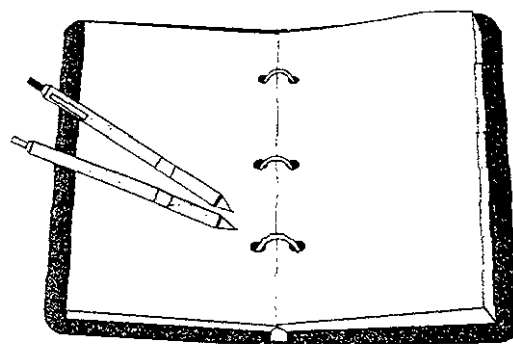
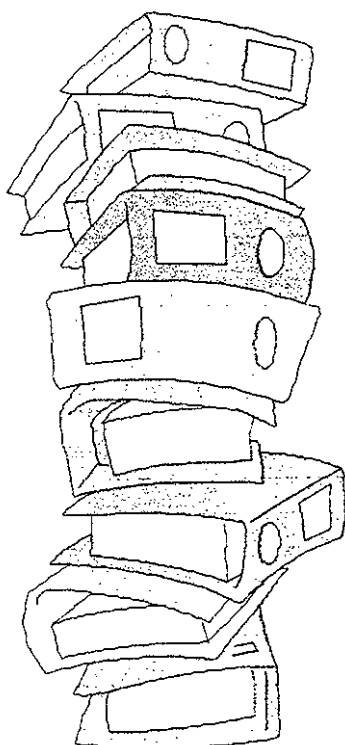
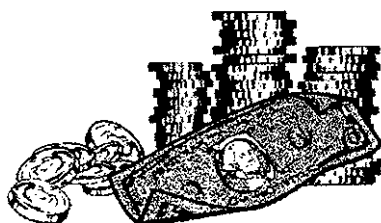


# MERCIA

## MS THERAPY CENTRE

### ANNUAL REPORT & ACCOUNTS



Mercia MS Therapy Centre Ltd.  
8 Macefield Close  
Coventry  
CV2 2PJ

Reg. Charity No 701561  
Reg Company No 2366441

For the Year Ending 31 December

# 1997

### Company Status

The company is limited by guarantee and was incorporated under the Companies Act 1985, Reg. Company number 2366441. In the event of liquidation the liability of the members is limited to £1. The company is registered as a charity by the Charity Commissioners, number 701561.

### Principle Activity

The principle activity of the company in the year under review was that of providing therapies and other services to people with multiple sclerosis and other conditions, their relatives, carers and friends, and to promote research to find the cause, cure and prevention of multiple sclerosis.

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## Management Committee

The following served on the Board of Trustees of Mercia MS Therapy Centre during the past year:

Mr B Woolnough	Chairman
Mr W Blundell	Treasurer and Secretary
Mr G Bliss	
Mr S Elcome	
Mrs E Hanger	
Mr A Marks	
Mr M Reynolds	
Mrs L Sany	
Mrs P Sheerman	
Mr R Sowden	
Mrs R Wastell	
Mr J Wastell	

All Board members retire at the annual general meeting and, being eligible, declare their intention or otherwise to stand for election. All board members are Trustees of the Company and help in the administration of the company on a voluntary basis.

Mr B Woolnough resigned from the Board as Chairman of the Board with Mr J Wastell acting as Chairman until the end of the year when, subject to a postal vote, Mr G Bliss was elected as Chairman during January 1998. I have acted as Secretary and Treasurer for a number of years but upon the appointment of Mr Bliss as Chairman, I have relinquished the post of Secretary and Mr Wastell was appointed by the Board as Secretary.

Mrs P Sheerman also resigned from the Board and Mr R Sowden was elected at our AGM in her place.

We are governed by the Memorandum and Articles of Association which, it was agreed at the Annual General Meeting, require revision and the Board of Trustees were instructed so to do by discussing with and seeking interim approval from the Charity Commission so that the revised articles can be submitted to the next Annual General Meeting for perusal and approval.

# Treasurers Report

## Company Activities.

The financial statements shown on pages ( ) have been prepared under the historical cost convention. The total income from all sources and total expenditure for whatever reason have been taken in their entirety from the company accounts book.

The financial position for 1997 has been reconciled to my satisfaction.

We have had an exciting and eventful year for as you know we have achieved our forward plan of 1996 by acquiring larger premises to rent, moving to 8 Macefield Close in August

Your Board is pleased with the end result, for the Centre is now a spacious and pleasing place to come to and due recognition is given to all concerned in the planning and implementation of the project, particularly David and Zoë.

## The Opening Day

Geoffrey Robinson, the paymaster general and a Coventry MP agreed to officiate at our official opening day for the new centre, which was held on Friday 21 November 1997. This event was well attended, enjoyed by all and was declared open by Geoffrey Robinson.

