



# Trustee Annual Report 2019/20

## Matrix Neurological

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## Introduction

The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2020.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, and 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)

## Reference and Administrative Details of the Charity, its Trustees and Advisors

<b>Charity Name</b>	MATRIX Neurological CIO	
<b>Registered Charity Number</b>	1159973	
<b>Operational Address</b>	TAD Centre Ormesby Road Middlesbrough TS3 7SF	
<b>Trustees</b>	Mrs Jan Rock	Founder
	Mrs Iona Leigh Jones	Resigned 27.6.19
	Mr D Kay	Chair
	Mr P Wright	
	Mr R Farrell	
<b>Independent Examiner</b>	Nigel Douglass Connected Voice Business Services Limited Higham House Higham Place Newcastle upon Tyne NE1 8AF	
<b>Bankers</b>	The Co-operative Bank p.l.c. P.O. Box 101 1 Balloon Street Manchester M60 4EP	

## Structure, Governance and Management

### How the charity is constituted

Matrix Neurological is a CIO (Charitable Incorporated Organisation) adopting the Charity Commissions Foundation Model whereby the only voting members are the charity Trustees. We have adopted this model to ensure we comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. As part of this it helps us to ensure we:

- Reflect recommended best practice; and
- Are legally compliant

### Appointment of Trustees

Trustees are appointed for their individual knowledge, experience and skills that are considered essential to ensure the charity's effective administration and its continued sustainability, growth and development. Trustees are appointed by the Board of Trustees in a properly convened meeting.

There are no connected persons. There are no persons carrying out business in partnership with the charity trustees.

Trustees are also screened using a needs and skillsets assessment. This approach enables us to:

- a) Ensure we have the right skills mix on the Board to meet the administrative needs of the charity
- b) Ensure we do have a range of Trustees from diverse professional backgrounds to build knowledge and skills
- c) Mitigate any potential risks or threats to the charity, as far as possible; and
- d) Reduce, as far as is possible, the potential for any conflicts of interest with each Trustee and their existing professional occupations.

### Additional Governance Information

The first Trustees have created a Trustee Agreement which also states our Quality Standards and our Code of Conduct. This ensures that all Trustees are aware of our expectations of them.

There are a number of quality standards that we feel are applicable to Matrix Neurological as an organisation as well as to its Trustees and Staff.

These are:

- The Essential Trustee Guide
- The Charity Governance Code
- The Nolan Principles of Public Life
- Codes of conduct for Trustees (based on the Nolan Principles)
- Trustees and Management Committee – National Occupational Standards

All of the above have been taken into consideration in:

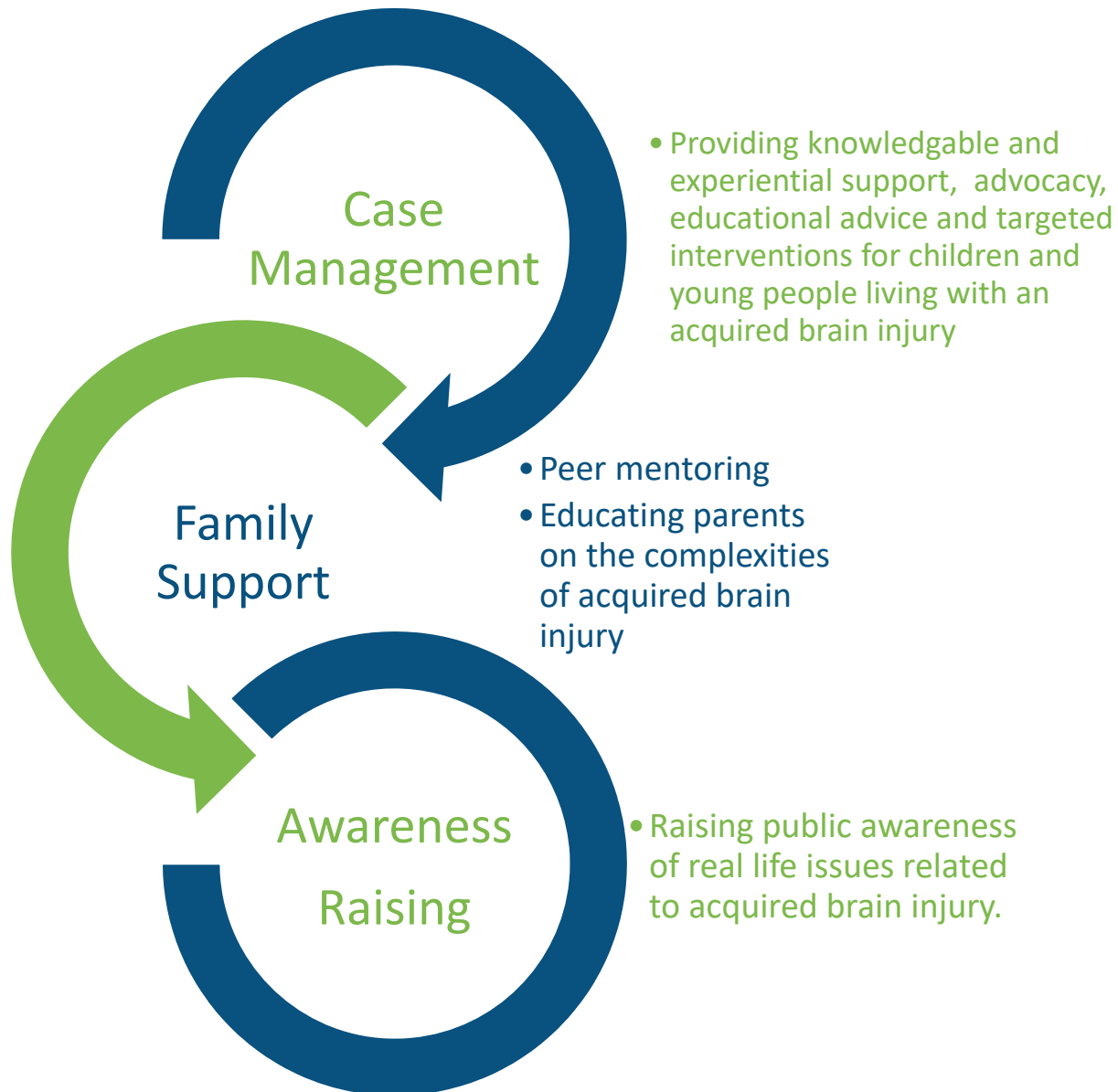
- Structuring the Governance model

- Stating the responsibilities of Trustees
- Setting out a 'Statement of Intent' pertaining to Governance and setting priorities for the Board
- Stating our behavioural expectations of Trustees, staff volunteers and partners
- Establishing a framework and role descriptions to enable Trustees to perform their duties competently, confidently and professionally
- Telling Trustees what they need to know to do their job well

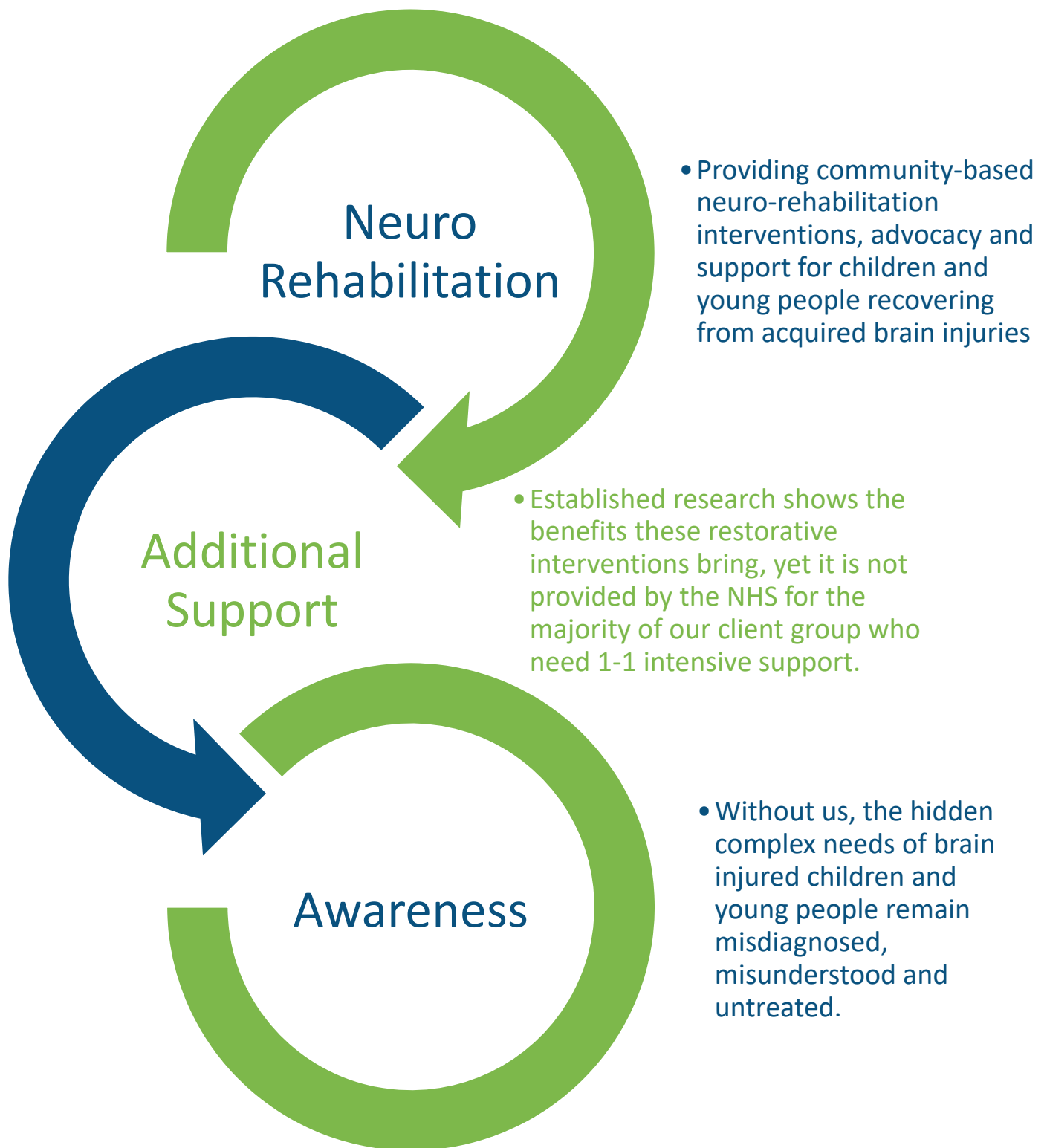
## Objects and Activities

Our charitable objects are the advancement of education and the advancement of health (or saving of lives).

