

Registered number: 02339750
Charity number: 801382



**KENT MULTIPLE SCLEROSIS THERAPY
CENTRE LTD**

(A company limited by guarantee)

UNAUDITED

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

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
(A company limited by guarantee)

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KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 DECEMBER 2020**

Trustees

Ms S Wilding
Mr G Davis, Chairman
Mrs C Macdonald-Bryant (resigned 22 May 2020)
Mr D J Bailey
Mr I Howells (resigned 5 June 2020)
Mr I Bryant, Treasurer (resigned 22 May 2020)
Mrs M Cox (resigned 25 May 2020)
Mr R Curzon (resigned 26 May 2020)
Mrs J Tompkins
Mrs H Brian (appointed 8 June 2020)
Mrs I Neitsch (appointed 15 January 2021)
Mr J Limmer (appointed 1 May 2021)
Mr A Cleur (appointed 1 May 2021)

Company registered number

02339750

Charity registered number

801382

Registered office

Bradbury House
Merton Lane (North)
Canterbury
Kent
CT4 7DZ

Company secretary

D Bailey

Chief executive officer

K Cunningham (to May 2020) then position vacant

Accountants

Magee Gammon
Chartered Accountants
Henwood House
Henwood
Ashford
Kent
TN24 8DH

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
(A company limited by guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their annual report together with the financial statements of the Kent Multiple Sclerosis Therapy Centre Ltd for the 1 January 2020 to 31 December 2020. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

Objectives and activities

a. Policies and objectives

The charity is governed by its Memorandum and Articles of Association and aims to promote the relief of persons in the county of Kent who live with Multiple Sclerosis (MS) by any lawful means and in particular and without prejudice to the generality of the foregoing:

- a) to provide advice, guidance and moral and practical support for persons living with MS
- b) to provide therapy (including oxygen therapy) for persons living with MS or other similar symptoms or conditions

In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

b. Activities for achieving objectives

To ensure the charitable company's aims are met, the charitable company has a general policy to bring together persons living with MS and persons interested or more widely affected by MS.

The charitable company administers and equips a centre for the provision of therapies. "Active" members are required to pay for membership to the centre, thereafter full members are asked for a donation contributing to the operating costs/cost of therapy and associate members are required to pay a fixed charge albeit one well below the market rate. The centre also raises funds through events and donations.

There have been no material changes in these policies since the last report.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and performance

a. Review of activities

The charitable company has continued its main objective of providing a range of therapies, support and advice to those with MS, their families and carers.

2020 was the sixth year of operation in the New Centre which continues to provide a state of the art facility to its users and consequently the principal therapies of High Dose Oxygen Therapy, Physiotherapy, Reflexology, Acupuncture and Hydrotherapy have all remained in strong demand.

The Centre also continues to treat a range of non-MS conditions with High Dose Oxygen Therapy including some life long conditions such as fibromyalgia, cancer, post-operative wounds and sports injuries, the income from which assists in the subsidising of its services to members with MS.

Continual investment in Centre staff has further strengthened the offering available to Centre users, as well as adding depth to the fundraising team. By the end of 2020 recruitment of new Trustees was underway to fill skill vacancies.

Centre membership databases have been cleansed in 2020 and there is clarity in the numbers at 388 with full membership (i.e., MS) and 148 Associate members. In addition, there new 43 non-member Oxygen users registered at the centre.

The Trustees wish to record their grateful thanks to our volunteers and others who willingly donate their time and services to our cause. Their wonderful support ensures that the New Centre continues to provide care and support to members and will continue to do so for the foreseeable future.

b. Public awareness

The Trustees and the Centre Management Team continue to promote awareness of the Centre within the local community. The charity has a Trustee with specialist marketing and public relations experience to facilitate and develop this work.

c. Public benefit

The trustees have complied with their duty to have regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

The activities of the charity are directed to providing significant support for those with MS both through treatment and therapy, informal advice and peer support.

Any contribution made towards the running costs of the charity is at the discretion of the member with MS and all MS Members have the opportunity to benefit from the activities of the charity without charge. The balance of the running cost is subsidised through its fundraising and income generation activities.

