

**Company No: 2270807**  
**Registered Charity No: 800419**

**THE BERKSHIRE MULTIPLE SCLEROSIS  
THERAPY CENTRE LIMITED  
REPORT AND ACCOUNTS  
FOR THE YEAR ENDED 31 DECEMBER 2007**

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
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# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## TRUSTEES' REPORT

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### INTRODUCTION

The directors, who are also charity trustees for the purposes of the Charities Act 1993, present their report and audited financial statements for the year ended 31 December 2007. The report has been prepared in accordance with the Statement of Recommended Practice, 'Accounting and Reporting by Charities' (issued in March 2005) and in accordance with the Companies Act 1985.

### Reference and Administrative Information

Charity Name: The Berkshire Multiple Sclerosis Centre Limited

Charity registration number: 800419

Company registration number: 2270807

Registered Office and  
operational address: Bradbury House  
23a August End  
Brock Gardens  
Reading, Berkshire  
RG30 2JP

### Directors and Trustees

Mr D Coe	Treasurer
Mr J Dunn	
Mr N Dyer	
Mr M Farnell	Secretary and director
Mr R Kennedy	
Mr I Langrish	Chairman
Mr D Robson	
Mr D Williams Jones	(Appointed 1 June 2007)
Mr P Bowsher	(Appointed 21 June 2007)

### Senior Management Team

Ms P Vincent Cooke	Centre Manager
Mrs R Lownsborough	Physiotherapy Manager

### Auditors

Horwath Clark Whitehill LLP, Aquis House, 49-51 Blagrove Street, Reading, Berkshire, RG1 1PL

### Bankers

Natwest Bank Plc, 13 Market Place, Reading, Berkshire, RG1 2EP  
CAF Bank Plc, 25 Kings Hill Avenue, West Malling, Kent, ME19 4TA

### Solicitors

Ratcliffe Duce & Gammer, 49-51 London Street, Reading, Berkshire, RG1 4PS

# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## TRUSTEES' REPORT (CONTINUED)

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### **Structure, Governance and Management**

#### Governing Document

The Berkshire Multiple Sclerosis Therapy Centre Limited (the charity) is a company limited by guarantee (company number 2270807) and is a registered charity (charity number 800419).

The charity was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

#### Organisational Structure

The charity is managed by the Trustee Management Committee comprising the company directors, and meets monthly. The committee sets the strategic direction and policy of the charity, agrees an annual budget, and monitors performance against the budget.

Certain functional responsibilities (eg personnel, finance, IT, therapies, fundraising) have been delegated to sub committees, who report to the Trustee Management Committee on their activities.

Day to day management of the charity is delegated to the Centre Manager – including supervision of the staff and ensuring that the team continues to develop skills and working arrangements in line with good practice.

The Physiotherapy Manager is responsible for the direction of the physiotherapy team, the maintenance of recognized treatment standards and ongoing training.

#### Recruitment and Appointment of Management Committee

Trustee Management Committee members (trustees) must be ordinary members of the company. They are appointed by election at each Annual General Meeting of the charity, provided that in advance of the meeting they have been proposed by another ordinary member and are willing to be elected. Committee members retire at each Annual General Meeting, though they are eligible for re-election.

The officers of the Company – the Chairman, Treasurer and Secretary – are Trustee Management Committee members and are also appointed by election at each Annual General Meeting. The committee may appoint any of their number during the year to fill a casual vacancy among the officers. Such officers hold office until the next following Annual General Meeting.

#### Trustee Induction and Training

New trustees are briefed on the objectives and activities of the charity and the environment within which it operates.

The policies and procedures of the charity have been documented. These are updated on a cyclical basis. All trustees are required to familiarise themselves with the charity's policies and procedures.

#### Risk Management

The trustees have conducted a review of the risks to which the charity is exposed, and assessed their relative significance. These have been recorded within the policy and procedure documentation. Where appropriate, systems and procedures have been established to mitigate the risks the charity faces.

Significant external risks to funding have led to the development of a strategic plan to allow for the diversification of funding. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with the health and safety of staff, volunteers, clients and visitors to the Centre. These procedures are periodically reviewed to ensure that they continue to meet the needs of the charity.

# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## TRUSTEES' REPORT (CONTINUED)

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### Related Parties

Mark Farnell, director and secretary of the charity, is a Partner in the firm of Ratcliffe Duce & Gammer, the Company Solicitors. Any work undertaken by Ratcliffe Duce & Gammer for the charity is carried out on commercial terms.

### **Objectives and Activities**

The charity is engaged in acting for the public benefit to work to improve the condition of all those suffering from multiple sclerosis. The membership catchment area covers Berkshire and parts of neighbouring Hampshire, Oxfordshire and Surrey.

The principal activities of the charity are:

### Support network

Sourcing and providing relevant advice, guidance and moral and practical support for sufferers and their carers; and offering a welcoming and attractive environment at the Centre where sufferers can receive advice and treatment, and also meet together with others in a relaxed setting.

### Therapeutic treatments and other services

To assist and enhance the management of the disease - the principal treatment activities are:

Physiotherapy - treatment is provided by trained physiotherapists in purpose built facilities at the Centre - either in groups or one to one sessions. Physiotherapy helps participants to control and coordinate movement, and maintain a level of functional ability.

High Dosage Oxygen Therapy (HDOT) – treatment is provided in a chamber seating up to eight people and involves breathing pure oxygen under increased air pressure. Sessions are led by fully trained operators and usually last for one and a half hours. Participating members generally have three or four sessions a month. Some find that HDOT helps ease certain symptoms associated with MS, and possibly slows down progression.

Counselling - a trained counsellor is available for sufferers and carers

Yoga & relaxation – group sessions are provided which combine gentle holistic activities designed to reduce stress, improve concentration, calm the mind and energise the body.

### Voluntary income

To finance the provision of the above activities, the charity is dependant upon voluntary income comprising:

Subscriptions and donations - from members and supporters;

Donations and grants - from charitable trusts, companies, local authorities and voluntary groups;

Fundraising activities; and

Public collections

The income programme is managed at the charity's Centre. The achievement of sufficient income to fund the charity's activities is dependent, on the one hand, upon maintaining productive ongoing relationships with a considerable number of charitable trusts, companies, local authorities and voluntary groups, and on the other, upon the enthusiastic participation of members and supporters.

# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## TRUSTEES' REPORT (CONTINUED)

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### **Achievements and Performance**

#### Support network

Three newsletters were produced during the year, together with the Annual Review. Each edition has a print run of over 400. Members are encouraged to receive the publications by email – to save printing and postage costs.

#### Therapeutic treatments and services

During the year 8,002 treatments (2006 : 7,397) were carried out. This included Physiotherapy 4,721 (59% of all activity) Oxygen Therapy 2,436 (30% of all activity), Acupuncture, Chiroprody, Counselling, and Indian Head Massage. Other treatments that have been provided as required are Yoga, Spinal Reflexology and Reiki.

A re-evaluation of the physiotherapy service was carried out during the year, drawing upon clinical guidance published by the National Institute for Clinical Excellence (NICE). The guideline covers the full range of care in respect of multiple sclerosis. As regards physiotherapy, the guideline focuses on working towards increased levels of activity, participation and independence, as well as general fitness. Current clients were re-assessed, and future goals and appropriate programmes were discussed.

Following investment in Functional Electrical Stimulation (FES) equipment, the Centre introduced a FES assessment clinic, providing members with access to this option.

By networking with other physiotherapists in our area we have continued to promote the Centre's services and to share our knowledge. Rivermead Leisure Centre in Reading has developed a pathway scheme to encourage those with MS to use their gym and pool, or to join an exercise class led by a sports physiologist. Contact with other medical professionals has led to increased interest in our work, and additional referrals to the Centre.

Work jointly with the Maidenhead MS Society to assess needs in their area has led to an extension of the Society's weekly physiotherapy service in East Berkshire.