The advancement of education by:



The advancement of **health (or saving of lives)** by:





## Our Achievements

Commenced our  
specialist ABI  
Support Service

House of  
Commons visit

Assisted 30 people  
affected by  
childhood acquired  
brain injury

Awarded BBC  
Children in Need  
funding for 3 years

Partnerships  
established with  
local schools and  
colleges

Promoted  
nationally by BBC  
Radio 1's Big  
Weekend Event

Once again it has been an extremely busy year at MATRIX Neurological as we progress our growth and development. We continue to expand our impact locally and from the positive feedback we receive from families and other professionals, we are still making a real difference to the families affected by childhood acquired brain injury.

We are extremely grateful to our funders for their support, to enable the charity to continue to deliver its innovative services. Thank you for your ongoing belief and confidence in us.

Our main achievements during 2019/20 were:

- Our Chair and CEO was invited to the House of Commons as part of the UKABIF Campaign
- **Our Founder received an Inspiring Women Award for Leadership in the Redcar and Cleveland Awards Programme set up to honour the memory of Mo Mowlam M.P.**
- **We quickly adapted the delivery of our services at the start of COVID 19 lockdown**
- Awarded multi-annual funding by BBC Children in Need in recognition of our innovative work with brain injured children and young people
- Given national exposure at the BBC Radio 1 Big Weekend in August last year
- 30 people affected by childhood brain injury have been assisted through our Family Support Service; Case Management Service; and our new dedicated Children and Young People's Service
- New Partnerships established with local schools and colleges
- Staff and volunteers completed a range of CPD accredited courses focussed on children and young people, mental health and vulnerable adults.

## Statement on Public Benefit

2019/20 was another busy year for us and during its fifth year the charity continued to develop. The main part of our external work has been for public benefit; including our work with some long-term unemployed volunteers as outlined in the following sections.

### Charitable Objects

#### Advancement of Education

We can state that these have been met as follows:

Our website was professionally reviewed, and we received some excellent feedback on its quality, accessibility and clarity. Our Welcome and Information Packs continue to be provided free of charge to parents along with our animated DVD entitled 'Me and my brain injury'. These help parents, children, their friends and school teachers to understand child brain injury and the impairments it has caused. Our leaflets are also displayed in a range of community venues, from GP practices, to libraries and community hubs.

#### Advancement of Health (or saving of lives)

We can state that these have been achieved by the provision of our community-based neurorehabilitation services and therapies for children and young people recovering from acquired brain injuries through our innovative ABI Support Worker post funded by BBC Children in Need for three years.

This year we have also established some important partnerships and relationships with local schools and colleges to raise awareness of acquired brain injury in children and young people and support their needs on school/college premises. This is ongoing and enables us to use our networks to better support our children and young people.

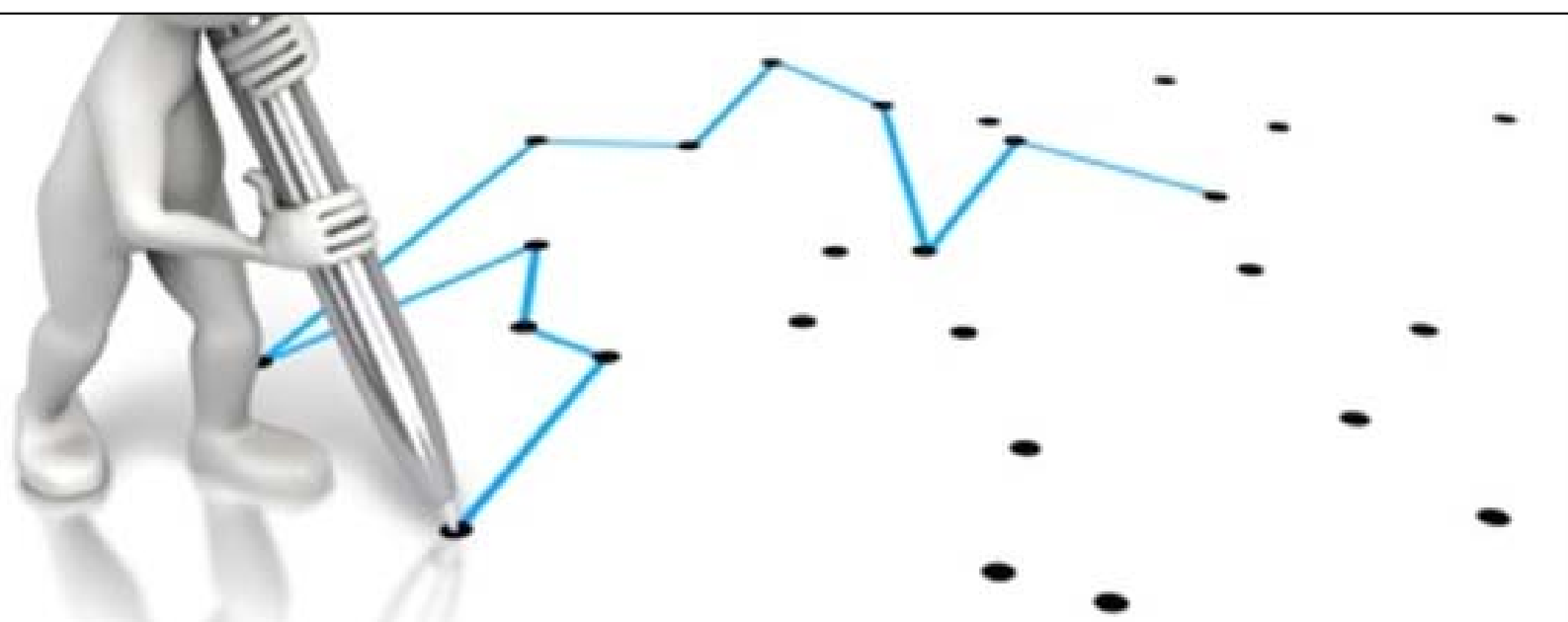
Our Brain Injury Assessment Tool continues to make a significant contribution to ensuring the child's complex needs are understood and provided for. We have received some excellent feedback from GP's and other medical professionals on the clarity and quality of the personalised information that was provided for each child. Much of this important information was previously unrecognised and unknown. We are gradually becoming recognised as a high quality service and many professionals have personally thanked us for the information we have provided.