When it is not needed to help people with MS, or when there is spare capacity, some of the Centre's facilities are made available for use by Associate Members and Oxygen Therapy Clients.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and performance (continued)

d. Achievements and performance overview

Kent MS Therapy Centre continues to extend the scope of therapies on offer. In 2020 the charity delivered a total of 5,108 treatments and therapies. A summary is shown below. This is significantly reduced from 2019 as a direct result of the COVID restrictions which initially closed the centre outright and then only permitted very limited activity due to social distancing restrictions.

<u>Therapy Data</u>	<u>Total Sessions</u>	<u>Total Attendees</u>	<u>All Conditions Total Attendees</u>	<u>Distinct MS Attendees</u>	<u>Non-MS / No Condition</u>
Complementary Therapies (Acupuncture, Massage, Indian Head Massage, Reflexology and Reiki)	787	660	143	108	35
Hydrotherapy Pool Therapies (Hydrotherapy, Aqua Yoga, Swimming Lessons, Supported Swim and Family Swim)	641	681	71	64	7
Physiotherapy (land based) Therapies (Physio, Gym and Pilates)	531	399	60	59	1
Oxygen Therapy	2753	3780	255	151	104
APS Therapy	152	110	11	7	4
Yoga	18	23	7	7	0
Chiropody	24	21	15	14	1
Singing Group Therapy	9	52	13	7	6
Counselling	193	185	28	22	6

As we attract more Members with MS and extend our therapy offering the level of subsidy required to support our therapies increases. Fundraising and sustainable income generation becomes ever more important.

e. Fundraising and income generation

	<u>Restricted Funds</u> <u>2020</u>	<u>Unrestricted Funds</u> <u>2020</u>	<u>Total Funds</u> <u>2020</u>	<u>Total Funds</u> <u>2019</u>
Donations and legacies	170,419	280,940	451,359	469,955
Charitable activities	-	15,129	15,129	17,010
Other trading activities	5,436	44,907	50,343	121,693
Investments	-	131	131	296
Other income	-	185	185	7,771
Total income	175,855	341,292	517,147	616,725

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Financial review

a. Going concern

After making appropriate enquiries, the Trustees have a reasonable expectation that the company 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.

b. Reserves policy

The charitable company has maintained a tight control on expenditure throughout the year. It seeks to maintain a reserve account which is equivalent to six months running costs, whilst recognising the need to grow the reserves to this level by developing a wider membership base.

General review

Incoming resources for the year amounted to £517,147 (2019: £616,725) with expenditure totalling £521,492 (2019: £598,665) resulting in a deficit of £4,345, (2019: a surplus of £18,060).

It is the Trustees intention to apply all funds received in any one year whilst maintaining an appropriate level of unrestricted reserves in accordance with the policy.

Revenue Funding

The charitable company continues to be heavily reliant upon donations and fundraising for its income along with vital income from non-MS Oxygen Therapy. The income from donations has been at its most critical this year as fundraising activities through events and community fundraising along with other income generating activities has been substantially curtailed during 202 by the COVID pandemic restrictions. The charity is enormously grateful for the support it has received. The charity is also grateful to its staff, therapists and volunteers who have assisted with income generating activities as well as the outreach and click and connect programmes which, while they have not generated significant funds, have been vital to maintain engagement with our members many of whom were categorised as 'vulnerable' during the medical emergency that we have all lived through.

Restricted funds for specific projects have been received during the year from the following sources:

<u>Restricted Funds received in 2020</u>	<u>Purpose</u>	<u>Amount</u>
Roger De Haan Charitable Trust	Oxygen Therapy	£5,000
R G Hills Charitable Trust	Physio Hydro 2020	£3,000
Ann Rylands Small Grant / Sir Jules Thorn Charitable Trust	Counselling 2020	£750
Beerling Foundation	Hoist / slings	£427
Whitehead Monckton Charitable Foundation	Counselling	£1,250
M&G Prudential Community Fund	Counselling	£2,400
Big Give Christmas Challenge	Oxygen Therapy	£3,495
Charlotte Marshall Charitable Trust	Oxygen Therapy	£495
Hospital Saturday Fund	Oxygen Therapy	£1,750
Cantiacorum Foundation	Vela Tango Chair	£1,487
Pfizer	Slings / hoist	£1,000
St. Saviour's Medical Charity	Physio / hydro 2020	£10,000
CSIS (Corporate)	2 x laptops	£900
CAF Coronavirus Emergency Fund	COP essentials packs	£2,250
Kent Community Foundation Emergency Fund	Community Outreach	£5,000
Colyer-Fergusson Charitable Trust Stabilising Grant	COP / Core costs	£10,000
Tesco Bags of Help	COP therapist fees	£500
HM Government Coronavirus Community Support Fund	Community Outreach	£10,000