## Staff Appointments

The lottery grant is funding two posts for three years and we have therefore recruited to fill the Administrative Officer and Chamber Operator/Centre Assistant positions with the two ladies appointed proving their worth to the Charity.

## Operations

The centre continues to operate over seven days per week, however the revenue for oxygen therapy has fallen during the year, due to a falling off in the numbers attending. Your board, in conjunction with the children's committee will be planning an active marketing strategy during 1998. the charity is supported by a few dedicated volunteers, whose time in a normal year, together with all other voluntary help given by members, I calculate amounts to the equivalent of a further two full time posts per year.

A second chamber has been acquired thanks to the children's committee and it is hoped the chamber will be operational in the early part of 1998.

## Reflexology and Physiotherapy

Both these therapies continue to be in demand but unfortunately our Physiotherapist resigned this year due to family commitments. Physiotherapists are not easily come by for we require their services for only a few hours in the week at present. However, I am pleased to inform you that we have procured the services of a physiotherapist who will be commencing at the centre in April 1998

## Treasurers Report - Sheet 2

### The MS Society.

The MS Society of Great Britain is showing, under their new chairman, a willingness for a cordial relationship with Federation centres and the Coventry branch, the Nancy Gregory Branch, officers have visited our centre and we hope to arrange some mutual events during 1998. Mr M Reynolds, one of our Board members is the liaison officer sitting on their committee.

### The National Lottery Charities Board Grant

The Lottery Grant covering the cost for relocation to a new unit was for £36,250 based on my estimate to acquire a unit on our old Industrial Estate, which in the event fell through.

We acquired our new unit which is a much larger unit requiring more internal building work than the unit we lost and therefore the cost was greater at £56,960 - £20,710 more than the grant which has taken up all of our cash resources.

### Fund-raising.

Fund-raising went well this year when we exceeded our target by raising £22,601 net. We must however double our efforts in 1998 and to this end the Board of Trustees has set targets of £33,000 for our Administrator and £15,000 for the Board and membership covering general fund-raising events, a total of £48,000 for 1998.

We are asking all members to follow the example of Elaine, our reflexologist who runs a raffle of some sort every month, the proceeds going to the centre fund-raising account.

I have estimated that on present activity level we need to raise £36,000 in 1998 to remain viable, with no expectation of increases in members donations towards the cost of therapies.

On behalf of the board of Trustees: William J Blundell 8-9-98  
W J Blundell (Director) Date



Mercia MS Therapy Centre acknowledges funding from the National Lottery Charities Board for assistance with our re-location and staffing needs during this year.

# Income & Expenditure Account

for the year ended 31 December 1997

	<u>Un Restricted</u>	<u>Restricted</u>	<u>1997 Total</u>	<u>1996</u>
<b><u>Income</u></b>				
HBO Donations	30,926.55		30,926.55	36,194.49
HBO Chamber	3,748.50		3,748.50	0.00
Sale Health Products	1,956.50		1,956.50	2,056.30
Fund Raising, Donations, Sales	24,968.44		24,968.44	16,225.52
Snowdon Challenge	1,141.55		1,141.55	1,296.00
Xmas/Birthday Cards	537.88		537.88	600.24
Physio/Reflexology	508.00		508.00	226.00
Bank/Building Society interest	548.46		548.46	95.24
Membership Fees & Sale of consumables	154.89		154.89	0.00
Profit on sale of F/A	1,500.00		1,500.00	0.00
Lottery Grant Income re Salaries		13,348.46	13,348.46	0.00
Lottery Grant Income re New Centre		36,250.00	36,250.00	0.00
	<b>65,990.77</b>	<b>49,598.46</b>	<b>115,589.23</b>	<b>56,693.79</b>
<b><u>Expenditure</u></b>				
HBO	6,577.83		6,577.83	9,736.92
HBO Misc costs	5,437.58		5,437.58	0.00
Rent Rates Insurance	16,977.88		16,977.88	10,520.66
Health Products	1,732.08		1,732.08	1,630.49
Stationery	1,290.73		1,290.73	3,555.76
Postage	639.50		639.50	334.50
Heat Light Water Telephone	2,524.11		2,524.11	2,075.52
Xmas Cards	211.97		211.97	502.52
Other Therapy Costs	4,951.13		4,951.13	3,007.55
Fund Raising costs	2,367.43		2,367.43	1,760.19
Federation Fees	663.50		663.50	524.80
Consumables	123.54		123.54	0.00
New Centre Costs	5,964.44	50,996.02	56,960.46	0.00
Salary & Administration	21,499.80	13,348.46	34,848.26	8,080.28
Depreciation	2,487.00		2,487.00	0.00
	<b>73,448.52</b>	<b>64,344.48</b>	<b>137,793.00</b>	<b>41,729.19</b>
Surplus/(Deficit)	(7,457.75)	(14,746.02)	(22,203.77)	14,964.60