#### Voluntary income

Income from donations, subscriptions and grants during 2007 totalled £224,084. Of this sum, £112,041 (50.0% of total voluntary income) was received from members and individual supporters and a further £26,696 (11.9%) was reclaimed under the Gift Aid scheme. Donations from charitable trusts totalled £54,155 (24.2%), companies £3,118 (1.4%) voluntary groups £5,653 (2.5%) and local authorities £8,250 (3.7%).

Fundraising activities during the year, net of direct costs of events, generated £75,812 (including £6,448 reclaimed under the Gift Aid scheme – in respect of sponsorship of participatory events by individuals – eg London Marathon, MS Challenge). Income from the year's public collections totalled £30,289.

#### Contribution of volunteers

Day to day operations of the Centre, and the success of the fundraising events and public collections programmes, continue to be wholly dependant on the ongoing support of many volunteers. The trustees are very grateful for all who have generously provided their time and skills for the benefit of the charity.

### **Financial Review**

#### Reserves policy

The Trustees' reserves policy is to maintain free reserves (i.e. unrestricted net current assets) at between six and twelve months of operating expenditure. This will provide an immediately available resource in the event of a significant adverse fluctuation in funding. Based on budgeted expenditure for 2008, the reserves should be between £190,000 and £380,000. At December 2007, free reserves (unrestricted net current assets) stood at £309,060 (ie approximately 9.7 months' running costs).

# THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED

## TRUSTEES' REPORT (CONTINUED)

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### Financial Review (continued)

#### Investment Policy

Apart from maintaining a prudent level of reserves, the charity's annual incoming resources are used to meet annual running costs on a year on year basis. Consequently, there are no funds available for long term investment. Balances in excess of sums required to be held in the charity's current bank account – ie representing reserves and sums held to meet future running costs - are placed on deposit with low risk cash funds (eg COIF Charities Deposit Fund).

#### **Plans for Future Periods**

During 2008 the Centre will continue to monitor the effectiveness of the physiotherapy programme. Chiropody, upgraded to a weekly core therapy service at the end of 2007, will continue to be supported for the benefit of members.

As regards fundraising, the Centre proposes to build upon existing relationships with donors, and to provide supporters with the opportunity to reaffirm their commitment of support, and in so doing help to ensure the Centre's long term financial health.

As part of the programme to improve the security of the Centre, the perimeter fence will be upgraded.

The Centre has entered into an agreement with Atlantic Enterprise Ltd to permit the company to install and operate a recompression chamber facility next to the Centre's building. Atlantic provides a decompression service to divers and others suffering from decompression sickness. The Centre will receive rent from Atlantic.

The 2008 budget indicates a deficit for the year. Free reserves at the end of 2008 are forecast at approximately 9 months' annual running costs.

#### **Responsibilities of the Trustees**

Company law requires the trustees to prepare financial statements for each financial period which give a true and fair view of the state of the affairs at the end of the period and of its incoming resources and application of resources, including income and expenditure, for that period. In preparing those financial statements the trustees are required to follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for ensuring the Trustees' Report and other information included in the annual report is prepared in accordance with company law in the United Kingdom.

In determining how amounts are presented within items in the Statement of Financial Activities and balance sheet, the directors have had regard to the substance of each reported transaction or arrangement, in accordance with generally accepted accounting principles or practice.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**TRUSTEES' REPORT (CONTINUED)**

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**Responsibilities of the Trustees (continued)**

In accordance with company law, as the company's directors, we certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

The trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

**Auditors**

Horwath Clark Whitehill LLP were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue in that capacity. In accordance with Section 385 of the Companies Act 1985, a resolution proposing the re-appointment of Horwath Clark Whitehill LLP as auditors to the Charity will be put to the Annual General Meeting.

Approved by the trustees on 20 March 2008  
and signed on their behalf by:

**M Farnell**  
Secretary

# **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**

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We have audited the financial statements of The Berkshire Multiple Sclerosis Therapy Centre Limited for the year ended 31 December 2007, which comprise the Statement of Financial Activities, the Balance Sheet, and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) under the historical cost convention and the accounting policies set out therein.

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the company's members as a body, for our audit work, for this report, or for the opinion we have formed.

