



Trustees' Annual Report for the period

Period start date		Period end date			
From	To				
Day	Month	Year	Day	Month	Year
19	02	2018	31	03	2019

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

Postcode

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Eric Brown	Treasurer		
2	Victoria Anne Elizabeth Pauling			
3	Anthony Ivan Spencer			
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	Names of the trustees for the charity, if any, (for example, any custodian trustees)	
	Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)		
Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Laura Brown de Rodriguez (Director)

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	CIO Foundation Constitution
How the charity is constituted (eg. trust, association, company)	CIO Foundation Constitution, Governing Document
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed by a resolution passed at a properly convened meeting of the charity Trustees. Trustees serve for a term of 3 years; after which they may retire or be re-appointed. In selecting a trustee, the Trustees try to ensure that taken together the Trustees have a broad range of specialist skills and experiences that can be used for the benefit of the charity's objectives.

Additional governance issues (Optional information)

You may **choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Trustee Policy Induction

Trustees are appointed by a resolution passed at a properly convened meeting of the charity Trustees. Trustees serve for a term of 3 years; after which they may retire or be re-appointed. In selecting a trustee, the Trustees try to ensure that taken together the Trustees have a broad range of specialist skills and experiences that can be used for the benefit of the charity's objectives.

Funding Policy

The Trustees have been made aware of the Tool 6: Know Your Donor-Key Questions document and will use this framework if any suspicions arise from a donation/donor. This document can be completed by any of the Trustees and circulated to all Trustees for discussion and action. Eric Brown, Treasurer and Trustee will be monitoring donations in his role as treasurer and his duty will be to discuss and action any concerns relating to specific donations and/or donors. A financial report will be discussed at every Trustee Meeting and any individual donations above £1000 will be discussed and screened.

Volunteer Recruitment Policy

Volunteers and employees must show enthusiasm, the skills and ability to work and engage with mentally and physically disabled children and

adults, commitment to the projects for which they are working, empathy, patience and above all a caring and can-do attitude. Volunteers are recruited in the UK and Mexico and must submit an application and meet our personal specifications as outlined in our Volunteer Policy and as stated above. Expert volunteers will be selected on an individual basis by the Therapies Unite Director and Trustees. Keele University student volunteers are selected via an application process completed by the University with assistance from Therapies Unite. Students are selected based on their clinical and academic achievements and their suitability to be placed with Therapies Unite, participating positively in the projects we run. We invest in Mexican therapists and skilled volunteers as well as parents and carers who wish to volunteer and provide them with training and development opportunities to increase the sustainability and enhance the development of our services. In Mexico we recruit service users with disabilities to work with Therapies Unite as volunteers and will aim to provide opportunities for employment within our projects. Volunteers are selected and allocated to a project based on their qualifications and skill level. Checks are completed to ensure the suitability of volunteers (DBS and local equivalent check, occupational health screening, travel insurance (if international), professional registration (if applicable), professional liability insurance (if applicable). Volunteers will also complete safeguarding (adults and children) and manual handling training in Mexico provided by Therapies Unite prior to commencing work. In order to manage risk volunteers will be placed in appropriate projects where they meet the skills requirement and work within their scope of practice. Students and non-qualified volunteers will be supervised at all times. They will have access to local and international support from qualified physiotherapists and technicians. Volunteers will receive information prior to arrival and be requested to meet with a clinical member of Therapies Unite in the UK. Volunteers will receive a local induction prior to commencing work and will be required to have access to a local mobile phone and provided with emergency contact numbers. Volunteers will be provided with a list of accommodations that have been deemed to be suitable and safe to the best of our knowledge. Risk assessments are in place and will be regularly updated for all projects to minimize risk for Therapies Unite staff and service users.

Additional Governing Documents

1. Trustee Declaration
2. Governing Document
3. Carrying out the purpose for the public benefit
4. Grantmaking
5. Purpose
6. Supplementary Document: Supplementary_docs_bank_statement

Summary of the objects of the charity set out in its governing document

To assist in the treatment and care of persons suffering from mental or physical illness or disability of any description or in need of rehabilitation as a result of such conditions, by the provision of facilities for work and recreation, in Mexico.

To promote and protect the physical and mental health of sufferers of mental and physical illness or disability in Mexico through the provision of financial assistance, equipment, support, education and

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

practical advice.

To advance the education of the general public and health care professionals in all areas relating to mental and physical illness or disability, in Mexico.