This is particularly important where the brain injured person has communication, cognitive and emotional/behavioural difficulties.

**Several young people are now receiving specialist medical treatment or surgery for the painful medical issues that we highlighted as part of the EHC Plan review process.**

## Our Services

### Case Management



Our families continue to request our Case Management Service which has received funding from The Big Lottery's Awards for All Programme.

We continue to provide coordinated, practical assistance that is tailored to their individual needs and do not simply signpost.

This year we have assisted 30 people affected by childhood acquired brain injury; which has ensured that everybody's needs are clearly identified and provided for.

Our innovative assessment forms and the high-quality Information Packs they receive mean our families have a better understanding of what has happened inside their child's head, which leave them feeling more confident and more prepared for the future. We have influenced EHC Plan Reviews and have facilitated access to more appropriate community support services by working closely with Social Workers. More importantly we continue to highlight areas of potential vulnerability and risk facing their child, both in the community, at school or college, and through Job Centre Plus. This has enabled their Job Coaches to be more aware of the needs of brain injured young people.

We continue to advocate for the unmet needs of brain injured children, young people and their families; particularly where the complex needs of brain injured children and young people have been misunderstood, ignored or misinterpreted leaving their needs unmet and their families struggling to cope. Through our advocacy work we have been able to challenge poor decisions and prevent potential unnecessary emotional trauma for both children and their families.

We undertake some in-depth investigative and analysis work to understand the needs of our children and young people; which involves gathering and collating a range of reports and information across multi-disciplinary areas. We do this because we believe if we do not understand the problem; we will

never find the right solution for our clients. Sadly, we see too many professionals who simply treat what they ‘think’ they see; rather than take the time to understand the root cause of the problem. The therapy that follows is often inappropriate and unsuccessful. Our evidence based Assessment Tool helps us to build a needs profile of the child and helps families to communicate with medical and non-medical professionals because it enables everybody to understand the effects and life impact the brain injury is having on the child in the real world that’s sits well outside of the clinical environment. This information also prioritises the child’s complex needs; informs EHC Plans; and has enabled the misunderstood needs of brain injured children to be recognised. Unfortunately, as found with our older clients, SEN services often fail those living with brain injuries and have little or no long-term impact on their recovery and future psychological, social and economic wellbeing.

Our Mission is to make a real difference to families, so we asked our families to tell us if we were. When we evaluated our Case Management service families said:

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*“Matrix has helped us so much, not just with our son but with the whole family.”*

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*“The school were out of their depth and the information and knowledge of our child that Matrix provided was so helpful and appreciated. They even attend meetings with us to ensure our child’s individual needs are fully understood.”*

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## Outcomes

Our unique skills, experience and expertise has enabled the following for children, young people and their families:

### *Children and young people:*

- 2 brain injured young people now have their brain injury support needs recognised by Job Centre+ and are now officially recorded as having Limited Capability for Work
- Contributed to the development of 4 EHC Plans for our children and young people
- Attended 27 meetings with professionals to advocate for the needs of the child or young person
- Completed 2 new PIP/DLA applications both of which were successful
- 31 Case Review meetings were held

## Impact

2 individuals living with the hidden effects of a brain injury are now recognised by Job Centre +

•2 PIP/DLA applications were successful

•Partnership working with schools commenced

•4 children or young people now have EHC Plans that are aspirational

The findings of our Case Management work enable us to compile Case Studies and write reports that continue to be shared with professionals; including paediatric consultants at James Cook University Hospital; multi agency partnership boards and Members of Parliament. This includes some startling case histories about local brain injured children and young people, and the poor long-term outcomes that have emerged from the lack of recognition of the hidden effects of an acquired brain injury and the impacts of a lack of appropriate service provision.