## **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND AUDITORS**

The responsibilities of the Directors, who are also the charity Trustees for the purpose of charity law, for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards are set out in the Statement of Trustees' Responsibilities on pages 5-6.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Directors' remuneration and transactions with the company is not disclosed.

We read other information contained in the Trustees' Report and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

## **BASIS OF AUDIT OPINION**

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion, we also evaluated the overall adequacy of the presentation of the information in the financial statements.

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE  
THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**

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**UNQUALIFIED OPINION**

In our opinion the accounts:

- give a true and fair view of the state of the charitable company as at 31 December 2007 and of its incoming resources and application of resources for the charitable company for the year then ended.
- have been properly prepared in accordance with the Companies Act 1985.
- the information provided in the Trustee's report is consistent with the financial statements.

Aquis House  
49 – 51 Blagrove Street  
Reading

**HORWATH CLARK WHITEHILL LLP**  
Chartered Accountants and  
Registered Auditors

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
*(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)*  
**YEAR ENDED 31 DECEMBER 2007**

	Notes	Unrestricted Funds 2007 £	Restricted Funds 2007 £	Total Funds 2007 £	<i>Total Funds 2006 £</i>
<b>Incoming resources</b>					
<b>Incoming resources generated from funds</b>					
<i>Voluntary income</i>					
Donations & subscriptions	3	206,775	9,059	215,834	290,506
Grants receivable	4	8,250	-	8,250	3,200
<i>Activities for generating funds</i>					
Fundraising activities	5	114,000	-	114,000	97,167
Shop activities		3,440	-	3,440	2,331
Room hire		3,882	-	3,882	2,735
<i>Investment income</i>	6	<u>16,128</u>	<u>-</u>	<u>16,128</u>	<u>11,125</u>
<b>Total incoming resources</b>		<u><b>352,475</b></u>	<u><b>9,059</b></u>	<u><b>361,534</b></u>	<u><b>407,064</b></u>
<b>Resources expended</b>					
<b>Cost of generating funds</b>					
Fundraising activities	7	67,624	4,252	71,876	66,030
Shop activities		2,933	-	2,933	2,557
Room hire		330	-	330	108
<b>Charitable activities</b>					
Cost of activities in furtherance of the charity's objects	8	264,916	15,571	280,487	250,651
<b>Governance costs</b>	9	<u>5,083</u>	<u>200</u>	<u>5,283</u>	<u>5,705</u>
<b>Total resources expended</b>		<u><b>340,886</b></u>	<u><b>20,023</b></u>	<u><b>360,909</b></u>	<u><b>325,051</b></u>
<b>Net incoming/(outgoing) resources for the year</b>		<b>11,589</b>	<b>(10,964)</b>	<b>625</b>	<b>82,013</b>
Realised investment gain		-	-	-	2,795
Unrealised investment (loss)		<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,429)</u>
<b>NET MOVEMENT IN FUNDS FOR YEAR</b>		<u><b>11,589</b></u>	<u><b>(10,964)</b></u>	<u><b>625</b></u>	<u><b>83,379</b></u>
<b>Funds at the start of the year</b>		<u><b>564,307</b></u>	<u><b>511,534</b></u>	<u><b>1,075,841</b></u>	<u><b>992,462</b></u>
<b>Funds at the end of the year</b>		<u><u><b>575,896</b></u></u>	<u><u><b>500,570</b></u></u>	<u><u><b>1,076,468</b></u></u>	<u><u><b>1,075,841</b></u></u>

The notes on pages 11 to 22 form part of these accounts

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**BALANCE SHEET**  
**31 DECEMBER 2007**

	Notes	2007 £	2006 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	10	761,683	779,226
<b>CURRENT ASSETS</b>			
Stocks	12	919	828
Debtors	13	21,708	17,619
Cash at bank and in hand		<u>312,946</u>	<u>298,284</u>
		<b>335,573</b>	<b>316,731</b>
<b>CREDITORS:</b> Amounts falling due within one year	14	<u>(15,440)</u>	(20,116)
<b>NET CURRENT ASSETS</b>		<u><b>320,133</b></u>	<u>296,615</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>1,081,816</b>	<b>1,075,841</b>
<b>CREDITORS:</b> Amounts falling due after more than one year	15	<u>(5,350)</u>	-
		<u><b>1,076,466</b></u>	<u>1,075,841</u>
<b>FUNDS</b>			
Unrestricted income funds	18	575,896	564,307
Restricted funds	19	<u>500,570</u>	<u>511,534</u>
		<u><b>1,076,466</b></u>	<u>1,075,841</u>

These financial statements have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies and in accordance with Financial Reporting Standard for Smaller Entities (effective January 2007).