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

The Childwick Trust	Community Outreach	£10,000
KCC Kent Sport	Community Outreach	£500
Crowdfunder / Aviva	Community Outreach	£3,822
William Brake Charitable Foundation	Hydrotherapy	£15,000
Edward Gostling Foundation	Re-opening costs / physio Hydro expenses	£3,988
St. Austin / Gregory Parish Church Margate	Community Outreach Programme	£200
St. Dunstan's Church, Canterbury	Community Outreach Programme	£200
Kent Community Foundation Resilience Fund	Ops mgr and oxygen operator salaries	£13,000
Cantiacorum Foundation	Re-opening costs	£5,000
Sport England	Community Outreach	£4,244
Rotary Club of Sittingbourne	Webcams / mics	£264
St. James's Place Foundation	Community Outreach	£1,000
Whitstable and Herne Bay Lions	Physio / hydro 2020	£132
Canterbury Lions	Webcams / mics	£55
Lodge St George Bahrain No. 7389 EC	Hydrotherapy	£50
The Sir James Roll Charitable Trust	MS Click & Connect	£750
Postcode Neighbourhood Trust	Ops mgr and oxygen operator salaries	£20,000
Rotary Club of Ashford	Hydrotherapy	£264
Roger De Haan Charitable Trust	MS Click and Connect	£10,000
CAF Resilience Fund	Core costs restricted	£36,000

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 5 March 1993. The company is a registered charity, number 801382.

The principal object of the company is the provision of services and support to aid and improve the condition of those living with Multiple Sclerosis.

b. Methods of appointment or election of Trustees

Trustees are appointed or reappointed at the Company Annual General Meeting and, under the Articles of Association, hold office for a term of three years and are eligible for re-election for a maximum of three terms with the option to extend this in special circumstances.

c. Organisational structure and decision making

The board of trustees is responsible for governance of the charity and generally meets every two months. The board sets the strategic direction and policy for the charity, agrees an annual budget, and monitors performance against it. The day to day management of the Centre is delegated to its Chief Executive. In 2020 a new role was established (Operations Manager) and in doing so has allowed us to hold the vacant position of CEO open throughout the COVID pandemic when the centre was either closed or running at a very much lower level of utilisation because of restrictions.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Structure, governance and management (continued)

d. Trustees

Trustees who served the charity during the period were:

Ms S Wilding
Mr G Davis, Chairman
Mrs C Macdonald-Bryant (resigned 22 May 2020)
Mr D J Bailey
Mr I Howells (resigned 5 June 2020)
Mr I Bryant, Treasurer (resigned 22 May 2020)
Mrs M Cox (resigned 25 May 2020)
Mr R Curzon (resigned 26 May 2020)
Mrs J Tompkins
Mrs H Brian (appointed 8 June 2020)
Mrs I Neitsch (appointed 15 January 2021)
Mr J Limmer (appointed 1 May 2021)
Mr A Cleur (appointed 1 May 2021)

e. Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company and are satisfied that systems and procedures are in place to mitigate exposure to the major risks.

Prior to the country being placed in lockdown by the Government the team at the Centre anticipated the risk posed by Covid19 and reacted quickly to protect our staff, volunteers and members; also, to break new ground with an extraordinary outreach programme and thus extend our support to our membership in new and innovative ways. Volunteers were quickly mobilised and started a programme to keep in touch with our members, particularly those who we thought would most welcome a friendly call on a regular basis. The Centre team also quickly designed and launched a series of on line therapies and social activities utilising a video conferencing platform. In addition to keeping our active members in touch with events and activities at the centre the initiative also attracted and re engaged many members who have not been able to attend the centre. The support we have had from our donors and sponsors has been unparalleled and very much appreciated; the centre remains in excellent financial health and has every intention of coming through this crisis stronger than it went in. Our outreach programme is set to continue long into the future thanks to the support we have had from our supporters and the imagination, energy and passion of our team. We remain extremely confident as Trustees that the adjustments we have made will see the centre successfully re open soon. We have adapted through the crisis and continue to improve and support the lives of people living with MS in Kent.