Our report entitled, 'Enough: The inexcusable treatment of brain injured children and young people' that was written in 2017, is still as powerful and relevant today as it was then, and it continues to:

- influence our work
- raise awareness of the plight of this forgotten cohort of children and young people and
- the long-term impact this has, both on the child and their families and
- inform other local providers; such as Job Centre Plus and Managers within the DWP.

## Family Support Service



The overarching aims of our Family Support Service is to improve parent/carer mental health and wellbeing and build family knowledge and understanding of acquired brain injury to build family resilience.

Unfortunately, the funding for our Family Support Worker ended part-way through this year, meaning this much valued service to parents had to adapt to fit with our reduced capacity. Sadly this limited our face to face support and also affected our ability to take on new cases. However, we are pleased to say that we were still able to maintain positive relationships with our families both via our ABI Support Worker and our Case Manager and the strong relationships we have with families, that is based on a mutual lived-experience. The feedback we receive from parents is that real life lived-experience is the most important aspect of our service, and is what makes us unique.

Locally, families continue to experience extreme pressure and emotional distress through a lack of understanding by mainstream services, which in turn negatively impacts on parent/carer psychological wellbeing. This seems to be a long-standing problem. In previous years we have been able to show positive outcomes and improvements in parent/carer emotional and psychological wellbeing. Our goal is to secure more funding to enable our unique Family Support and Peer Mentoring service to continue for parents/carers.

Despite the funding ending, during 2019/20 we still:

- Supported 28 people affected by childhood brain injury

- 32 Telephone meetings

- 57 home visits were undertaken

When we collated and reviewed parent views of our service, our families were still very positive. One family said:

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*“When you leave hospital you’re on your own; and every day is a worry and a challenge. Matrix Neurological helps in a big way and their support has been never ending”.*

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## Children and Young People Support Service



The lack of knowledge and understanding of childhood acquired brain injury across a range of medical and community professionals is ongoing and we know there remains a huge lack of awareness and understanding about childhood acquired brain injury. With each new case we take on we learn that children and young people continue to experience discrimination every day.

Research is showing the standard neuropsychological testing battery may not be sensitive enough to pick up the complex needs of brain injured children and young people. As such we invested in an on-line assessment programme called Cognifit. Whilst still based on the neuropsychological test battery, the programme was developed by neurologists and neuropsychologists and is used world-wide. This is proving highly successful in highlighting the specific impacts on a child’s individual needs and their academic performance and their level of functioning when compared to their peers. The programme also assesses and scores a child’s physical, psychological and social wellbeing and many of our children and young people have scores rated ‘poor’.

The Final Report provides detailed graphs and It is proving to be a highly valuable tool in highlighting the needs of brain injured children and young people, whose disability needs have previously gone

unrecognised in standard neuro-psychological testing. This key information then forms part of the EHC Plan process that is shared with GP's and Paediatric Consultants.

We then use the report to create an individualised support plan that comprises a range of fun and stimulating support activities that the child completes with both the ABI Support Worker and their parents.

When we collated and reviewed parent views of our service, our families were very positive. One family said:

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*"We are so lucky to have MATRIX in the Middlesbrough area. MATRIX is unique and as a family going through this journey, I couldn't recommend a better place to be."*

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This year we had 4 volunteers whose support has helped us to achieve so much in 2019/20.

The Trustees wish to thank our volunteers for generously giving their time, dedication and skills. We cannot do this without you.

## Staff - Continuous Professional Development

During 2019/20 we continued to invest in staff training and development to facilitate growth and CPD. A range of course were completed such as

- Emergency First Aid
- Mental Health First Aid
- Risk Management
- Safeguarding
- Child Development



- Motivational Interviewing in Acquired Brain Injury
- Child Poverty
- Cognitive Rehabilitation
- Working with children with disabilities
- Parental Mental Health
- Working collaboratively with families
- Self-harm and suicidal thoughts in children and young people

## Finance and Fundraising

### Ethical Fundraising

Matrix Neurological do not use any private sector fundraising agencies and aim to use only ethical fundraising practices as stated in our Fundraising Policy. We undertake the majority of our own fundraising activities through Donations Boxes and an Annual Fundraising Event which is well supported by local people. Occasionally, a local individual will step forward to undertake some fundraising activity on our behalf.

This year the following fundraising events were completed on our behalf and make special thanks to:

- Ms S Bowyer who raised £760.50 doing the Great North Run
- Miss E Henderson who raised £260.25 with a Christmas cake bake sale
- Mr Paul G who raised £140 for us doing the Boxing Day Dip
- Mr G Straine-Francis who raised £235.00 doing the Mad March Mare

Thank you all so much for your hard work and fundraising efforts. We appreciate and value all of your hard work.

A special mention must also go to Callum Rock, for his continuous support and assistance with the charity's fundraising events and campaigns.

### International Funding

We do not knowingly obtain any income from international sources.

### Funding Sources

TYPE	SOURCE	2019/20	2018/19	2017/18	2016/17	2015/16
RESTRICTED	GRANTS	78.2%	28%	55.82%	28.27%	67%
UNRESTRICTED	DONATIONS	10.76%	19%	2.18%	11.63%	1.47%
UNRESTRICTED	PAYMENT FOR SERVICES	11.04%	46%	0%	0%	0%

## Received Grants

During 2019/20 we were pleased to receive the following grants and donations:

<b>Funder</b>	<b>Amount</b>
BBC Children in Need	£9,949
The Foyle Foundation	£5,000
St James Place Foundation	£2,500
Matthews Wrightson Foundation	£ 730
Sir Jules Thorn Charitable Foundation	£ 750
<b>TOTAL</b>	<b>£ 16,035</b>

All the funding provided has been used to support:

- children, young people and their families that have been affected by childhood acquired brain injury;
- provide some paid Case Management Work or
- strengthen the capacity of the charity.