These accounts were approved by the trustees on 20 March 2008 and were signed on their behalf by:-

I Langrish

M Farnell

Chairman and Trustee

Secretary and Trustee

The notes on pages 11 to 22 form part of these accounts

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

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**1. LEGAL STATUS**

The Berkshire Multiple Sclerosis Therapy Centre Limited is a registered charity and a company limited by guarantee with no share capital. Each member's liability would be limited to an amount not exceeding £1 in the event of the charity winding up.

**2. ACCOUNTING POLICIES**

**a) Basis of accounting**

The financial statements have been prepared in accordance with the Statement of Recommended Practice 'Accounting and Reporting by Charities' (SORP 2005) and with the Financial Reporting Standard for Smaller Entities (effective January 2007).

They are drawn up under the historical cost accounting convention as modified by the adoption of current cost for investment assets.

**b) Depreciation**

All expenditure on items that are intended for continued use by the charity on a long term basis to generate funds and provide services to members are capitalised as fixed assets (except all IT software, and expenditure below £500, which is recognised in the Statement of Financial Activities in the year of purchase).

Depreciation is provided on all tangible fixed assets in use, at rates calculated to write off the cost of valuation, less estimated residual value of each asset over its expected useful life, as follows:

Buildings	- over 50 years
Fixtures, fittings & equipment (other than IT equipment)	- over 10 years
IT Equipment	- over 5 years

Investments held as fixed assets are revalued at mid-market value at the balance sheet date and the gain or loss taken to the Statement of Financial Activities.

**c) Stocks**

Stocks are stated at the lower of cost and net realisable value.

**d) Fund Accounting**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

- Restricted funds represent incoming resources in respect of which the donor/grantors concerned have specified the purposes to which they must be applied. Where attributable expenditure exceeds restricted income received, a transfer from unrestricted funds to restricted funds is made to cover the excess. Restricted income not spent in any year is carried forward in the relevant fund.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

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**2. ACCOUNTING POLICIES (CONTINUED)**

**e) Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Items donated for resale through the charity's shop are included as incoming resources within activities for generating funds when they are sold.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

**f) Cost of generating funds**

Include all expenses incurred in relation to generating income for operating activities and are recognised in the Statement of Financial Activities on an accruals basis.

**g) Capitalisation of fixed assets**

All expenditure on items that are intended for continued use by the charity on a long term basis to generate funds and provide services to members, are capitalised as fixed assets (except IT software, which is recognised in the Statement of Financial Activities in the year of purchase).

The rates of depreciation applying to each class of asset are shown in note 2b above.

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**2. ACCOUNTING POLICIES (CONTINUED)**

**h) Resources expended**

Direct costs are allocated to the cost of generating funds or the cost of charitable expenditure, as appropriate. Indirect costs are allocated between these primary activities on the basis of proportions that are considered reasonable, taking into account the nature of each expense.

Cost of generating funds comprises the cost of fundraising personnel, event expenses, bank charges and a proportion of the Centre's management and office costs.

Charitable expenditure is reported under three sub headings:

- Cost of activities in furtherance of charity's objects – comprising the cost of professional personnel and treatment equipment;
- Support costs - comprising the cost of staff supporting professional personnel, utilities (i.e. heat, light, water, telephone) and a proportion of Centre management and office costs;
- Governance costs - those costs relating to the charity itself, not its objects, and include external audit, any legal advice for the Trustees and any costs associated with complying with constitutional and statutory requirements e.g the cost of Trustees meetings and preparing statutory accounts.

