

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

**Report and Financial Statements**

**Year ended 31 December 2024**

**Charity Number 801112**

**References in the margins are to documents in the 2024 Financial  
Report**

## **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 2024**

The trustees are pleased to present their report together with the financial statements of the charity for the year ending 31 December 2024. 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>CAF Bank Ltd, 25 Kings Hill Avenue, ME19 4JQ Shawbrook Bank, Warley Hill Business Park, Brentwood, CM13 3BE</b>
<b>Accountants:</b>	<b>Champ Consultants Ltd, 34 Croydon Road, Caterham, Surrey, CR3 6QB</b>

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

Chairman: Dayantha Joshua (Appointed: 26/10/2024)  
Chairman: Peter McCann (Deceased: March 2024)  
Chair of Trustees: Paul Dunn (Appointed: 26/10/2024)  
Chair of Trustees: Frank Peet (Resigned as Chair of Trustees:  
26/10/2024)  
Trustee: Frank Peet  
Trustee: Simon Clarke  
Trustee: Sue Bairstow (Appointed: 26/10/2024)  
Trustee: Michael Horwood (Appointed: 26/10/2024)  
Trustee: Florence Taylor (Deceased: July 2024)

Patron: Lady Barbara Ramsey

Senior Staff:  
Centre Manager: Lindsey Johnson  
Deputy Manager: Ellen Joseph

Voluntary Treasurer: Tracy Anderson (Appointed: 26/10/2024)  
Voluntary Treasurer: Martin Bevan (Deceased: June 2024)  
Voluntary Secretary: Tracey Sullivan

Martin Bevan, who served the Charity as Treasurer for many years, sadly passed away in June 2024. We will always be grateful for Martin's dedication and contributions to the success of the organisation.

We wish to acknowledge the support and dedication of Florence Taylor who acted as a Trustee from July 2016 and sadly passed away January 2025.

## **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 operational services are reviewed by an operational committee consisting of: [organisation is run on a day to day basis by the committee consisting of:]

Lady Barbara Ramsey  
Tracy Anderson  
Simon Clarke  
Anne Marie Curling  
Paul Dunn  
Linda Harris  
Lindsey Johnson  
Ellen Joseph  
Simon North  
Frank Peet  
Eileen Saunders  
Sheila Sheehan  
Tracey Sullivan  
Doreen Tavener

## **Objectives and Activities**

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

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



Promote and assist in research to causes of MS; this will include activities and association with the Neuro Therapy Network and the MS Society.

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 (High Dose Oxygen Therapy) 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, Surrey 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 2024 we were able to provide 50 weeks of service, and provided 3,489 (2023 – 3,423) individual oxygen therapy patient sessions.

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

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

### **Fundraising**

We are grateful to the following for their support during the year ended 31 December 2024:-

Sir Vivian and Lady Barbara Ramsey  
Chris Burton  
MSP Lettings Ltd  
Paula Carr Diabetes Fund  
Members of the “100” Club  
Mr and Mrs J E Clarke  
MA Builders

Orpington Rotary  
Paul Dunn  
Birchwood Park Golf Club Seniors  
Frank Peet  
Family and friends of Chris Davidge  
Family and friends of Martin Bevan  
EasyFundraising  
Ros Wakeman  
Alison Draper  
Family and friends of Shital Jethwa  
Angelo Allodi  
DSTC  
Barbie Rose  
Simon Clarke  
Alexandra Reichl (London Marathon)

### **Volunteer Support**

The organisation operates with voluntary unpaid staff, the only paid employees during the year were Lindsey Johnson, Ellen Joseph, Kelly Simonds and Julie Sawyer.

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, Sheila Sheehan, Dawn Dellow, Tracey Sullivan, Linda Harris, Tracy Anderson, Heather Bowden, Anne-Marie Curling, Doreen Tavener, Simon North, Eileen Saunders, Brenda Gray, Sue Rivers, Jane Towner, Carol Sterry and Lesley Playfoot.

### **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, related neurological conditions and other chronic and acute conditions that benefit from HDOT. The Trustees ensure that the services are provided at a below market pricing to give accessibility

## **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 £1,057 for the year ended 31 December 2024 (2023 – £888 deficit). To remain a viable enterprise, to maintain our operations at their existing levels and achieve our objectives for 2025 we need to continue to act to seek new forms of income and continue our fundraising efforts. (Schedule 1)

## **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. Our existing bankers, CAF Bank, provide an instant access current account, a gold account. We also have a fixed term deposit account with Shawbrook Bank.

Given the deficit for the year ended 31 December 2024 has decreased our reserves the trustees consider that the fundraising initiatives need to be continued during 2025.

Due to rising costs for de-installation work it is important that a revised Reserves Policy setting out Designated Reserves for fixed contractual obligations is reconstituted. Recent moves and refurbishments by other similar HDOT centres will be used to provide more accuracy for the required figures to be 'designated'. This work will be completed in 2025

## **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. Fee increases were advertised in November 2024 stating that these would begin from January 2025; the new values will be checked throughout the coming year and used as a benchmark each year.