## Fraud Attack

This year we experienced a fraud attack in which almost £4,000 was taken from the charity's bank account. However, we were promptly alerted by our bank who immediately temporarily froze our accounts to prevent any further transactions being made. Charity debit cards and passwords were cancelled by the bank and new ones issued.

The bank reported the incident to the Police via Action Fraud. We then worked with the bank to identify all the fraudulent transactions and we were promptly reimbursed for the full amount of lost funds. The charity faced no financial deficit as a result of the fraud attack.

All the fraudulent transactions are clearly recorded on our bank statements and were openly declared to our Accountants during the Auditing process.

We are grateful to the Cooperative Bank for their prompt response so that our charity funds were protected and for refunding the full amount of financial losses so there was no financial impact on the charity.

## Financial Review of Procedures

During 2019/20 the Trustees undertook a full Financial Review of our written Financial Management Procedures and operational practices to ensure they met recommended best practice as stated by the Charity Commission. We are pleased to report that our procedures were both robust and comprehensive and were compliant with the Guidance provided by the Charity Commission.

## Reserves Policy

MATRIX Neurological CIO has maintained a small level of free reserves (unrestricted funds not invested in fixed assets) currently £865 (2019: £4,468) aimed at meeting the working capital requirements of the charity in the event of a significant drop in funding.

It has established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between 3 and 6 months of annual expenditure. The Trustees know what this figure is.

At 31 March 2020 the free reserves fell short of this target level, the trustees are aware of this and will be building up reserves with planned operating surpluses.

Our total income for the year was £25,520 (2019: £35,532) and expenditure for the year was £45,367 (2019: £28,927).

The Statement of Financial Activities shows a carried forward amount of £1,751 (2019: £21,598) and that includes unrestricted reserves of £865 (2019: £4,468) and restricted funds of £885 (2019: £17,130).

## Own Fundraising Activities

The Trustees acknowledge that we cannot rely on grant funding to support the work of the charity and that we have a responsibility to undertake fundraising activities ourselves. However, the charity does not have a dedicated Fundraiser, so the staff and Trustees currently do this in their own time and on a voluntary basis.

Our collection Boxes are sited in various locations and we thank every organisation and their patrons who regularly support us. Through the support of local businesses and the generosity of local people we raised £813.00 in 2019/20. We are grateful of their support and generosity.

## Fundraising Event

Our third fundraising evening was held on Friday 10 May 2019 at the Dormans Club in Middlesbrough. Olli Patto was the main Act and we raised £1313.00. We wish to thank everyone who attended and the local businesses for their Raffle and Auction prize donations. We also wish to thank Gordon Rowntree for compering the event for us, all our guests, the club members for their support and the Management Committee for their generosity on the night.

Our fourth Fundraising evening was due to be held on Friday 27<sup>th</sup> March 2020. Unfortunately, this had to be cancelled due to the COVID19 emergency and lockdown. This has had a significant negative impact on our unrestricted funding.

We wish to thank ABBA Girls, Bill Dixon of the Dixon Agency, Gordon Rowntree and other members of the Management Committee at the Dorman's Club for your understanding and support.

## Direct Donations

People can also make donations via a number of portals; as shown below:

- Our website (via Givey using a donate button)
- Givey – by donating to our charity or creating a fundraising event for us
- Paypal Giving – whereby purchasers are asked to make a small donation
- Charity Car – whereby companies and individuals can donate the value of their car
- GoRaise – an online shopping donor scheme
- Give As You Live – an online shopping donor scheme
- Donations boxes – in various locations

Occasionally, cheque donations are also directly submitted to the office highlighting the importance of having a presence in the community. We also thank every individual who took the time to make a financial contribution towards our valuable work through one of our donation portals. We are grateful for your support and generosity.

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***THANK YOU!***

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## Statement of Trustee Responsibilities


The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards 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 charity will continue in operation

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 27 November 2020 signed on their behalf by:

Daniel Kay ..... 

Chair of the Board of Trustees

## **MATRIX Neurological CIO**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2020

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I report on the financial statements of MATRIX Neurological CIO for the year ended 31 March 2020, which are set out on pages 20 to 30.

#### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 ("the Charities Act") and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

#### **Basis of independent examiner's statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

#### **Independent examiner's statement**

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

I 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.