**i) Pensions**

The charity contributes to the personal pension plans of certain employees. Contributions are charged to the Statement of Financial Activities as they fall due. Total contributions in the year were £7,284 (2006: 6,224). There is an outstanding contribution of £ Nil at the balance sheet date (2006: £Nil).

**3. DONATIONS AND SUBSCRIPTIONS**

	2007 £	2006 £
Membership subscriptions	8,310	4,969
<i>Donations:</i>		
Individuals	103,732	112,769
Gift aid tax reclaimed	26,696	27,516
Legacies	-	73,736
Charitable trusts	54,155	47,685
Companies	3,118	14,832
Voluntary groups	5,653	8,784
Talks and presentations	170	215
Charity of the Year	<u>14,000</u>	<u>-</u>
	<u><b>215,834</b></u>	<u><b>290,506</b></u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**4. GRANTS RECEIVABLE**

	2007 £	2006 £
Aldermaston Parish Council	50	-
Bracknell Town Council	2,770	500
Crowthorne Parish Council	100	-
Earley Town Council	325	-
Finchampstead Parish Council	330	-
Henley Town Council	-	300
Holybrook Parish Council	200	100
Hungerford Town Council	350	450
South Oxfordshire District Council	970	-
Thatcham Town Council	355	-
Theale Parish Council	100	-
Tilehurst Parish Council	380	100
West Berkshire District Council	970	-
Winnersh Parish Council	100	-
Wokingham District Council	500	-
Wokingham Town Council	650	-
Wokingham Without Parish Council	100	-
Woodley Town Council	-	250
Voluntary and Community Sector	-	1,500
	<u>8,250</u>	<u>3,200</u>

**5. FUNDRAISING ACTIVITIES – INCOMING RESOURCES**

	2007 £	2006 £
Activities	77,266	57,225
Gift aid tax reclaimed	6,448	10,523
Public collections	<u>30,286</u>	<u>29,419</u>
	<u>114,000</u>	<u>97,167</u>

**6. INVESTMENT INCOME**

	2007 £	2006 £
Bank interest	15,904	10,180
Interest paid by HM Revenue & Customs	224	591
Dividends received	<u>-</u>	<u>354</u>
	<u>16,128</u>	<u>11,125</u>

**7. FUNDRAISING ACTIVITIES – RESOURCES EXPENDED**

	2007 £	2006 £
Direct costs	41,735	40,759
Allocation of support costs (see note 17)	<u>30,141</u>	<u>25,271</u>
	<u>71,876</u>	<u>66,030</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**8. COST OF ACTIVITIES IN FURTHERANCE OF THE CHARITY'S OBJECTS**

	<b>Physiotherapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Support Network</b>	<b>Total</b>	<i>Total</i>
	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<i>2006</i>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<i>Direct costs:</i>							
Staff	144,148	-	5,543	1,082	8,515	159,288	141,645
Training and recruitment	3,409	298	-	-	-	3,707	1,002
Equipment and consumables	9,741	7,214	-	-	-	16,955	13,767
Healthcare commission	-	1,225	-	-	-	1,225	1,566
Printing	-	-	-	-	1,754	1,754	2,568
Allocation of support costs (see note 17)	31,355	6,336	2,112	2,112	55,643	97,558	90,103
	<u>188,653</u>	<u>15,073</u>	<u>7,655</u>	<u>3,194</u>	<u>65,912</u>	<u>280,487</u>	<u>250,651</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**9. GOVERNANCE COSTS**

	2007 £	2006 £
Audit	1,176	1,615
Legal	-	65
Trustee expenses	-	94
Meeting expenses	72	-
Annual report and accounts printing/post	1,028	1,484
Allocation of support costs (see note 17)	<u>3,007</u>	<u>2,447</u>
	<u><u>5,283</u></u>	<u><u>5,705</u></u>

