

**Swanley Therapy Centre (S.U.M.S)**  
**(A Company Limited by Guarantee)**

**Report and Financial Statements**

**Year ended 31 December 2020**

**Charity Number 801112**

## **Swanley Therapy Centre (S.U.M.S)**

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**Swanley Therapy Centre (S.U.M.S)**  
**Report of the Directors and Trustees for the year ended 31**  
**December 2020**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 December 2020. The financial statements have been prepared in accordance with the accounting policies set out in Note 1 to the Accounts and comply with the Charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice: Accounting and Reporting by Charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (the FRSSE), (effective 1 January 2015).

**Reference and Administrative Details**

<b>Charity Number:</b>	<b>801112</b>
<b>Registered Company Number:</b>	<b>02345991</b>
<b>Principal Office:</b>	<b>Unit 8, Park Road Industrial Estate, Swanley BR8 8AH</b>
<b>Bankers:</b>	<b>Barclays Bank plc, 30 Swanley Centre, BR8 7TJ. CAF Bank Ltd, 25 Kings Hill Avenue, ME19 4JQ Shawbrook Bank, Warley Hill Business Park, Brentwood, CM13 3BE</b>
<b>Accountants:</b>	<b>G.R Potton &amp; Co Chartered Accountants, 2 Harestone Valley Road, CR3 6HB</b>

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

Peter McCann: Chairman  
 Frank Peet: Trustee  
 Simon Clarke: Trustee  
 Florence Taylor: Trustee  
 Tracey Sullivan: Secretary

Patron: Lady Barbara Ramsey

Senior Staff:  
 Centre Manager: Deborah Clarke  
 Deputy Manager: Julie Ginn  
 I T Manager: Ellen Whittaker  
 Treasurer: Martin Bevan



## **Structure, Governance and Management**

### *Governing Document*

The Company is governed by its Memorandum and Articles of Association dated 10 February, 1989.

### *Appointment of trustees*

The trustees and the executive committee are elected from the membership of the organisation.

### *Organisation*

The organisation is run on a day to day basis by the committee consisting of:

Lady Barbara Ramsey  
Martin Bevan  
Deborah Clarke  
Simon Clarke  
Anne Marie Curling  
Linda Harris  
Julie Ginn  
Simon North  
Eddie Oates  
Frank Peet  
Eileen Saunders  
Sheila Sheehan  
Tracey Sullivan  
Doreen Tavener  
Florence Taylor  
Ellen Whittaker

## **Objectives and Activities**

The organisation's principal activity is that of a charity. Its main aims are to:

Provide therapeutic services to people with multiple sclerosis and other neurological conditions.

Promote the MS National Therapy Centres and the MS Society through its services, website and social media network.

Provide a welcoming and supportive environment and a venue where members provide mutual support, exchange skills and "expert by experience" advice.



## **Activities, achievements and performance**

We achieve our aims by providing therapeutic hyperbaric oxygen and the provision of day care facilities. We also provide practical support for persons suffering from multiple sclerosis, neurological disorders and other conditions including sports injuries.

Services are provided in such a way that facilitates access by people of different cultural and ethnic backgrounds and those with physical disabilities, sensory and learning disabilities.

We provide services to clients living in Kent and the South East. Our services are not available on the NHS. Our medical adviser is Professor Phillip James formerly of Dundee University, who is the widely recognised expert specialising in the High Dose Oxygen Therapy.

During 2020 due to Covid19 we were only able to provide 35 weeks of service, and provided 1125 (2019-2606) individual oxygen therapy patient sessions.

In addition to oxygen therapy we continue to offer Chiropody, Pilates, and now Bowen Therapy to members and non-members.

During the year, when possible, we have continued opening four mornings a week, (13 sessions of oxygen therapy) including a popular Wednesday evening session. This has been achieved with the continual support of a loyal team of volunteer chamber operators.

In order to comply with the restrictions linked to Covid19 the Centre was closed from 18 March to 6 July 2020. Upon reopening in July attendance was substantially reduced to comply with social distancing requirements. The financial consequences saw donations for oxygen therapy being 50% less than 2019 and fund raising opportunities were limited to a virtual Summer Fete and raffles. The resulting deficit for the year amounted to £11,114.



## **Fundraising**

We are grateful to the following for their support during the year ended 31 December 2020:-

Sir Vivian and Lady Barbara Ramsey  
Steve Weight, Mark Gittos and Nisa Retail Ltd in memory of Perin Dobran  
Mr and Mrs D Stuttard in memory of Marion Wash  
Chris Burton  
The Henry Smith Charity  
MSP Lettings Ltd  
Swanley Town Council  
Asda Stores Ltd  
Members of the "100" Club  
Mr and Mrs J E Clarke  
The Historic Dockyard Chatham  
CrockerARA  
Co-op Food, Swanley  
Simon North  
Leeds Castle  
M E Anderson Builders Ltd  
Waitrose Stores Ltd.