Therapies Unite carries out its purposes through 6 programs which all focus on improving the physical and/or mental health and general well-being of individuals with disabilities. The programs combine working directly with individuals with disabilities through services provided by Therapies Unite as well as sign-posting to additional community services. Therapies Unite works with family members, health care professionals and carers working within the field of disabilities to educate, empower and improve existing local services. We also focus on the wider communities, promoting and celebrating the achievements of individuals with disabilities, providing opportunities for work and recreational activities and improving integration into society. Therapies Unite strives to achieve positive changes that are long lasting and sustainable by the local community.

The 6 programs which enable us to meet our purposes are outlined as follows:

- **Catrin's Penguins:** Catrin's Penguins is an aquatic therapy service that incorporates a specialist form of therapy (Halliwick AST) to teach water safety and swimming to people with disabilities. We work directly with parents who deliver the therapy to their child under the guidance of trained volunteers. The therapy comprises of a combination of aquatic therapy and Halliwick which is delivered based on the needs of the individual. Therapy sessions are completed in large groups and involve different games and activities designed to teach children and adults how to control their body positions and breathing in the water. Training is offered to volunteers and new parents to enable them to feel confident in the water and maximise the effect of the therapy for their child. Once a service user learns how to swim they can access swimming training with the local disability sports team and this transition is facilitated by Therapies Unite.
- **Freedom on Wheels:** Freedom on Wheels is a community group providing access to recreational activities for people with disabilities. Our main focuses are inclusive dance and cycling. We offer dance therapy and dance classes to children and adults with varying physical and mental disabilities. The classes are suitable for all children/adults and focus on therapy which includes stretching, movement patterns, positioning, coordination, communication and developing relationships. The formal dance classes (wheelchair ballroom) teach dance techniques and style and allow opportunities for attendees to learn and perform routines. The cycling group provide special bikes and wheelchairs to children and adults allowing them to ride with families and friends at local biking events. Freedom on Wheels creates opportunities for children and adults with disabilities to access activities that are not readily available or easily accessible to them. It creates a safe and fun environment where children with disabilities can play freely with their siblings and families.
- **Catrin's Centre: Postural Clinic/Equipment Library:** This service provides specialist postural evaluation and provision and where possible

specialist equipment for people with disabilities. The clinic is run twice a week in Mexico, by a local physiotherapist and two wheelchair technicians and on average 5 people are seen per week. The service focuses on seating for children and adults with specific postural needs; however it also caters for children, adults and their families who need advice, education, support and specialist equipment such as crutches, walking frames and occupational therapy equipment. Families can attend for up to 4 sessions with the physiotherapist and receive a personal home exercise program and advice for working with their family member. We are also able to signpost people to local services and opportunities that are open to them. All the equipment we use has been donated from the UK or purchased in Mexico and is checked, repaired if needed and then re-donated. Once the family has finished with the equipment it can be returned, cleaned and checked and then is ready to re-donate again. Our clinic team also visit local centres, schools and organisations that look after children and adults with disabilities to assist them with postural management. They work directly with staff and parents to provide education, repair wheelchairs and seating equipment as well as provide new equipment where needed.

- **Appropriate Paper Technology:** in order to make the postural clinic more sustainable the three volunteers who work in the clinic have completed a two-week Appropriate Paper Technology Course. This course will allow them to make seating and therapeutic equipment (such as seating, standing frames, therapy stools) out of cardboard. Materials can be sourced locally for very little cost and parents/carers and local healthcare professionals can be involved in and learn this process.

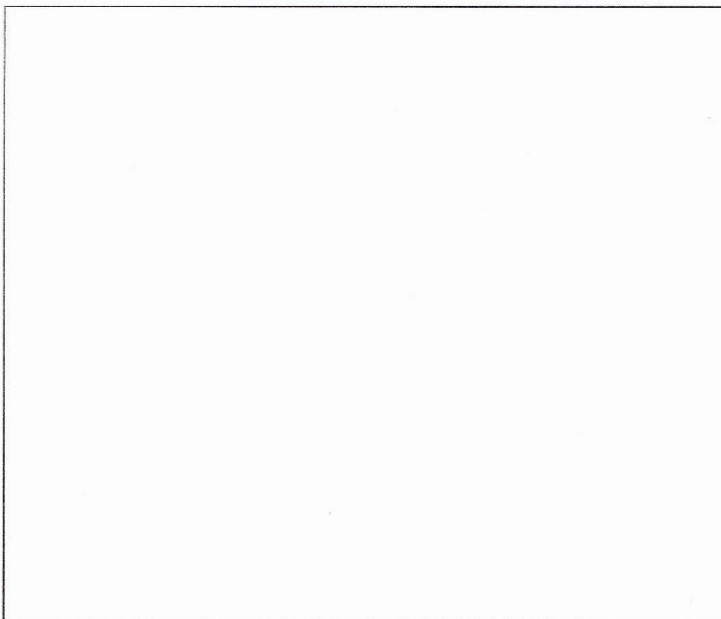
- **Courses and education sessions:** we respond to the needs of the local community (both professionals and non-professionals/families) by running various courses and workshops run by expert volunteers. We offer various courses for free (with and without formal qualifications) relating to relevant topics which have been requested locally as well as offering courses in areas that we feel may be of benefit to the local community. We offer support after the course has finished to assist with implementation of learning and new skills.