Nigel Douglass  
Connected Voice Business Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 27 November 2020



**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b><u>Income from:</u></b>					
Donations and legacies	6	7,951	-	<b>7,951</b>	18,135
Charitable activities					
Grants and contracts	7	-	16,035	<b>16,035</b>	17,397
<b>Total income</b>		<b>9,485</b>	<b>16,035</b>	<b>25,520</b>	<b>35,532</b>
<b><u>Expenditure on:</u></b>					
Charitable activities					
Operation of the charity	9	16,479	28,889	<b>45,367</b>	28,927
<b>Total expenditure</b>		<b>16,479</b>	<b>28,889</b>	<b>45,367</b>	<b>28,927</b>
<b>Net income/(expenditure)</b>		<b>( 6,994 )</b>	<b>( 12,854 )</b>	<b>( 19,847 )</b>	<b>6,605</b>
Transfers between funds		3,391	( 3,391 )	-	-
<b>Net income/(expenditure) and net movement of funds</b>		<b>( 3,603 )</b>	<b>( 16,245 )</b>	<b>( 19,847 )</b>	<b>6,605</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward		4,468	17,130	<b>21,598</b>	14,993
<b>Total funds carried forward</b>		<b>865</b>	<b>885</b>	<b>1,751</b>	<b>21,598</b>

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 22 to 30 form an integral part of these accounts.

**BALANCE SHEET**

As at 31 March 2020

	Notes	£	Total 2020 £	£	Total 2019 £
<b><u>Current assets</u></b>					
Debtors	16	-		852	
Cash at bank and in hand	17	15,403		21,929	
<b>Total current assets</b>		<b>15,403</b>		<b>22,781</b>	
<b>Creditors:</b> amounts falling due within one year	18	<b>( 13,652 )</b>		<b>( 1,181 )</b>	
<b>Net current assets</b>			<b>1,751</b>		<b>21,598</b>
<b>Total assets less current liabilities</b>			<b>1,751</b>		<b>21,598</b>
<b>Total net assets or liabilities</b>			<b>1,751</b>		<b>21,598</b>
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			865		4,468
Restricted income funds			885		17,130
<b>Total funds</b>			<b>1,751</b>		<b>21,598</b>

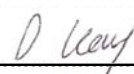
The notes on pages 22 to 30 form an integral part of these accounts.

These financial statements were approved by the Board on:

27 November 2020

and are signed on its behalf by:

Mr Daniel Kay  
Trustee





# **MATRIX Neurological CIO**

## **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2020

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### **1 Accounting Policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

### **2 Basis of accounting**

#### **2.1 Basis of preparation**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

MATRIX Neurological CIO meets the definition of a public benefit entity under FRS 102.

#### **2.2 Preparation of the accounts on a going concern basis**

The charity reported total unrestricted funds at the year end of £865 and has said they are working to secure more funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

### **3 Income**

#### **3.1 Recognition of income**

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

#### **3.2 Offsetting**

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

#### **3.3 Grants and donations**

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the provision of a specified service is deferred until the criteria of income recognition are met.

Under IAS 20, there is a total of £12,496 grants being deferred in the year due to the contracts running over multiple financial periods. Because of this, fund balances can be seen to be significantly low at the year end, as the full amount has not been recognised.

#### **3.4 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

## **MATRIX Neurological CIO**

### **NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31 March 2020

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#### **3.6 Volunteer help**

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

#### **3.5 Donated goods and services**

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

#### **3.7 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charity's work or for specific projects being undertaken by the charity.

### **4 Expenditure and liabilities**

#### **4.1 Liability recognition**

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

#### **4.2 Charitable activities**

Expenditure on charitable activities includes the costs of providing practical help and support to children, young people and their families who are living with the effects of childhood acquired brain injury and other activities

#### **4.3 Governance and support costs**

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

#### **4.4 Irrecoverable VAT**

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

#### **4.5 Creditors**

The charity has creditors which are measured at settlement amounts less any trade discounts.

# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>6 Donations and legacies</b>				
Donations and gifts (GASDS)	1,442	-	<b>1,442</b>	615
Donations and gifts	2,480	-	<b>2,480</b>	4,169
The Jules Thorn Foundation	-	-	-	750
Services provided	4,029	-	<b>4,029</b>	12,601
	<u>7,951</u>	<u>-</u>	<u><b>7,951</b></u>	<u>18,135</u>
<b>7 Charitable activities</b>				
<u>Income from grants</u>				
Big Lottery Awards for All	-	1,642	<b>1,642</b>	9,970
BBC Children in Need	-	9,949	<b>9,949</b>	-
The Foyle Foundation	-	2,083	<b>2,083</b>	-
Goshen Fund	-	-	-	4,927
NHS Health Education England	-	-	-	1,500
M&T Philanthropic Foundation	-	500	<b>500</b>	-
St James Place Foundation	-	1,131	<b>1,131</b>	-
The Childrens Foundation	-	-	-	1,000
Matthews Wrightson	-	730	<b>730</b>	-
	<u>-</u>	<u>16,035</u>	<u><b>16,035</b></u>	<u>17,397</u>
<b>8 Other trading activities</b>				
Refund	1,534	-	<b>1,534</b>	-
	<u>1,534</u>	<u>-</u>	<u><b>1,534</b></u>	<u>-</u>

The refund relates to expenditure from prior years that was given out to run a project that never materialised. Because of this event, the amount was returned to MATRIX Neurological CIO.