## **Volunteer Support**

The organisation operates with voluntary unpaid staff, its only paid employees are Deborah Clarke, Julie Ginn and Ellen Whittaker. Many of our volunteers are drawn from relatives of multiple sclerosis sufferers and local supporters and not only help run the Centre but support in fundraising events.

The trustees would like to acknowledge the volunteer support for this year provided by: Lady Barbara Ramsey, Frank Orford, Martin and Christine Bevan, Julie Ginn, Gaynor and Steve Rogers, Sheila Sheehan, Ed and Susan Oates, Karen Wise, Deborah & Calvin Clarke, Dawn Dellow, Ellen Whittaker, Tracey Sullivan, Chris Davidge, Linda Harris, Tracy Anderson, Anne-Marie Curling, Doreen Tavener, Simon North, Eileen Saunders and Brenda Gray.

## **Public Benefit**

The trustees have reviewed the aims of the charity and the services it provides to ensure that they are for the public benefit. There are clear identifiable benefits available to a section of the public i.e. services to people suffering from multiple sclerosis and related neurological conditions.



## **Financial Review**

It is vital that we have sufficient funds to perform our duties to our members and service users. The organisation incurred a deficit of £11,114 for the year ended 31 December 2020 (2019 - £2,187 deficit). To remain a viable enterprise, to maintain our operations at their existing levels and achieve our objectives for 2021 we need to continue to act to seek new forms of income and continue our fundraising efforts.

## **Investment Powers and Policy**

Under the Constitution, the charity has the power to invest in any way the trustees wish. However, the trustees have adopted a policy which is risk averse, but seeks to maximise investment return whilst retaining liquidity. In addition to our existing bankers, Barclays Bank, who provide an instant access current account, we have higher rate instant access cash and gold accounts with CAF Bank and a fixed term deposit account with Shawbrook Bank.

## **Reserves Policy**

Given the deficit for the year ended 31 December 2020 has decreased our reserves the trustees consider that the fundraising initiatives need to be continued during 2021.

## **Risk Assessment**

The trustees have reviewed any potential major risks and have set up systems and procedures to manage those risks. However our expenditure on services to members exceeds the fees and donations we receive towards the cost of treatment and we are therefore exposed to a financial risk if this deficit cannot be covered by additional income generated.

## **Trustees Responsibilities in relation to the Financial Statements**

The trustees are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



The law applicable to charities in England and Wales, the Charities Act 2011, Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing those financial statements, the trustees are required to:

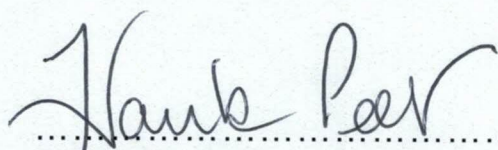
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Accountants**

The directors and trustees would like to thank G.R Potton & Co for their services and retain them for the year ended 31 December 2021.

By order of the Directors and Trustees:

  
.....  
Frank Peet  
Director and Trustee  
Dated.. 25/02/21 .....



**Swanley Therapy Centre (S.U.M.S)**  
**Statement of Financial Activities (including income and expenditure account) year ending 31 December 2020**

	Note	Funds 2020	Funds 2019
<b>Incoming resources</b>			
<b>Incoming resources from generated funds:</b>			
Voluntary income:			
Grants, donations and membership fees	3	£38,930	£59,091
Activities for generating funds		2,730	5,743
Investment income		13	464
<b>Incoming resources from charitable activities:</b>		£41,673	£65,298
Contribution for treatment	3	396	1,190
<b>Total incoming resources</b>		£42,069	£66,488
<b>Resources expended</b>			
<b>Cost of generating funds and voluntary income</b>		£666	£2,585
<b>Charitable activities</b>	3	50,358	65,059
<b>Governance costs</b>		2,159	1,031
<b>Total resources expended</b>		£53,183	£68,675
<b>Net movement of funds in year</b>		(£11,114)	(£2,187)

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



**Swanley Therapy Centre (S.U.M.S)**  
**Statement of Net Assets as at 31 December 2020**

	Notes	2020	2019
Current Assets			
Bank balance	10	£85,663	£99,241
Petty Cash		84	170
		£85,747	£99,411
Current liabilities			
Deferred income	9	500	2,750
Accrued expenses		900	1,200
		£1,400	£3,950
Net assets		£84,347	£95,461

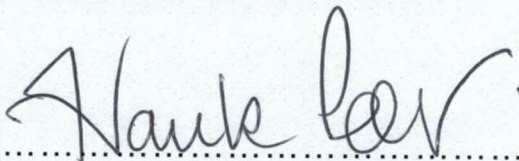
(1)Analysed: Restricted £15,655, Unrestricted £68,692.

For the year ending 31<sup>st</sup> December, 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts were approved by the Board of Directors and Trustees and signed on their behalf on.....