- **Volunteering Program:** We are able to offer qualified healthcare professionals a volunteer program that is tailored to their individual skills. Volunteers have the opportunity to work within our projects, depending on their experience and skill level, as well as have the opportunity to work with external community projects. We encourage volunteers to contribute to our projects by delivering mini-projects which may involve training sessions for local therapy staff and families or looking for ways to develop and improve our services. In addition to our Volunteer Program we also have an annual 4 week credit bearing physiotherapy placement with Keele University School of Physiotherapy.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.



improvements of the charity
during the year

We provided weekly Halliwick/aquatic rehab swimming sessions in Puerto Vallarta for disabled children and adults. The sessions were run by our physiotherapist and we recruited two additional volunteers (one physio and one Halliwick Instructor, to assist in the sessions).

We saw a rise in attendees during the course of the year which enabled us to split the session into adults and children. On average we had 15 attendees per week. The sessions stopped from December to February due to the weather (outdoor pool) and vulnerability of our service users.

We continued to train the parents and carers who attended the session in the various techniques and provide ideas for activities and exercises they can deliver with their child in the water.

Three of our team in Puerto Vallarta completed a 12-hour Hydrotherapy course & used their skills to run a Hydrotherapy course for 60 students from the Physiotherapy department at the University in Puerto Vallarta.

We awarded one pupil with the Alan Holdcroft Special Recognition Award for their efforts and saw two children start to swim independently this year. We also saw major improvements in quality of life and independence within our adult group.

Freedom on Wheels

We were able to continue running the adapted bike sessions for a period of 12 weeks, however this activity was stopped for the rest of the year due to two factors. One was transport issues, taking the bikes to and from the storage location and the other issue was the weather and the sessions stopping over the summer months (the Government stopped closing the only suitable road to cycle). The bikes were maintained throughout the year and lent where possible to children/adults who wanted to trial them.

We continued to support the local Adapted Sports Team and worked with them to develop their gym area and provided support to their athletes in regards to physiotherapy and training advice. We also continued to refer clients from our clinic into their services.

Catrina's Centre

We moved into a local building (Bodega) provided by DIF the local Government Social Services sector. This is where we store our equipment, have our workshop and assessment area. We held clinics on a Tuesday and Thursday with three members of the local team, a physio and two technicians. We were able to recruit two additional volunteers (both registered with a disability) to assist in the clinics. The clinics were also supported by volunteers, students and clinical educators whilst they were in Puerto Vallarta.

Children and adults were assessed by our Senior Physiotherapist & given advice & specially adapted equipment where necessary/possible. In total we were able to review 72 people in the clinic over the course of the year. We began to develop our postural service and ideas for the development of a postural pathway and had meetings with the local Government and providers of services for the disabled in regards to this.

We continued to work with organisations specialising in treating disabled children & adults in Puerto Vallarta, including Pasitos de Luz & The Adaptive Sports Team.

In the UK we collected equipment from Hospitals, Clinics, Specialist schools & individuals and stored this for eventual shipment to Puerto Vallarta and use in our clinic.

Appropriate Paper Technology

The team implemented their skills to work on various pieces of equipment including a standing frame, support chair insert, modular seat and footstool. This equipment was donated locally. They worked with volunteers who were able to learn the process of preparing the cardboard and measuring and making the equipment. They recruited a resident from the Older Persons Residential Home, who is an artist, to paint the equipment for them. They worked alongside the students, volunteers and clinical educators to also teach them the processes and skills of using APT.

Courses and education sessions

We funded members of our team in Mexico who work directly in our projects to complete the following courses:

- Neuromonitoring Control & Rehabilitation workshop (two places funded)
- Aquatic Techniques (three places funded)
- Watsu Introduction (one place funded)

Our team provided local training to the local University in Introduction to Working in water (60 participants) and Introduction to Halliwick (60 participants). They also delivered training in Postural Management to families and carers (total 26).

The students delivered training in Manual Handling techniques and Importance of Exercise, supported by their Clinical Educators, to a group of local physiotherapist and support workers (17).

Volunteering Program

We had two third year physiotherapy students from Keele University complete their final practical 5 week placement in Puerto Vallarta with Therapies Unite. This was supported by three educators, all of whom were ex-Keele Physiotherapy students who had completed placements with Therapies Unite in previous years.

