

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 2022

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**

Mrs L Shaw (Chairman)  
Miss J Hicks (Treasurer) appointed 4<sup>th</sup> August 2021  
Mrs S Leeuwangh (Company Secretary)  
Mr B Freeman  
Mr B Hilliard FCA  
Mrs A Dalton  
Mrs A Garland resigned 4<sup>th</sup> August 2021  
Mrs A Kitchen  
Mr P Marriott resigned 4<sup>th</sup> August 2021  
Mr R Shimmin

**Company registered number**

2294595 (England and Wales)

**Charity registered number**

701924

**Registered Office**

31 Mostyn Street  
Hereford  
Herefordshire  
HR4 0EG

**Independent Examiner**

B Hilliard FCA  
Chartered Accountant  
Sandford Lodge  
Clive Avenue  
Church Stretton  
Shropshire  
SY6 7BS

**Bankers**

Lloyds Bank  
6-8 High Town  
Hereford  
Herefordshire  
HR1 2AE  
  
Virgin Money  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

HEREFORDSHIRE MS THERAPY CENTRE  
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**TRUSTEES AND DIRECTORS REPORT**  
**For Year Ended 31 March 2022**

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 2022.

**Objectives**

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

**Change of Name**

Since the centre has been back in operation following the pandemic, the oxygen therapy is being used for a variety of medical conditions. The Trustees have therefore agreed that the name of the charity be amended to Oxygen & Wellness Therapy Centre, this name change was approved by Companies House on 13<sup>th</sup> June 2022.

**COVID 19 Pandemic**

Whilst the centre has been back up running for all this year, it has still had a profound effect on the daily running of the centre and income streams. Members have attended and supported the centre, but the numbers have not returned to a normal level as there is clearly still some awareness of the virus.

**Activities**

We have been unable to continue with many activities as it has not been easy to get the exercise classes and physio back up and running. We are currently in the process of looking for a new massage therapist, and look at this as a priority, so our now fully completed therapy room is put to good use.

**Therapies**

Oxygen Therapy is our principal treatment with approx. 925 client appointments in the year, the centre reopened in May 2021.

Since reopening Oxygen Therapy has been used as a treatment for other medical conditions. The Centre has treated a variety of conditions including cancers, brain injury, COPD, ME, Parkinson, stroke, sports injuries COVID-19, Dementia, Herniated Discs, Fibromyalgia, Arthritis and Macular Degeneration.

**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.

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

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

**Staffing**

The Centre Manager works a three-day week, with zero hours temporary cover staff to cover holidays and sickness which has given greater flexibility to working practices. Our Assistant Manager role has not been filled, as currently we are unable to warrant the hours as the centre is not running to full capacity and only open 3 days per week. We are looking to increase numbers next year and the opening extra days, where upon a supervisor role may be recruited.

## HEREFORDSHIRE MS THERAPY CENTRE

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Trustees and Directors Report for Year Ended 31 March 2022 (continued)

### Volunteers

The Trustees are deeply grateful for the commitment and dedication shown by volunteers and sincere thanks go to all 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

It is hoped that in the coming year events will recommence, it is planned to have regular quiz nights, raffles throughout the year and a Christmas Raffle.

There is also a 100 Club that members subscribe to.

### Financial review

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

The Charity had net expenditure for the year of (£17,304) (2020: net income £4,096), comprising unrestricted net expenditure of (£13,294) (2020: Net income £8,935), and restricted net expenditure of (£4,010) (2020: Net expenditure (£4,839)).

Total income for the year decreased by £12,181 and total expenditure increased by £9,219 resulting in a turnaround from a £4,096 surplus in the previous financial year to a deficit of (£17,304) for the year.

### 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 2023.

### COVID-19 pandemic crisis

The Board and management are continuing to take all necessary steps to protect the financial position of the charitable company in view of the continued challenges presented by the pandemic.

Tight budgetary and cash control will be a focus whilst advancing the interests of beneficiaries and protecting the health and wellbeing of everyone connected with the charity.

### 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.

### Trading style

Since 1 June 1997, the work of the charity has been carried out under the name of "Herefordshire MS Therapy Centre" until 13<sup>th</sup> June 2022 when the Charity Commission approved a change of name to "Oxygen & Wellness Therapy Centre".