Future developments

Kent MS Therapy Centre continues to work to make more people with MS in Kent aware of the Centre and understand how it can help. Activities towards this aim include collaboration with existing MS support groups such as the MS Society, MS Trust, profile raising amongst NHS specialised groups and clinicians and more effective use of social media, along with continued relationships with mainstream media.

Our building is our main asset but in 2020 was closed for much of the reporting period and then significantly underutilised in the later months of the year due to the social distancing and hygiene requirements of the Governments' medical advisors. The strategy published in 2019 was mostly stalled because of Covid restrictions, but in summary and for the report:

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2020

Our Mission

Improving the lives of those living with MS in Kent. The Centre aims to radically improve the lives of those with Multiple Sclerosis, their families and those who care for them.

We aim to:

1. Provide a range of complementary therapies and specialist clinics,
2. Give advice, support and information to those living with MS, their carers and families, in an environment which encourages mutual support and friendship,
3. Be a Centre of Excellence which enables self-management of the condition,
4. The Centre welcomes people throughout Kent.

Strategic Aims & Objectives 2019-2022

To deliver the Centre mission through:

1. **Financial sustainability and efficiency:** to ensure continuity of service to our Members we need to run at a surplus to day-to-day running costs
2. **Increased membership:** supporting more people in Kent with MS, including providing more options for carers and the working MS population
3. **Centre of Excellence:** recognised as supporting the self-management of MS and able to meet changing (potentially more complex) needs of Members.

Statement of Trustees' responsibilities


The Trustees (who are also the directors of the company for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

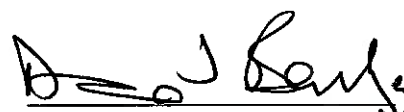
- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the members of the board of Trustees on 23 September 2021 and signed on their behalf by:



Mr G Davis
(Chair of Trustees)



Mr D J Bailey

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
(A company limited by guarantee)

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 DECEMBER 2020**

**Independent examiner's report to the Trustees of Kent Multiple Sclerosis Therapy Centre Ltd
(the company)**

I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 December 2020.

Responsibilities and basis of report

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for 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)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Signed:



Roland Parry FCA

Dated: 15th OCTOBER 2021

Magee Gammon
Chartered Accountants

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2020**

	Note	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	3	170,419	280,940	451,359	469,955
Charitable activities	4	-	15,129	15,129	17,010
Other trading activities	5	5,436	44,907	50,343	121,693
Investments	6	-	131	131	296
Other income	7	-	185	185	7,771
		<u>175,855</u>	<u>341,292</u>	<u>517,147</u>	<u>616,725</u>
Total income					
Expenditure on:					
Charitable activities	8	131,063	390,429	521,492	598,665
		<u>131,063</u>	<u>390,429</u>	<u>521,492</u>	<u>598,665</u>
Total expenditure					
Net income/(expenditure)					
Transfers between funds	17	44,792 (900)	(49,137) 900	(4,345) -	18,060 -
		<u>43,892</u>	<u>(48,237)</u>	<u>(4,345)</u>	<u>18,060</u>
Net movement in funds					
Reconciliation of funds:					
Total funds brought forward		9,177	1,690,948	1,700,125	1,682,065
Net movement in funds		43,892	(48,237)	(4,345)	18,060
		<u>53,069</u>	<u>1,642,711</u>	<u>1,695,780</u>	<u>1,700,125</u>
Total funds carried forward					

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

The notes on pages 12 to 29 form part of these financial statements.

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD

**(A company limited by guarantee)
REGISTERED NUMBER: 02339750**

**BALANCE SHEET
AS AT 31 DECEMBER 2020**

	Note	2020 £	2019 £
Fixed assets			
Tangible assets	13	1,473,863	1,519,852
Current assets			
Debtors	14	6,298	4,688
Cash at bank and in hand		229,038	194,809
		<u>235,336</u>	<u>199,497</u>
Creditors: amounts falling due within one year	15	(13,419)	(19,224)
Net current assets		<u>221,917</u>	<u>180,273</u>
Total net assets		<u><u>1,695,780</u></u>	<u><u>1,700,125</u></u>
Charity funds			
Restricted funds	17	53,069	9,177
Unrestricted funds	17	1,642,711	1,690,948
Total funds		<u><u>1,695,780</u></u>	<u><u>1,700,125</u></u>

The company was entitled to exemption from audit under section 477 of the Companies Act 2006.