Four Keele University Physiotherapy students were interviewed and selected for Placement in March 2019 for 5 weeks. A volunteer clinical educator was also recruited to assist with this placement.

We had a second year physiotherapy student complete a 4 week elective student placement who worked at various projects that we support as well as within our clinic and aquatic therapy service. In addition we had an Australian Physiotherapist complete a 3-week volunteer placement working with our team & within our projects in Puerto Vallarta.

Laura Brown de Rordriguez had meetings with Birmingham and Worcester University in regards to potential student placement for physiotherapist and occupational therapists in Mexico with Therapies Unite.

Nadia Ramirez had meetings with local colleges and Universities in Puerto Vallarta with a view to recruit volunteers to assist with our APT Project.

Initial discussions and planning for a Scholarship at Keele University for a Mexican national to study Physiotherapy. Keele were able to access £20k of funding from Santander but Therapies Unite needs to raise a further £20k. This

will fund a Mexican student to do a BSc or MSc. They will then be contracted to work for a certain time for TU after their degree is completed.

Laura Brown de Rodriguez attended Keele University to promote the placement to prospective students and give feedback about Therapies Unite and their work to date.

A volunteer network was set up for ex-volunteers of Therapies Unite to assist with fundraising, promotion of placements and project development.

Keele University completed a Clinical Educators course for the Laura Brown de Rodriguez, Victoria Pauling and Catrin Wyn Davies (Clinical Educator) on the 8th January 2019.

Brief statement of the charity's policy on reserves

FINANCIAL REVIEW AND RESERVES POLICY

The CIO was established on 19 February 2018 and has made satisfactory progress attracting funds in support of the furtherance of its objectives. During this phase, the charity's policy is to ensure that its assets and reserves are safeguarded in a risk-free manner. Thereafter it will aim to earn a small return, without exposing the charity to financial risk. It is the charity's policy to maintain a balance on unrestricted funds (if possible), which equates to at least three months unrestricted payments (fixed costs). This has been calculated as a minimum of £1,350 (comprising of staff salaries and essential governance costs) to be held in unrestricted funds. The charity regularly reviews financial controls according to the Charity Commission internal checklist. This includes a minimum of two checks on payments made out; quarterly reporting of finances; forecasting; programme budget reviews and the creation of policies to monitor fundraising and decisions made on use

During the course of the year ended 31 March 2019, Therapies Unite made steady progress in establishing itself, obtaining funding of £7764. This was sufficient to grow the projects and services offered to beneficiaries, in a more efficient manner than previous years, in order to further the charities objectives. Efficiency savings were primarily made by finding free storage for equipment collected, instead of paying a storage company.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F Other optional information

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

ERIC BROWN

LAURA KATHRYN BROWN DE
RODRIGUEZ

Position (eg Secretary, Chair,
etc)

TREASURER &
TRUSTEE

DIRECTOR

Date

18/2/2020

18/2/2020



CHARITY COMMISSION
FOR ENGLAND AND WALES

Therapies Unit

1177224

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	19/02/2018		31/03/2019

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Refund of purchases	453	-	-	453	-
Donation from will	2,000	-	-	2,000	-
Keele students fundraising	202	-	-	202	-
Keele student placements	1,881	-	-	1,881	-
Other Fundraising	703	-	-	703	-
EasyFundraising	124	-	-	124	-
Rotary Burntwood	200	-	-	200	-
Keele donation	475	-	-	475	-
JustGiving	1,457	-	-	1,457	-
Miscellaneous donations	270	-	-	270	-
Sub total (Gross income for AR)	7,765	-	-	7,765	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	7,765	-	-	7,765	-
A3 Payments					
Mexico staff wages & costs	4,465	-	-	4,465	-
Director's accommodation in Mexico	1,133	-	-	1,133	-
Director's flights & van hire - Mexico	893	-	-	893	-
JustGiving costs	198	-	-	198	-
Safety signage in Mexico	24	-	-	24	-
Equipment for Mexico	200	-	-	200	-
UK van rental	188	-	-	188	-
UK van fuel	127	-	-	127	-
Storage costs for equipment	634	-	-	634	-
Website costs	228	-	-	228	-
Computer purchase	50	-	-	50	-
Sub total	8,140	-	-	8,140	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	8,140	-	-	8,140	-
Net of receipts/(payments)	- 375	-	-	- 375	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	3,587	-	-	3,587	-
Cash funds this year end	3,212	-	-	3,212	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		3,212	-	-
		-	-	-
		-	-	-
	Total cash funds	3,212	-	-

(agree balances with receipts and payments account(s))

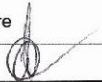
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Eric Brown	20/2/2020