## **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:

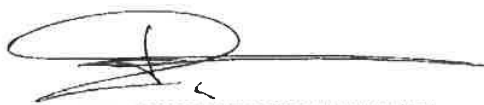
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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 Champ Consultants Ltd for their services and retain them for the year ended 31 December 2025.

By order of the Directors and Trustees:

  
.....  
Paul Dunn  
Director and Chair of Trustees  
Dated.....6/4/25.....

**Swanley Therapy Centre (S.U.M.S)**  
**Statement of Financial Activities (including income and expenditure**  
**account) year ending 31 December 2024**

	Note	Funds 2024	Funds 2023	
<b>Incoming resources</b>				
<b>Incoming resources from generated funds:</b>	3			
Voluntary income:				
Grants, donations and membership fees		£82,383	£81,511	
Activities for generating funds		7,801	6,531	
Investment income		548	439	
<b>Incoming resources from charitable activities:</b>		£90,732	£88,481	
Contribution for treatment	3	5,035	3,547	Schedule 3
<b>Total incoming resources</b>		£95,767	£92,028	
<b>Resources expended</b>				
<b>Cost of generating funds and voluntary income</b>	3	£1,555	£1,614	Schedule 5
<b>Charitable activities</b>		93,136	89,318	
<b>Governance costs</b>		2,133	1,964	
<b>Total resources expended</b>		£96,824	£92,916	
<b>Net movement of funds in year</b>		£(1,057)	£(888)	

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 2024**

	Notes	2024	2023	
Current Assets				
Bank balance	10	£60,914	£64,513	
Petty Cash		78	85	
		£60,992	£64,598	
Current liabilities				
Deferred income	9	£500	£2,750	Schedule 4
Accrued expenses		900	1,200	Schedule 7
		£1,400	£3,950	
Net assets		£59,592	£60,648	

*Analysed: Unrestricted Designated Reserves (£50k); General Unrestricted Reserves (£9,592). These sums represent the structure of reserves for 2024.*

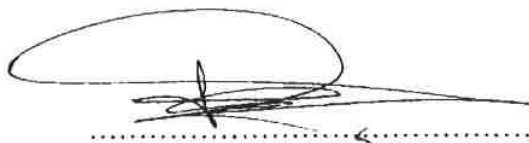
*NB: The Charity has reviewed its obligations and has now restructured its Reserves Policy and itemised the categories. The policy was approved by the Trustees 10th July 2025. The Charity will seek project funding and hold this as a Restricted Reserve conforming to donor or grant provider intent. Other income reserves will be held as Unrestricted Designated Reserves or Unrestricted General Reserves. The Designated reserves have been calculated as a requirement placed upon the charity through contractual obligations or legislative compliance (e.g. staff payments in inclement circumstances).*

For the year ending 31<sup>st</sup> December 2024 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.....



Paul Dunn  
Director and Chair of Trustees  
Dated: 6/8/25

## **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 12-16 for the year ended 31 December 2024 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.

Champ Consultants Ltd  
34 Croydon Road  
Caterham  
Surrey  
CR3 6QB



Dated: 03/09/2025



## **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 14 March 2023. We have the right to terminate the lease on 14 March each year subject to giving 6 months notice. Rental costs are charged evenly over the period of the lease.
- h) *Funds Structure (see above re Designated)*  
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.

The purpose of the organisation STC, is to provide Oxygen Therapy, along with other supportive services, and the Oxygen Therapy requires a purpose-built facility positioned in a safe industrial estate. The chamber and supporting equipment for the Oxygen service is permitted in the facilities with contractual obligations that, should the STC Charity ever wish to move from the industrial estate it must remove all equipment, dispose of it if appropriate (e.g. upon closure of the charity or replacement) and reset the industrial unit to its original state. This contractual agreement with the landlord thereby makes an obligation of funds that cannot be otherwise excused and carries an estimated cost of £50,000; this is based upon general estimates and awareness of other similar sites involved recently in re-siting.

For this reason, the Trustees have taken the view that it would be prudent to earmark funds of £50,000 and move these funds to a restricted account so that the charity STC is always able to meet its obligations. The Trustees will continue to review the cost and resale value of equipment in a changing market (for Oxygen Therapy equipment) and to revise this new restricted account annually.

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*

	2024	2023	
One-off grants received	£2,250	£750	Schedule 3
Donations and membership fees	80,133	80,761	
	£82,383	£81,511	

*Analysis of income from charitable activities*

	2024	2023	
Fees for treatment	£5,035	£3,547	Schedule 3

*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*

	2024	2023	
Cost of provision of advice and treatment and expenditure on improved facilities	£93,136	£89,318	Schedule 5

4. **Analysis of Charitable Expenditure**

Oxygen	£6,848	Schedules 6 & 7
Repairs and maintenance	14,030	
Wages etc.	39,485	
Support costs	28,124	
Other expenses	4,649	
	£93,136	

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	£93,136
Fees for treatment	(5,035)
Contributions towards cost of treatment by way of donation	(82,383)
Deficit to be funded from other sources	£5,718

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

Salaries including Social Security costs	£39,485	£37,135	Schedules 6 & 7

**7. Staff Numbers**

The average number of full-time equivalent employees (including part time staff) during the year was 2 (2023 – 2).