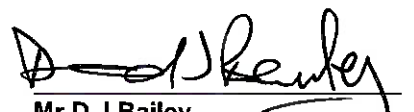
The members have not required the company to obtain an audit for the year in question in accordance with section 476 of Companies Act 2006.

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 23 September 2021 and signed on their behalf by:


Mr G Davis
(Chair of Trustees)


Mr D J Bailey

The notes on pages 12 to 29 form part of these financial statements.

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

1. General information

The Kent Multiple Sclerosis Therapy Centre Limited is a private company, limited by guarantee, incorporated in England and Wales. The company registration number is 02339750.

The registered office address is Bradbury House, Merton Lane (North), Canterbury, Kent, CT4 7DZ.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) - Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Kent Multiple Sclerosis Therapy Centre Ltd 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.

2.2 Income

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

The recognition of income from legacies is dependent on establishing entitlement, the probability of receipt and the ability to estimate with sufficient accuracy the amount receivable. Evidence of entitlement to a legacy exists when the company has sufficient evidence that a gift has been left to them (through knowledge of the existence of a valid will and the death of the benefactor) and the executor is satisfied that the property in question will not be required to satisfy claims in the estate. Receipt of a legacy must be recognised when it is probable that it will be received and the fair value of the amount receivable, which will generally be the expected cash amount to be distributed to the company, can be reliably measured.

Grants are included in the Statement of financial activities on a receivable basis. The balance of income received for specific purposes but not expended during the period is shown in the relevant funds on the Balance sheet. Where income is received in advance of entitlement of receipt, its recognition is deferred and included in creditors as deferred income. Where entitlement occurs before income is received, the income is accrued.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

KENT MULTIPLE SCLEROSIS THERAPY CENTRE LTD
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

2. Accounting policies (continued)

2.3 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

2.4 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

2.5 Tangible fixed assets and depreciation

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, as below.

Depreciation is provided on the following bases:

Buildings	- 2% straight line basis
Plant and machinery	- 10% straight line basis
Fixtures and fittings	- 20% reducing balance basis
Computer equipment	- 33.3% straight line basis

2.6 Debtors

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

2.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short-term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

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FOR THE YEAR ENDED 31 DECEMBER 2020

2. Accounting policies (continued)

2.8 Liabilities and provisions

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.

2.9 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

2.10 Operating leases

Rentals paid under operating leases are charged to the Statement of financial activities on a straight line basis over the lease term.

2.11 Pensions

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

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3. Income from donations and legacies

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Donations	300	64,813	65,113	65,340
Legacies	-	13,287	13,287	7,848
Grants	170,119	118,912	289,031	167,048
Treatment donations	-	83,928	83,928	229,719
Total 2020	<u>170,419</u>	<u>280,940</u>	<u>451,359</u>	<u>469,955</u>
<i>Total 2019</i>	<u>75,658</u>	<u>394,297</u>	<u>469,955</u>	

4. Income from charitable activities

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Membership subscriptions	15,129	15,129	17,010
<i>Total 2019</i>	<u>17,010</u>	<u>17,010</u>	

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5. Income from other trading activities

Income from fundraising events

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Fundraising events	5,436	28,439	33,875	78,292
Sale of goods and literature	-	16,468	16,468	43,401
	<u>5,436</u>	<u>44,907</u>	<u>50,343</u>	<u>121,693</u>
<i>Total 2019</i>	<u>-</u>	<u>121,693</u>	<u>121,693</u>	

6. Investment income

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Investment income	131	131	296
	<u>131</u>	<u>131</u>	<u>296</u>
<i>Total 2019</i>	<u>296</u>	<u>296</u>	

7. Other incoming resources

	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Solar panels	185	185	7,771
	<u>185</u>	<u>185</u>	<u>7,771</u>
<i>Total 2019</i>	<u>7,771</u>	<u>7,771</u>	

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8. Analysis of expenditure on charitable activities