HEREFORDSHIRE MS THERAPY CENTRE  
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Trustees and Directors Report for Year Ended 31 March 2022 (continued)

**Support**

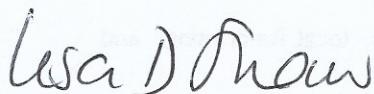
Recognition is given to the following for their financial contributions to the charity:

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

William Cadbury Trust  
Dumbreck Charity  
JSF Pollitzer Charitable Settlement

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 13 August 2022 and was signed on their behalf by:



Mrs L Shaw  
Chairman on behalf of the Trustees

**INDEPENDENT EXAMINER'S REPORT**  
**For Year Ended 31 March 2022**

**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 2022 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.

**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: 3 August 2022

B. Hilliard FCA

HEREFORDSHIRE MS THERAPY CENTRE

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STATEMENT OF FINANCIAL ACTIVITIES FOR YEAR ENDED 31 MARCH 2022

(Including Income & Expenditure Account)

	Notes	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.22	Total Year Ended 31.03.21
		£	£	£	£
Income & endowments from:					
Donations, Grants & Similar Income	3	15,424	-	15,424	42,377
Charitable Activities	4	14,707	-	14,707	844
Other activities	5	2,313	-	2,313	1,283
Investment income (Bank Interest)		43	3	46	167
Total Income		32,487	3	32,490	44,671
Expenditure on:					
Raising funds	6	-	-	-	-
Charitable Activities	6	32,597	4,013	36,610	33,550
Other	6	13,184	-	13,184	7,025
Total Expenditure		45,781	4,013	49,794	40,575
Net Income / (Expenditure)		(13,294)	(4,010)	(17,304)	4,096
Transfer between Funds	15	-	-	-	-
Net Movement in Funds		(13,294)	(4,010)	(17,304)	4,096
Reconciliation of Funds:					
Fund Balances Brought Forward	15	140,150	36,382	176,532	172,436
Fund Balances Carried Forward	15	126,856	32,372	159,228	176,532

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 22**

	Notes	31.03.22 £	£	31.03.21 £	£
<b>FIXED ASSETS</b>					
Tangible Assets:	10		85,346		91,160
<b>CURRENT ASSETS</b>					
Prepayments and accrued income	11	1,410		4,630	
Cash at bank and in hand	12	76,388		81,803	
		<u>77,798</u>		<u>86,433</u>	
<b>CURRENT LIABILITIES</b>					
Less: Amounts falling due within one year	13	(3,916)		(1,061)	
		<u></u>		<u></u>	
<b>Net Current Assets</b>			<u>73,882</u>		<u>85,372</u>
<b>NET ASSETS</b>			<u>159,228</u>		<u>176,532</u>
<b>FUNDS</b>					
<b>Unrestricted</b>					
Contingency fund		33,000		33,000	
Other unrestricted funds		<u>93,856</u>		<u>107,150</u>	
Unrestricted funds carried forward	15		126,856		140,150
Restricted funds carried forward	15		<u>32,372</u>		<u>36,382</u>
			<u>159,228</u>		<u>176,532</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 2022 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 company 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 3 August 2022 and signed on their behalf by:

Mrs L Shaw — Chairman: Lisa D Shaw

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

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## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2022

### 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 the charity has sufficient liquid unrestricted funds to continue operating for the foreseeable future and twelve months from the authorisation of these financial statements.

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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 31.03.22	Total Year Ended 31.03.21
	£	£	£	£
General donations	677	-	677	1,131
The Co-op Local Community Fund	-	-	0	4,352
Herefordshire Council COVID-19 grant	-	-	0	10,000
Herefordshire Council Local Lockdown	450	-	450	8,803
COVID-19 Furlough grant	1,550	-	1,550	17,086
COVID-19 Start up Grant	4,000	-	4,000	-
Memberships	747	-	747	10
Tea, coffee & book donations	50	-	50	-
Gift Aid receipts	-	-	-	995
AB Computers	2,500	-	2,500	-
Hereford Bowling Club	300	-	300	-
The Cloc Ltd	150	-	150	-
The Street Foundation	2,000	-	2,000	-
Albert Hunt	3,000	-	3,000	-
	15,424	-	15,424	42,377

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4. Income earned from Charitable activities

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.22	Total Year Ended 31.03.21
	£	£	£	£
Oxygen therapy donations	12,197	-	12,197	814
Alternative therapies income	2,510	-	2,510	30
	<b>14,707</b>	<b>-</b>	<b>14,707</b>	<b>844</b>

5. Income earned from other activities

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.22	Total Year Ended 31.03.21
	£	£	£	£
<b>Fundraising Activities</b>				
49 Club Bonus Ball	1,196	-	1,196	1,283
100 Club Members	49	-	49	-
Collection Tins Various locations	494	-	494	-
Christmas Quiz	12	-	12	-
Christmas Bear	15	-	15	-
Christmas raffle ticket sales	71	-	71	-
Valentine Quiz	426	-	426	-
Sale of donated goods	50	-	50	-
	<b>2,313</b>	<b>-</b>	<b>2,313</b>	<b>1,283</b>

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6. Total Expenditure

	Unrestricted Funds	Restricted Funds	Total Year Ended 31.03.22	Total Year Ended 31.03.21
	£	£	£	£
Fundraising Expenses	-	-	-	-