**10. TANGIBLE FIXED ASSETS**

	Land & buildings £	Fixtures, fittings & equipment £	Total £
<b>Cost</b>			
At 1 January 2007	825,612	107,814	933,426
Additions	-	6,989	6,989
Disposals	-	-	-
<b>At 31 December 2007</b>	<u><u>825,612</u></u>	<u><u>114,803</u></u>	<u><u>940,415</u></u>
<b>Depreciation</b>			
At 1 January 2007	105,656	48,544	154,200
Disposals	-	-	-
Charge for the year	<u>13,212</u>	<u>11,320</u>	<u>24,532</u>
<b>At 31 December 2007</b>	<u><u>118,868</u></u>	<u><u>59,864</u></u>	<u><u>178,732</u></u>
<b>Net book value</b>			
<b>At 31 December 2007</b>	<u><u>706,744</u></u>	<u><u>54,939</u></u>	<u><u>761,683</u></u>
<i>At 31 December 2006</i>	<u><u>719,956</u></u>	<u><u>59,270</u></u>	<u><u>779,226</u></u>

**11. FIXED ASSET INVESTMENTS**

	2007 £	2006 £
Market value at 1 January 2007	-	7,747
Disposals	-	(9,113)
Net unrealised revaluation gain	-	(1,429)
Net realised gain	<u>-</u>	<u>2,795</u>
Market value at 31 December 2007	<u><u>-</u></u>	<u><u>-</u></u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**12. STOCKS**

	2007 £	2006 £
Goods for sale	<u>919</u>	<u>828</u>

**13. DEBTORS**

	2007 £	2006 £
Other debtors	11,558	8,399
Prepayments	<u>10,150</u>	<u>9,220</u>
	<u><b>21,708</b></u>	<u><b>17,619</b></u>

**14. CREDITORS: Amounts falling due within one year**

During the year the Greenham Common Trust donated £16,050 which relates to donations for a three year period. Included in accruals and deferred income is £5,350 relating to deferred income due after more than one year.

	2007 £	2006 £
Trade creditors	1,892	2,512
Taxation and social security	4,892	4,229
Accruals and deferred income	<u>8,656</u>	<u>13,375</u>
	<u><b>15,440</b></u>	<u><b>20,116</b></u>

**15. CREDITORS: Amounts falling due after more than one year**

	2007 £	2006 £
Deferred income	<u>£ 5,350</u>	<u>-</u>

The deferred income above relates to the amount due after more than one year in relation to the donation made by the Greenham Common Trust.

**16. STAFF NUMBERS AND COSTS**

The average number of persons employed by the charity during the year, analysed by category, was as follows:-

	2007	2006
Direct charitable activities	5	4
Fundraising	1	1
Management and administration	2	2

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

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**16. STAFF NUMBERS AND COSTS (continued)**

The aggregate payroll costs of these persons were as follows:-

	<b>2007</b>	<i>2006</i>
	<b>£</b>	<b>£</b>
Gross wages and salaries	<b>206,872</b>	<i>168,734</i>
Employer's national insurance costs	<b>19,108</b>	<i>15,568</i>
Employer's pension costs	<b><u>7,284</u></b>	<i><u>6,224</u></i>
	<b><u><u>233,264</u></u></b>	<i><u><u>190,526</u></u></i>

No employee received emoluments in excess of £60,000 (*2006: £Nil*).

No remuneration was received by any of the trustees (*2006: £Nil*). No expenses were reimbursed to any trustees (*2006: travel expenses £94*).

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**17. SUPPORT COSTS**

Support costs have been allocated on the basis of estimates of the proportion of each expense that is utilised by each of the output activities, as follows:-

	<b>Total</b>	<b>Fundraising</b>	<b>Physio-therapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Network/ advice</b>	<b>Governance</b>
	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>	<b>%</b>
Management and admin staff costs	100	15	20	6	2	2	50	5
Office costs	100	50	15	-	-	-	35	-
Information and publicity )								
Insurance and business consultancy )	100	20	20	6	2	2	50	
Bank charges )								
Utilities and hygiene costs )								
Buildings – maintenance and depreciation )	100	20	35	6	2	2	35	

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**17. SUPPORT COSTS (continued)**