Summary by fund type

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Charitable activities	131,063	390,429	521,492	598,665
<i>Total 2019</i>	<i>75,388</i>	<i>523,277</i>	<i>598,665</i>	

9. Analysis of expenditure by activities

	Activities undertaken directly 2020 £	Support costs 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Charitable activities	233,544	287,948	521,492	598,665
<i>Total 2019</i>	<i>306,447</i>	<i>292,218</i>	<i>598,665</i>	

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9. Analysis of expenditure by activities (continued)

Analysis of direct costs

	Activities	Total	<i>Total</i>
	2020	funds	<i>funds</i>
	£	2020	<i>2019</i>
		£	<i>£</i>
Wages and salaries	46,724	46,724	51,698
Fundraising costs	11,768	11,768	20,773
Costs of goods sold	3,521	3,521	3,445
Maintenance of equipment and buildings	16,589	16,589	11,418
Oxygen	45,721	45,721	51,330
Physiotherapy, reflexology & counselling	50,005	50,005	110,411
Training courses	795	795	1,471
Depreciation	50,650	50,650	51,227
Governance costs	7,771	7,771	4,674
	<u>233,544</u>	<u>233,544</u>	<u>306,447</u>
<i>Total 2019</i>	<u>306,447</u>	<u>306,447</u>	

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9. Analysis of expenditure by activities (continued)

Analysis of support costs

	Activities 2020 £	Total funds 2020 £	<i>Total funds 2019 £</i>
Wages and salaries	217,623	217,623	201,305
Travelling expenses	222	222	1,152
Cleaning and general costs	16,296	16,296	23,140
Printing, postage, stationery & copies	3,782	3,782	8,763
Advertising	56	56	552
Telephone	6,995	6,995	6,844
Insurance	5,828	5,828	5,207
Rent and rates	1,695	1,695	8,132
Light and heat	9,798	9,798	15,980
Licences and subscriptions	12,957	12,957	6,512
Bank charges	4,348	4,348	4,985
Computer and website expenses	7,826	7,826	8,192
Sundry expenses	522	522	1,454
	<u>287,948</u>	<u>287,948</u>	<u>292,218</u>
<i>Total 2019</i>	<u>292,218</u>	<u>292,218</u>	

10. Independent examiner's remuneration

	2020 £	<i>2019 £</i>
Fees payable to the company's independent examiner for the independent examination of the company's annual accounts	<u>1,920</u>	<u>2,000</u>

11. Staff costs

	2020 £	<i>2019 £</i>
Wages and salaries	243,497	232,542
Social security costs	15,672	15,983
Contribution to defined contribution pension schemes	5,178	4,479
	<u>264,347</u>	<u>253,004</u>

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11. Staff costs (continued)

The average number of persons employed by the company during the year was as follows:

	2020	<i>2019</i>
	No.	<i>No.</i>
Employees	16	<i>15</i>

No employee received remuneration amounting to more than £60,000 in either year.

The key management personnel of the Charity comprise the Trustees and the Chief Executive. The total employee benefits of the key management personnel of the Charity was £22,394 (2019: £55,584).

12. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2019 - *£NIL*).

During the year ended 31 December 2020, no Trustee expenses have been incurred (2019 - *£NIL*).

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13. Tangible fixed assets

	Long-term leasehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Total £
Cost or valuation					
At 1 January 2020	1,585,775	128,910	69,932	46,037	1,830,654
Additions	-	1,477	1,800	1,383	4,660
At 31 December 2020	<u>1,585,775</u>	<u>130,387</u>	<u>71,732</u>	<u>47,420</u>	<u>1,835,314</u>
Depreciation					
At 1 January 2020	152,033	75,954	45,373	37,442	310,802
Charge for the year	31,716	11,965	5,577	1,391	50,649
At 31 December 2020	<u>183,749</u>	<u>87,919</u>	<u>50,950</u>	<u>38,833</u>	<u>361,451</u>
Net book value					
At 31 December 2020	<u>1,402,026</u>	<u>42,468</u>	<u>20,782</u>	<u>8,587</u>	<u>1,473,863</u>
At 31 December 2019	<u>1,433,742</u>	<u>52,956</u>	<u>24,559</u>	<u>8,595</u>	<u>1,519,852</u>