# Abbreviated Balance Sheet

as of 31 December 1997

Fixed Assets			
fixed Assets less provision for depreciation	Notes 1 & 2		13,817.00
Current Assets			
Stock @ cost		1,226.18	
Debtors and Accrued income	Note 4	1,200.00	
Prepayments		1,207.50	
Accrued Income		319.37	
Cash and Bank		<u>7,184.53</u>	
			11,137.58
Current Liabilities			
Due within 1 year		(9,190.41)	
Deferred Income	Note 3	<u>(7,651.54)</u>	
			<u>(16,841.95)</u>
Working Capital			(5,704.37)
Net Assets			<u>8,112.63</u>
Financed by:			
Surplus brought forward from previous year		30,316.40	
Deficit for 1997		<u>22,203.77</u>	
Surplus carried forward			<u>8,112.63</u>

## Allocation of funds

The division of expenditure of the company finances covering the major objectives are as follows:

	1997 £	1996 £	1995 £	1994 £
Therapy services to members	18,699 (13.6%)	14,375 (34.5%)	9,573 (40%)	8,166 (35.5%)
Salaries & Expenses	34,848 (25.3%)	8,080 (19.5%)	-	-
General Admin.	3,922 (02.8%)			
Rent, Rates, Ins. & Utilities	19,502 (14.2%)	19,274 (46.0%)	14,344 (60%)	14,818 (64.5%)
Publicity & Marketing	2,500 (01.8%)			
Move to new centre	58,322 (42.3%)	-	-	-
<b>Total Expenditure</b>	<b>137,793 (100%)</b>	<b>41,729 (100%)</b>	<b>23,917 (100%)</b>	<b>22,984 (100%)</b>

### The Directors have:-

- a) Taken advantage of the Companies Act 1985 in not having these accounts audited under Section 249A(1) - Total Exemption
- b) confirmed that no notice has been deposited under Section 249B(2) of the Companies Act 1985
- c) acknowledged their responsibilities for ensuring that the company keeps accounting records which comply with Section 221 of the Companies Act 1985.
- d) acknowledged their responsibilities for preparing accounts which give a true and fair view of the company and of its profit/loss (whichever is applicable) for the year then ended in accordance with the requirements of Section 226 of the Companies Act 1985 and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to this company.
- e) (i) Taken advantage of the exemptions conferred by Part III of Schedule 8 of the Companies Act 1985
- and
- (ii) in their opinion the company is entitled to those exemptions on the basis that it qualifies as a small company.

Signed on behalf of Mercia MS Therapy Centre .....

*William J Blundell*  
W J Blundell, Director



# Tangible Fixed Assets Schedule

## at 31 December 1997

Description	Serial Number	OGBV	Provision for Depreciation		NBV
			at 31/12/97	For 1997	at 31/12/97 31/12/1997
Plant & Machinery					
8 Seater Chamber (see note 1)	PV5931 TJNo	30,000	25,750	0	25,750 4,250
Air Compressor	51094 III E	1,000	900	100	1,000 0
Sprinkler System for HBO Chamber	38006/1 Drg No	800	700	80	780 20
		<b>31,800</b>	<b>27,350</b>	<b>180</b>	<b>27,530 4,270</b>
<b>Fixtures, Fittings &amp; Equipment</b>					
Physiotherapy Couch		1,100	147	110	257 843
Reflexology Couch		530	71	53	124 406
Air Conditioning Unit		1,500	500	150	650 850
Microwave Oven	7JCGA02662	80	0	8	8 72
Vacuum Cleaners 2off.		150	40	15	55 95
Battery Operated Trike. Re Mobility		2,000	1,500	200	1,700 300
Mains powered exercise M/c. (cycling)		600	560	60	620 -20
Manual Wheelchairs 3 off.		600	450	60	510 90
Central Heating Boiler (gas)		860	460	86	546 314
Central Heating Radiators (6 off)		600	232	60	292 306
Steel Storage Racks (6 off)		36	21	4	25 11
Physiotherapy standing Frames. (2 off)		100	60	10	70 30
Headphone sets (8 off)		88	34	9	43 45
Cushions (8 off)		32	24	3	27 5
Duvets (2 off)		20	18	2	20 0
Access ramp and handrail		100	90	10	100 0
Parallel Walking Bars		50	40	5	45 5
		<b>8,446</b>	<b>4,247</b>	<b>845</b>	<b>5,092 3,354</b>
<b>Office Equipment and Computers</b>					
Computer System	6057100445,501789-302, 146BQS037243,M961046690	1,100	73	275	348 752
Photocopy Machine	EY35 072528H	470	32	118	150 320
Facsimile Machine	ukl51001670	320	22	80	102 218
Telephones (2) & Tele Ans M/c. combi	9321000285	76	21	19	40 36
Office Desks 3 off relatively new		300	150	75	225 75
Office Desks 5 off used		300	235	65	300 0
Office chairs 5 off relatively new		250	150	63	213 37
Office chairs 2 off used		35	25	9	34 1
Chairs, general, 20 off		300	200	75	275 25
4 drawer cabinets (3 off)		120	0	30	30 90
2 drawer cabinets (2 off)		60	50	10	60 0
Steel storage cabinet		150	100	38	138 12
Boardroom style table		250	200	50	250 0
Small utility tables		40	20	10	30 10
Pedestal drawer units (4 off)		100	28	25	53 47
20 drawer steel cabinet		30	25	5	30 0
		<b>3901</b>	<b>1331</b>	<b>947</b>	<b>2278 1623</b>
Total - Existing Assets		<b>44147</b>	<b>32928</b>	<b>1972</b>	<b>34900 9247</b>