	Costs in furtherance of the Charity's objects		Costs of Management & Administration of the Charity	Total Year Ended 31.03.22	Total Year Ended 31.03.21
	Unrestricted	Restricted			
	£	£	£	£	£
Wages Administration	-	-	11,149	11,149	5,751
Wages Therapists	15,912	-	-	15,912	14,320
Employer pension contributions	-	-	239	239	167
Oxygen	4,011	-	-	4,011	1,036
Therapy consumables	223	593	-	816	249
Equipment maintenance	1386	-	-	1,386	1,287
Telephone and internet	-	-	536	536	387
Light and heat	639	-	-	639	516
Printing, stationery, postage	-	-	497	497	267
Premises maintenance	822	3,420	-	4,242	5,676
Ground rent	1,000	-	-	1,000	1,000
Water rates	207	-	-	207	144
Insurance	189	-	-	189	1,912
National Federation fees	260	-	-	260	200
Hyperbaric Oxygen Trust	-	-	-	-	50
Staff and volunteer training	756	-	-	756	-
Cleaning and hygiene	555	-	-	555	761
Canteen expenses	336	-	-	336	-
Travelling expenses	223	-	-	223	-
Payroll administration	-	-	750	750	440
General expenses	264	-	-	264	342
Company House	-	-	13	13	13
49 Club prizes	-	-	-	-	35
Depreciation:					
Prefabricated Building	5,814	-	-	5,814	6,022
Multi-Occupancy Chamber	-	-	-	0	-
Equipment	-	-	-	0	-
	<b>32,597</b>	<b>4,013</b>	<b>13,184</b>	<b>49,794</b>	<b>40,575</b>

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**7. Net Incoming Resources for the Period**

	Year Ended 31.03.22	Year Ended 31.03.21
This is stated after charging:	£	£
Depreciation	5,814	6,022

**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 31.03.22	Year Ended 31.03.21
	£	£
Gross Salaries	27,061	20,071
Employers National Insurance Contributions	-	-
Employers Pension Contributions	239	167
	<u>27,300</u>	<u>20,238</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
	£	£	£	£	£
<b>Cost</b>					
As at 1st April 2021	120,433	25,112	8,714	1,774	156,033
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
As at 31st March 2022	<u>120,433</u>	<u>25,112</u>	<u>8,714</u>	<u>1,774</u>	<u>156,033</u>
<b>Depreciation</b>					
As at 1st April 2021	29,273	25,112	8,714	1,774	64,873
Charge for the year	5,814	-	-	-	5,814
Disposals	-	-	-	-	-
As at 31st March 2022	<u>35,087</u>	<u>25,112</u>	<u>8,714</u>	<u>1,774</u>	<u>70,687</u>
<b>Net Book Value</b>					
31st March 2022	<u>85,346</u>	-	-	-	<u>85,346</u>
<b>Net Book Value</b>					
1st April 2021	<u>91,160</u>	-	-	-	<u>91,160</u>

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**11. Debtors**

	31.03.22	31.03.21
	£	£
Prepayments	1,410	425
Accrued income	-	4,205
	<u>1,410</u>	<u>4,630</u>

**12. Cash at Bank and in Hand**

	31.03.22	31.03.21
	£	£
Current Account	11,619	14,028
Deposit Accounts	64,566	67,654
Cash in hand	203	121
	<u>76,388</u>	<u>81,803</u>

**13. Creditors: Amounts due within one year**

	31.03.22	31.03.21
	£	£
PAYE/NI	-	-
Pension	-	75
Accrued Expenses	3,916	986
	<u>3,916</u>	<u>1,061</u>

**14. Analysis of Net Assets between Funds**

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Tangible Fixed Assets	85,346	-	85,346
Current Assets	45,426	32,372	77,798
Total Assets	<u>130,772</u>	<u>32,372</u>	<u>163,144</u>
Less Current Liabilities	(3,916)	-	(3,916)
Net Assets at 31st March 2022	<u>126,856</u>	<u>32,372</u>	<u>159,228</u>

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**15. Movement in Funds**

	At 1st April 2021 £	Incoming Resources £	Outgoing Resources £	Transfers £	At 31st Mar 2022 £
<b>Restricted Funds</b>					
1.Openbox Foundation	27,452	3	(3,052)	-	24,403
2.Openbox Foundation (IR)	1,200	-	(368)	-	832
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	-	(593)	-	4,407
7. J S F Pollitzer Charitable Settlement	980	-	-	-	980
<b>Total Restricted Funds</b>	<b>36,382</b>	<b>3</b>	<b>(4,013)</b>	<b>-</b>	<b>32,372</b>
<b>Unrestricted Funds:</b>					
General Funds:	107,150	32,487	(45,781)	-	93,856
Transfer to Restricted Fund					
Contingency Fund	33,000	-	-	-	33,000
<b>Total Unrestricted Funds</b>	<b>140,150</b>	<b>32,487</b>	<b>(45,781)</b>	<b>-</b>	<b>126,856</b>
<b>Total Funds</b>	<b>176,532</b>	<b>32,490</b>	<b>(49,794)</b>	<b>-</b>	<b>159,228</b>

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 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

**17. Contingent Liabilities**

There are no contingent liabilities at the accounting date.