14. Debtors

	2020 £	2019 £
Due within one year		
Trade debtors	2,400	180
Prepayments and accrued income	3,898	4,508
	<u>6,298</u>	<u>4,688</u>

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15. Creditors: Amounts falling due within one year

	2020	2019
	£	£
Trade creditors	7,517	12,437
Other creditors	1,931	580
Accruals and deferred income	3,971	6,207
	<u>13,419</u>	<u>19,224</u>

16. Financial instruments

	2020	2019
	£	£
Financial assets		
Financial assets measured at fair value through income and expenditure	<u>229,038</u>	<u>194,809</u>

Financial assets measured at fair value through income and expenditure comprise of cash at bank and in hand.

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17. Statement of funds

Statement of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Unrestricted funds					
Designated funds					
Designated Funds	1,519,852	-	-	-	1,519,852
General funds					
General Funds	171,096	341,292	(390,429)	900	122,859
Total Unrestricted funds	1,690,948	341,292	(390,429)	900	1,642,711
Restricted funds					
Community Outreach	-	83,715	(64,347)	-	19,368
Counselling	750	3,650	(4,400)	-	-
Hoists and Slings	427	1,000	(1,427)	-	-
MS Click and Connect	-	10,750	(75)	-	10,675
Office Equipment	-	3,456	(4,356)	(900)	(1,800)
Oxygen Therapy	5,000	38,850	(23,684)	-	20,166
Physiotherapy and Hydrotherapy	3,000	34,434	(32,774)	-	4,660
	9,177	175,855	(131,063)	(900)	53,069
Total of funds	1,700,125	517,147	(521,492)	-	1,695,780

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17. Statement of funds (continued)

Community Outreach

Aviva Community Fund donated £3,822. This was utilised during the year.

HM Government Coronavirus Community Support Fund donated £10,000. This was utilised during the year.

Kent Community Foundation donated £5,000. This was utilised during the year.

Kent Sport and Physical Activity Service donated £4,744. Of this, £1,550 was utilised during the year and £3,194 has been carried forward.

St. James's Place Charitable Foundation donated £1,000. This has been carried forward.

The Childwick Trust donated £10,000. This was utilised during the year.

St Austin and St Gregory Church, Margate donated £200. This was utilised during the year.

St Dunstan's Church, Canterbury donated £200. This was utilised during the year.

Colyer-Fergusson Charitable Trust donated £10,000. This was utilised during the year.

CAF Resilience Fund donated £38,250. Of this, £23,075 was utilised during the year and £15,175 has been carried forward.

Tesco Bags of Help COVID-19 Community Fund donated £500. This was utilised during the year.

Counselling

M&G Prudential Community Fund donated £2,400. This was utilised during the year.

Funds of £750 donated by Sir Jules Thorn Charitable Trust last year were utilised during the year.

Whitehead Monckton Charitable Foundation donated £1,250. This was utilised during the year.

Hoists and Slings

The balance of funds donated by The Beerling Foundation last year of £427 were utilised during the year.

Pfizer donated £1,000. This was utilised during the year.

MS Click and Connect

Roger De Haan Charitable Trust donated £10,000. This was utilised during the year.

The Sir James Roll Charitable Trust donated £750. Of this, £75 was utilised during the year and £675 has been carried forward.

Office Equipment

CSIS donated £900. This was utilised during the year.

Cantiacorum Foundation donated £1,487. This was utilised during the year.

Canterbury Lions donated £55. This was utilised during the year.

Rotary Club of Sittingbourne donated £264. This was utilised during the year.

Michael Arrow donated £300. This was utilised during the year.

Whitstable Rotary Club donated £450. This was utilised during the year.

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17. Statement of funds (continued)

Oxygen Therapy

Kent Community Foundation donated £13,000. Of this, £10,834 was utilised during the year and £2,166 has been carried forward.

Postcode Neighbourhood Trust donated £20,000. Of this, £2,000 was utilised during the year and £18,000 has been carried forward.

Charlotte Marshall Charitable Trust donated £495. This was utilised during the year.

Funds of £5,000 donated by Roger De Haan Charitable Trust last year were utilised during the year.

The Big Give Trust (Online Giving) donated £3,605. This was utilised during the year.

The Hospital Saturday Fund donated £1,750. This was utilised during the year.