**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 2024 relating to expenditure or activities to be undertaken in the year ended 31 December 2025 – £nil (2023 – £2,250) and income from activities for generating funds that took place in 2024 applicable to 2025 – £500 (2023 – £500). (Schedule 4)

**10. Bank Balance**

Funds are held on bank current and deposit accounts.

**11. Lease**

Cost of lease of premises £19,000 per annum (landlord then makes charitable donation of £4,000).

## **SUMS/Swanley Therapy Centre: Reserves Policy**

The SUMS/Swanley Therapy Centre reserves policy was reviewed and updated June 2025; and accepted at a Trustee Meeting 10<sup>th</sup> July 2025.

### **What are reserves?**

Reserves are the funds that are held by a charity and available to spend on its purposes. Donor/Funder's often look at the amount of reserves (or "free reserves") a charity holds to help decide whether to fund them. Local authorities will also ask about reserves to decide whether to allow any discretionary rates relief.

### **What to consider?**

The starting point for calculating the reserves held by a charity is the amount of unrestricted funds. However, not all of the unrestricted funds of a charity may be available for unrestricted spending. SUMS/STC has identified the following requiring designated reserve status:

1. The charity has responsibility for a building and should hold reserves to meet the costs for repairs or withdrawal and closure of the site as per contractual obligations
2. The charity employs staff, and shall hold funds to cover their notice period and any redundancy they may be entitled to in the case of closure (forced or otherwise) of the charity

## **The intended Reserves Management**

### ***Item 1:***

The charity has a contractual obligation upon exiting the current premises, to remove all items and restore the property to an empty shell business facility. SUMS has invested over 40 years in structural changes and partly these were necessary to allow for a HBOT (Oxygen) Chamber to be placed within the building premises. The chambers are heavy iron units that allow 8 persons to occupy it seated on coach-type seats. The Charity therefore has oxygen tanks and other ancillary items that facilitate provision of HBOT treatments. The removal of the oxygen tanks also carries a cost for demobilization and removal.

The charity has previously estimated the cost of replacing or removing equipment and, if the case, exiting the premises. We have recently reached out to similar Charity HBOT centres and the maintenance company, to apprise itself of current values. We believe that there remains a value in the chamber, compressors and other equipment but much of this would be lost in the act of removing and disposing of the items (circa £20k). There then remains the cost of property reinstatement and the removal of the British Oxygen Corp (BOC) tanks and related items. The clearance of an adjoining facility was recently cleared and overall cost value of £20k was needed; a similar site had BOC quote £25k for removal of its leased tanks.

**Item 1 valuation:** We have assumed that costs in this area will continue to rise and that currently total disposal and clearance would require a 'designated' reserve of £50k.

**Item 2:**

The trustees have set a level equivalent to 3 months of operating costs for the organisation as a desired level of reserve. This fund is a contingency in the event of a sudden reduction in income, in order to protect the future operation of the organisation from the effects of any unforeseen variations in its income and expenditure (notable the impact of COVID in 2020/21).

The trustees have assigned reserves where there are planned commitments that cannot be met by anticipated future income alone.

We have been undergoing a monthly profile of income/cost by the work of the new 2024 Charity Treasurer. This indicates currently a cost of £4.5 per month for obligated costs and staff redundancy payments in the event.

**Item 2 valuation:**

For item 2 costs we propose a designated reserve of £13.5k.



Unrestricted Funds	Desired Reserves	Balance as at 30 <sup>th</sup> June 2025	Description
<b>General purpose reserve fund</b>	£20k	£14k	<b><u>Unrestricted Reserve</u></b> Funds to provide cash flow and meet short term unforeseen expenses
<b>Development Projects</b>	£8k	Nil	<b><u>Restricted Reserve</u></b> Funds received on the basis of strictly dedicated purpose as stipulated by the donor. <i>Currently we are applying for a project to replace the chamber seats (June 2025).</i>
<b>Premises Exit Reserve</b>	£50k	£50k	<b><u>Designated Reserve</u></b> Clearance of the building and disposal of all Charity equipment.
<b>Redundancy Reserve</b>	£10k	£8k	<b><u>Designated Reserve</u></b> Payment of staff costs including redundancy.
<b>Utilities and other contractual Reserve</b>	£3.5k	£3.5k	<b><u>Designated Reserve</u></b> Payment of all further contracts to close

<b>Total</b>	<b>£91.5k</b>	<b>£75.5k</b>	
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The trustees will wish to review the above costs early in 2026 as the resell value and charges are all expected to change now that HBOT has become more popular with recent medical & sporting support for oxygen therapy. We are unsure how this will affect resell valuations and higher demand.