	£	£	£	£
Fundraising Activities				
49 Club Bonus Ball	1,283	-	1,283	2,363
Kington Show - Cake sale Suzanne Hughes	-	-	-	820
Kington Show - Pimms sales	-	-	-	23
Vintage tea party ticket sales	-	-	-	653
Leominster Community Choir - coffee morning	-	-	-	150
Lyonshall coffee morning - Suzanne Hughes	-	-	-	120
Christmas raffle ticket sales	-	-	-	116
Easter raffle ticket sales	-	-	-	113
Duck raffle	-	-	-	42
Hamper raffle at Centre	-	-	-	93
Psychic evenings ticket sales	-	-	-	458
Sale of donated goods	-	-	-	109
Quiz night at Secret Garden	-	-	-	394
	1,283	-	1,283	5,454

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.21	Total Year Ended 31.03.20
	£	£	£	£
Investment Income				
Bank interest	157	10	167	268

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6. Total Expenditure

	Unrestricted Funds £	Restricted Funds £	Total Year Ended 31.03.21 £	Total Year Ended 31.03.20 £
Fundraising Expenses	-	-	-	101

	Costs in furtherance of the Charity's objects		Costs of Management & Administration of the Charity	Total Year Ended 31.03.21	Total Year Ended 31.03.20
	Unrestricted £	Restricted £	£	£	£
Wages Administration	-	-	5,751	5,751	6,563
Wages Therapists	14,320	-	-	14,320	17,730
Employer pension contributions	-	-	167	167	249
Casual Wages	-	-	-	-	697
Therapists fees	-	-	-	-	6,050
Oxygen	1,036	-	-	1,036	2,402
Therapy consumables	249	-	-	249	250
Equipment maintenance	847	440	-	1,287	1,883
Telephone and internet	-	-	387	387	453
Light and heat	516	-	-	516	1,334
Printing, stationery, postage	-	-	267	267	671
Premises maintenance	1,267	4,409	-	5,676	1,245
Ground rent	1,000	-	-	1,000	1,000
Water rates	144	-	-	144	280
Insurance	1,912	-	-	1,912	1,412
National Federation fees	200	-	-	200	200
Hyperbaric Oxygen Trust	50	-	-	50	300
Staff and volunteer training	-	-	-	-	272
Cleaning and hygiene	761	-	-	761	311
Canteen expenses	-	-	-	-	118
Travelling expenses	-	-	-	-	59
Payroll administration	-	-	440	440	300
General expenses	342	-	-	342	842
Company House	-	-	13	13	13
49 Club prizes	35	-	-	35	653
Depreciation:					
Prefabricated Building	6,022	-	-	6,022	6,022
Multi-Occupancy Chamber	-	-	-	-	1,885
Equipment	-	-	-	-	-
	28,701	4,849	7,025	40,575	53,194

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7. Net Incoming Resources for the Period

	Year Ended 31.03.21	Year Ended 31.03.20
This is stated after charging:	£	£
Depreciation	6,022	7,907

8. Trustees Remuneration and Transactions Involving Trustees

No trustee of the company, nor any person connected with them, has received or is due to receive any remuneration for the period, directly or indirectly from the Charity's funds.

8a. Staff Emoluments

	Year Ended 31.03.21	Year Ended 31.03.20
	£	£
Gross Salaries	20,071	24,293
Employers National Insurance Contributions	-	-
Employers Pension Contributions	167	249
	<u>20,238</u>	<u>24,542</u>

9. Taxation

The Charity considers its income to be exempt from corporation tax.

10. Tangible Fixed Assets

	Prefab Building	Multi- Occupancy Chamber	Equipment	Furniture & Fittings	Total
	£	£	£	£	£
Cost					
As at 1st April 2020	120,433	25,112	8,714	1,774	156,033
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
As at 31st March 2021	<u>120,433</u>	<u>25,112</u>	<u>8,714</u>	<u>1,774</u>	<u>156,033</u>
Depreciation					
As at 1st April 2020	23,251	25,112	8,714	1,774	58,851
Charge for the year	6,022	-	-	-	6,022
Disposals	-	-	-	-	-
As at 31st March 2021	<u>29,273</u>	<u>25,112</u>	<u>8,714</u>	<u>1,774</u>	<u>64,873</u>
Net Book Value 31st March 2021	<u>91,160</u>	-	-	-	<u>91,160</u>
Net Book Value 1st April 2020	<u>97,182</u>	-	-	-	<u>97,182</u>

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11. Debtors

	31.03.21	31.03.20
	£	£
Prepayments	425	333
Accrued income	4,205	-
	<u>4,630</u>	<u>333</u>

12. Cash at Bank and in Hand

	31.03.21	31.03.20
	£	£
Current Account	14,028	4,794
Deposit Accounts	67,654	70,944
Cash in hand	121	147
	<u>81,803</u>	<u>75,885</u>

13. Creditors: Amounts due within one year

	31.03.21	31.03.20
	£	£
PAYE/NI	-	189
Pension	75	95
Accrued Expenses	986	680
	<u>1,061</u>	<u>964</u>

14. Analysis of Net Assets between Funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible Fixed Assets	91,160	-	91,160
Current Assets	50,051	36,382	86,433
Total Assets	<u>141,211</u>	<u>36,382</u>	<u>177,593</u>
Less Current Liabilities	(1,061)	(-)	(1,061)
Net Assets at 31st March 2021	<u>140,150</u>	<u>36,382</u>	<u>176,532</u>

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15. Movement in Funds

	At 1st April 2020 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st Mar 2021 £
Restricted Funds					
1.Openbox Foundation	27,735	10	293	-	27,452
2.Openbox Foundation (IR)	4,466	-	3,266	-	1,200
3.William Cadbury Trust	750	-	-	-	750
4.Douglas Arter Benevolent Foundation	500	-	-	-	500
5. Dumbreck Charity	500	-	-	-	500
6.Anton Jurgens Charitable Trust	5,000	-	-	-	5,000
7. JSF Pollitzer Charitable Settlement	980	-	-	-	980
8.Hereford WI	51	-	51	-	-
9.Hereford City Rotary	325	-	325	-	-
10.Pauline & Bob Hungerford	115	-	115	-	-
11.Gill Worthing	5	-	5	-	-
12.Burghill School CROC8	794	-	794	-	-
Total Restricted Funds	41,221	10	(4,849)	-	36,382
Unrestricted Funds:					
General Funds:	98,215	44,661	(35,726)	-	107,150
Transfer to Restricted Fund					
Contingency Fund	33,000	-	-	-	33,000
Total Unrestricted Funds	131,215	44,661	(35,726)	-	140,150
Total Funds	172,436	44,671	(40,575)	-	176,532

The Contingency Fund of £33,000 is to provide funding to meet salary commitments and other operational costs for a minimum of eight months.

16. Purposes of Restricted Funds

1.Openbox Foundation	funding for External refurbishment
2.Openbox Foundation	funding Internal building refurbishment
3.-5..Funders	funding for Cryospeed Unit
6. Anton Jurgens Charitable Trust	funding for New Oxygen System
7. J S F Pollitzer Charitable Settlement	funding for Physiotherapy treatments
8 - 11.Funders	funding for Therapy Room
12. Burghill School CROC8	funding for Equipment & general costs

17. Contingent Liabilities

There are no contingent liabilities at the accounting date.