Physiotherapy and Hydrotherapy

Lodge St. George Bahrain donated £50. This was utilised during the year.

Rotary Club of Ashford donated £264. This was utilised during the year.

The William Brake Foundation donated £15,000. Of this, £10,340 was utilised during the year and £4,660 has been carried forward.

St Saviour's Medical Charity donated £10,000. This was utilised during the year.

Whitstable and Herne Bay Lions Club donated £132. This was utilised during the year.

Funds of £3,000 donated by RG Hills Charitable Trust last year were utilised during the year.

Cantiacorum Foundation donated £5,000. This was utilised during the year.

The Edward Gostling Foundation donated £3,988. This was utilised during the year.

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17. Statement of funds (continued)

Statement of funds - prior year

	<i>Balance at 1 January 2019 £</i>	<i>Income £</i>	<i>Expenditure £</i>	<i>Transfers in/out £</i>	<i>Balance at 31 December 2019 £</i>
Unrestricted funds					
Designated funds					
Designated Funds	1,549,147	-	-	(29,295)	1,519,852
General funds					
General Funds	124,011	541,067	(523,277)	29,295	171,096
Total Unrestricted funds	1,673,158	-	(523,277)	-	1,690,948
Restricted funds					
Counselling	8,907	750	(8,907)	-	750
Hoists and Slings	-	2,993	(2,566)	-	427
Oxygen Therapy	-	23,520	(18,520)	-	5,000
Physiotherapy and Hydrotherapy	-	47,395	(44,395)	-	3,000
Trips	-	1,000	(1,000)	-	-
	<u>8,907</u>	<u>75,658</u>	<u>(75,388)</u>	<u>-</u>	<u>9,177</u>
Total of funds	<u>1,682,065</u>	<u>75,658</u>	<u>(598,665)</u>	<u>-</u>	<u>1,700,125</u>

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18. Summary of funds

Summary of funds - current year

	Balance at 1 January 2020 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2020 £
Designated funds	1,519,852	-	-	-	1,519,852
General funds	171,096	341,292	(390,429)	900	122,859
Restricted funds	9,177	175,855	(131,063)	(900)	53,069
	<u>1,700,125</u>	<u>517,147</u>	<u>(521,492)</u>	<u>-</u>	<u>1,695,780</u>

Summary of funds - prior year

	Balance at 1 January 2019 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 December 2019 £
Designated funds	1,549,147	-	-	(29,295)	1,519,852
General funds	124,011	541,067	(523,277)	29,295	171,096
Restricted funds	8,907	75,658	(75,388)	-	9,177
	<u>1,682,065</u>	<u>616,725</u>	<u>(598,665)</u>	<u>-</u>	<u>1,700,125</u>

19. Analysis of net assets between funds

Analysis of net assets between funds - current period

	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £
Tangible fixed assets	-	1,473,863	1,473,863
Current assets	53,069	182,267	235,336
Creditors due within one year	-	(13,419)	(13,419)
Total	<u>53,069</u>	<u>1,642,711</u>	<u>1,695,780</u>

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19. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior period

	<i>Restricted funds 2019 £</i>	<i>Unrestricted funds 2019 £</i>	<i>Total funds 2019 £</i>
Tangible fixed assets	-	1,519,852	1,519,852
Current assets	9,177	190,320	199,497
Creditors due within one year	-	(19,224)	(19,224)
Total	<u>9,177</u>	<u>1,690,948</u>	<u>1,700,125</u>

20. Operating lease commitments

At 31 December 2020 the company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2020 £	2019 £
Not later than 1 year	1,000	1,000
Later than 1 year and not later than 5 years	4,000	4,000
Later than 5 years	118,000	119,000
	<u>123,000</u>	<u>124,000</u>

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21. Members' liability

Each member of the charitable company undertakes to contribute to the assets of the company in the event of it being wound up while he/she is a member, or within one year after he/she ceases to be a member, such amount as may be required, not exceeding £1 for the debts and liabilities contracted before he/she ceases to be a member.

22. Related party transactions

During the year the charity purchased services of £905 (2019: £1,890) at an arms length from Purple Edge Marketing Limited, a company owned by a Trustee. No amounts were outstanding at the balance sheet date (2019: £Nil).