.....  
 Frank Peet

Director and Trustee

Dated: 25/02/21

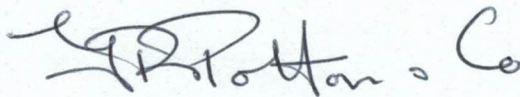


# Swanley Therapy Centre (S.U.M.S)

## Accountants' Report

The directors and trustees are responsible for keeping proper accounting records. In accordance with instructions given to us, we have prepared the accounts on pages 9-10 and the notes thereto on page 12-17 for the year ended 31 December 2020 from the books and records of the Company on the basis of information and explanations supplied to us.

We have not carried out an audit in accordance with Auditing Standards. Accordingly we do not express an opinion of any sort on the accounts.



G.R. Potton & Co  
Chartered Accountants  
2 Harestone Valley Road  
Caterham  
Surrey  
CR3 6HB

Dated: 9 July 2021



## Notes on the accounts

### 1. Accounting Policies

#### a) Basis of Preparation

The financial statements have been prepared under the historic cost convention. The financial statements have been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities, Statement of Recommended Practice: Accounting and Reporting by Charities 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 Standards applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Financial Statements are prepared in Sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

#### Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FS102 and the Charities SORP FRS 102 the restatement of comparative items may be required and concluded that no restatements were required. The transition date was 1 April 2015.

#### b) *Incoming Resources*

Voluntary income which includes donations and grants from charitable bodies, and income from charitable activities are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or relates to future accounting periods or
- The donor has imposed conditions, which must be met before the charity has unconditional entitlement.

Fees are charged to non-members for treatment, members contribute towards the cost of treatment by way of a donation and this is included in voluntary income.



- c) *Investment income is recognised on a received basis.*
- d) *Volunteers and Donated Services and Facilities*  
The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution made by volunteers can be found in the trustees annual report.
- e) *Resources Expended*  
Expenditure is recognised when a liability is incurred.
- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in fundraising activities.
  - Charitable activities include expenditure associated with the provision of therapeutic and advice services to people suffering from multiple sclerosis and associated neurological conditions.
  - Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional statutory and regulatory requirements.
  - Support costs include central functions. These have been allocated to charitable activities.
- f) *VAT*  
All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.
- g) *Lease*  
The organisation leases its premises, on a 5 year lease commencing 25 March 2018. We have the right to terminate the lease on 25 March each year subject to giving 6 months notice. Rental costs are charged evenly over the period of the lease.
- h) *Funds Structure*  
The organisation has a restricted income fund to account for a situation where a donor requires that a grant or donation must be spent on a particular purpose or where funds have been raised for a specific purpose.

All other funds are unrestricted income funds.



i) *Pensions: Automatic Enrolment*

With effect from 1 July 2016 all staff were given the opportunity of automatically enrolling into a Pension Scheme provided by NEST.

**2. Legal Status of the Organisation**

The Organisation is a Company Limited by Guarantee and a registered charity. The liability of each member in the event of winding up is limited to £1.



### 3. Financial Activities of the Charity

#### *Analysis of voluntary income*

	2020	2019
One-off grants received	£2,500	£3,000
Donations	35,132	53,747
Membership fees	1,298	2,444
	£38,930	£59,091

#### *Analysis of income from charitable activities*

	2020	2019
Fees for treatment	£396	£1,190

#### *Investment Income*

All of the organisation's investment income arises from its bank accounts.

#### *Analysis of resources expended*

Cost of generating funds represents costs incurred in raising voluntary income.

#### *Charitable activities*

	2020	2019
Cost of provision of advice and treatment and expenditure on Improved facilities	£50,358	£65,059



#### 4. Analysis of Charitable Expenditure

Treatments	196
Oxygen	2,153
Repairs and maintenance	4,827
Wages etc.	19,314
Support costs	22,542
Other expenses	1,326
	£50,358

The organisation undertakes direct charitable activities only and does not make grant payments.

#### 5. Analysis of Support for Charitable Activities

This table shows the cost of the charitable activities and the sources of revenue to directly support those activities.

	<b>Total</b>
Charitable expenditure	£50,358
Fees for treatment	396
Contributions towards cost of treatment by way of donation	30,267
Deficit to be funded from other sources	£19,695



## 6. **Analysis of Staff Costs borne by the Charity**

	<b>2020</b>	<b>2019</b>
Salaries including Social Security costs	£19,314	£26,225

## 7. **Staff Numbers**

The average number of full-time equivalent employees (including part time staff) during the year was 1 (2019 - 1).

## 8. **Taxation**

The Company is a registered charity and no provision is considered necessary for taxation.

## 9. **Deferred Income**

Being grants received in year ended 31 December 2020 relating to expenditure or activities to be undertaken in the year ended 31 December 2020 - nil (2019 – £2,250) and income from activities for generating funds that took place in 2020 applicable to 2021 - £500 (2019 - £500).

## 10. **Bank Balance**

Funds are held on bank current and deposit accounts.

## 11. **Lease**

Cost of lease of premises £15,500 per annum (landlord then makes charitable donation of £3,000).