	<b>Total</b>	<b>Fundraising</b>	<b>Physio- therapy</b>	<b>Oxygen therapy</b>	<b>Counselling</b>	<b>Yoga</b>	<b>Network/ advice</b>	<b>Governance</b>	<i>Total</i>
	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<b>2007</b>	<i>2006</i>
Management and admin staff costs	60,139	9,021	12,027	3,608	1,203	1,203	30,070	3,007	48,938
Office costs	20,984	10,492	3,148	-	-	-	7,344	-	12,271
Information and publicity	1,945	389	389	117	39	39	972	-	1,795
Insurance and business consultancy	5,045	1,009	1,009	303	101	101	2,522	-	9,470
Bank charges	250	50	50	15	5	5	125	-	632
Utilities and hygiene costs	14,980	3,707	5,155	651	217	217	5,033	-	14,152
Buildings – maintenance and depreciation	<u>27,363</u>	<u>5,473</u>	<u>9,577</u>	<u>1,642</u>	<u>547</u>	<u>547</u>	<u>9,577</u>	<u>-</u>	<u>30,563</u>
	<u>130,706</u>	<u>30,141</u>	<u>31,355</u>	<u>6,336</u>	<u>2,112</u>	<u>2,112</u>	<u>55,643</u>	<u>3,007</u>	<u>117,821</u>

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

**18. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	<i>Total Funds</i> 2006 £
<b>Fund balances at 31 December 2007 are represented by:-</b>				
Tangible fixed assets	266,836	494,847	761,683	779,226
Investments	-	-	-	-
Current assets	329,850	5,723	335,573	316,731
Current liabilities	<u>(20,790)</u>	<u>-</u>	<u>(20,790)</u>	<u>(20,116)</u>
	<u><b>575,896</b></u>	<u><b>500,570</b></u>	<u><b>1,076,466</b></u>	<u><b>1,075,841</b></u>

**19. RESTRICTED FUNDS**

	1 January 2007 £	Incoming Resources £	Resources Expended £	31 December 2007 £
Land and buildings	485,834	-	13,212	472,622
Auto door openers and hoist	2,620	-	1,261	1,359
Donor strategy database	814	-	814	-
Motorised standing frame	6,010	-	694	5,316
Auto door openers – battery backups	1,046	-	123	923
Annual review publication – sponsorship	-	200	200	-
Medimotion bikes (three)	11,298	-	1,176	10,122
Balance master machine	3,562	-	385	3,177
Water heater	350	750	130	970
Computers	-	2,000	2,000	-
Fence costs contribution	-	1,500	-	1,500
Oxford mini hoist	-	1,159	28	1,131
Oxygen therapy masks	-	1,500	-	1,500
Physio plinth	<u>-</u>	<u>1,950</u>	<u>-</u>	<u>1,950</u>
	<u><b>511,534</b></u>	<u><b>9,059</b></u>	<u><b>20,023</b></u>	<u><b>500,570</b></u>

**20. CAPITAL COMMITMENTS**

At 31 December 2007, the company had no contracted capital commitments (2006: £5,023).

**THE BERKSHIRE MULTIPLE SCLEROSIS THERAPY CENTRE LIMITED**  
**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 DECEMBER 2007**

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**21. RELATED PARTY DISCLOSURES**

Mark Farnell, Secretary of the charity, is a Partner in the firm of Ratcliffe Duce & Gammer, the company Solicitors. Any work undertaken by Ratcliffe Duce & Gammer for the charity is carried out on commercial terms.

David Williams-Jones is a trustee. He is also a director and majority shareholder of Goldfinch 2000 Limited. Services provided by Goldfinch 2000 Limited include fundraising advice and hands on assistance for charities.

The trustees board has requested Goldfinch 2000 Limited to provide consultancy services to BMSTC. During 2007 Goldfinch 2000 Limited was paid £9,212 for fundraising consultancy services.

**22. NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR**

	<b>2007</b>	<b>2006</b>
	<b>£</b>	<b>£</b>
<b>These are stated after charging:-</b>		
Auditors' remuneration – current year	<b>1,293</b>	<b>1,615</b>
Depreciation	<b><u>24,532</u></b>	<b><u>24,438</u></b>