## Tangible Fixed Assets Schedule Continued.

### Acquisitions in 1997

#### Plant & Machinery:

Central heating boiler & radiators

5000

500

500

4500

#### Fixtures, Fittings & Equipment:

Television

25

3

3

22

Battery operated wheelchair

20

2

2

18

45

0

5

5

40

#### Office Equipment & Computers

4 Drawer filing cabinets (2)

20

5

5

15

Office small drawers

20

5

5

15

Total - Acquisitions

5085

515

515

4570

### Disposals during 1997

#### Plant & Machinery:

Redundant oil storage tank

0

0

0

0

0

Redundant oil heater

0

0

0

0

0

Photocopier

0

0

0

0

0

Total - Disposals

0

0

0

0

0

Grand Total - All Assets

49232

32928

2487

35415

13817

### Profit/(Loss) on Disposal of Assets

Proceeds from disposal of plant & machinery asset

1500

Net book value of assets

0

Gain on disposal of plant & machinery asset

1500

# Notes to the Accounts

## 1 Fixed Asset Summary.

	OGBV	Provision for Depreciation		NBV	
		at 31/12/96	For 1997	at 31/12/97	31/12/1997
<b>Plant &amp; Machinery</b>					
Opening Balance	31800	27350	180	27530	4270
Additions	5000	0	500	500	4500
Disposals	0	0	0	0	0
<b>Total</b>	<b>36800</b>	<b>27350</b>	<b>680</b>	<b>28030</b>	<b>8770</b>
<b>Fixtures Fitting &amp; Equipment</b>					
Opening Balance	8446	4247	845	5092	3354
Additions	45	0	5	5	40
Disposals	0	0	0	0	0
<b>Total</b>	<b>8491</b>	<b>4247</b>	<b>850</b>	<b>5097</b>	<b>3394</b>
<b>Office Equipment &amp; Computers</b>					
Opening Balance	3901	1331	947	2278	1623
Additions	40	0	10	10	30
Disposals	0	0	0	0	0
<b>Total</b>	<b>3941</b>	<b>1331</b>	<b>957</b>	<b>2288</b>	<b>1653</b>
<b>Total Fixed Assets</b>	<b>49232</b>	<b>32928</b>	<b>2487</b>	<b>35415</b>	<b>13817</b>

## 2 Depreciation Policy

With the exception of the 8 seater Oxygen chamber, which has already been depreciated to its residual value of £4250, there has been a change in depreciation policy. All Plant and Machinery and Fixtures and Fittings is depreciated in a straightline basis over 10 years. All Office Equipment and Furniture is depreciated on a straight line basis over 4 years.

## 3 Deferred Income

Lottery Grant Income to cover salary liabilities received in advance of their payment is shown as deferred income.

4 During the year the administrator repaid £1800 of the loan made to him. The remaining balance of £1200 will be repaid during 1998.

5 A loan to the charity of £2500 was received from a Trustee for which no interest will be charged.


6 Immaterial travel and subsistence expenses (included within expenditure) were re-imbursed to company employees and one trustee undertaking specific charity activities. No other expenses were provided to Trustees during the year.

7 Therapy services to members have been affected by the disruption to services due to the closing down of operations at our previous premises and the subsequent re-commissioning of services at our new centre and the loss of our physiotherapist.


8 Rent, rates and some utilities have been paid on both old and new premises during the overlap period.

9 People who cannot contribute financially for therapies are treated without cost to them.

I have examined the accounts as an independent examiner and, in my opinion, find that they fairly represent the transactions in the books of the charity:-

Signed and dated:  14/9/98 P. R. Paxton, FCMA, Group Financial Controller, Triumph Motorcycles.

By order of the Trustees, of the company that the accounts be accepted.

Signed and dated:  8.9.98 G Bliss, Chairman.