Income was £25,520 (2019: £35,532) of which £9,485 was unrestricted or designated (2019: £18,135) and £16,035 was restricted (2019: £17,397)

# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
<b>9 Charitable activities</b>				
<u>Direct costs</u>				
Training project	432	425	857	-
Advertising and PR	574	-	574	224
Travel and subsistence	196	2,063	2,259	1,600
Meeting costs	-	-	-	92
Project activities	1,350	1,395	2,745	959
Project salaries	578	19,668	20,246	9,350
Volunteer expenses	2,024	162	2,186	995
Other	47	6	52	114
<u>Support costs</u>				
CEO salary	-	533	533	-
Office costs	2,390	1,125	3,515	3,949
Premises costs	5,290	2,198	7,488	7,221
IT	432	204	636	188
Insurance	960	399	1,359	1,676
Legal and professional fees	1,313	712	2,026	1,438
Depreciation	-	-	-	443
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	696	-	696	660
Trustee expenditure	197	-	197	18
	<u>16,479</u>	<u>28,889</u>	<u>45,367</u>	<u>28,927</u>

Expenditure on charitable activities was £45,367 (2019: £28,927) of which £16,479 was unrestricted or designated (2019: £17,913) and £28,889 was restricted (2019: £11,014)

### 10 Fees for examination of the accounts

	2020 £	2019 £
Independent examiner's fees for reporting on the accounts	696	660
Other accountancy services paid to the examiner	457	506
	<u>1,153</u>	<u>1,166</u>

### 11 Staff Numbers

The average monthly head count was 2 staff (2019: 2 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2020 Number	2019 Number
The parts of the charity in which the employee's work		
Charitable activities	2.0	1.3
	<u>2.0</u>	<u>1.3</u>

## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

#### 12 Analysis of staff costs, and the cost of key management personnel

	2020 £	2019 £
Salaries and wages	20,007	22,525
Pension costs (defined contribution pension plan)	239	37
	<u>20,246</u>	<u>22,562</u>

No employee received remuneration above £60,000 (2019: £nil)

The key management personnel of the charity, comprise the trustees and the charity manager. The total employee benefits of the key management personnel of the charity were £533. (2019: £nil)

#### 13 Transactions with trustees

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

##### Trustees' expenses

The following detail the expenses incurred by the trustees.

	2020 £	2019 £
Travel	222	787
Project mobile phone	72	50
	<u>222</u>	<u>787</u>

##### Transaction(s) with related parties

There has been no related party transactions in the reporting period.

#### 14 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £239 (2019: £37). There was £nil outstanding as at 31 March 2020 (2019: £nil)

#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable

#### 16 Debtors and prepayments (receivable within 1 year)

	2020 £	2019 £
Trade debtors	-	109
Accrued income	-	743
	<u>-</u>	<u>852</u>

## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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#### 17 Cash at bank and in hand

	2020 £	2019 £
Cash at bank	15,349	21,879
Cash in hand	54	50
	<u>15,403</u>	<u>21,929</u>

#### 18 Creditors and accruals (payable within 1 year)

	2020 £	2019 £
Trustees expenditure	-	18
Other creditors	460	503
Accruals		
Independent examination of accounts	696	660
Deferred income		
The Foyle Foundation	2,917	-
St James Place	1,369	-
Big Lottery Awards for All	8,210	-
	<u>13,652</u>	<u>1,181</u>

#### 19 Deferred income

Deferred income comprises of advance payment from the above grant providers

	2020 £
Balance brought forward	-
Amount released to income earned from charitable activities	-
Amount deferred in year	12,496
Balance carried forward	<u>12,496</u>

#### 20 Events after the end of the reporting period

Due to the COVID-19 pandemic, it has put pressure on all businesses in 2020. It should be noted that MATRIX Neurological is able to pay its debts when they fall due and has a significant deferred income reserve for the 2021 financial year as detailed in note 17 to cover a third of their running costs.

No other events that require adjustment to the accounts have occurred after the end of the reporting period, but before the accounts are authorised.

# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### 21 Analysis of charitable funds

#### Analysis of movements in unrestricted funds

##### Year Ending 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	4,468	9,485	( 16,479 )	3,391	<b>865</b>
<b>Totals</b>	<b>4,468</b>	<b>9,485</b>	<b>( 16,479 )</b>	<b>3,391</b>	<b>865</b>

##### Year Ending 31 March 2019

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	461	18,135	( 17,913 )	3,785	<b>4,468</b>
<b>Totals</b>	<b>461</b>	<b>18,135</b>	<b>( 17,913 )</b>	<b>3,785</b>	<b>4,468</b>

#### Purpose of unrestricted funds

General unrestricted fund      The 'free reserves' of the charity

#### Analysis of movement in restricted funds

##### Year Ending 31 March 2020

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Restricted funds</b>					
BBC Children in Need	-	9,949	( 10,588 )	-	<b>( 639 )</b>
M&T Philanthropic Foundation	-	500	( 500 )	-	-
The Foyle Foundation	-	2,083	( 2,023 )	-	<b>60</b>
St James Place Foundation	-	1,131	( 1,131 )	-	-
Awards for All Resilient Families	-	1,642	( 1,559 )	-	<b>83</b>
Matthews Weightson	-	730	-	-	<b>730</b>
Big Lottery Matrix	8,600	-	( 8,600 )	-	-
TVCF FSW	42	-	( 42 )	-	-
County Durham and Darlington	3,391	-	-	( 3,391 )	-
Middlesbrough Council Public Health Grant	1,450	-	( 1,450 )	-	-
Goshen Fund	2,182	-	( 2,182 )	-	-
Childrens Foundation	757	-	( 106 )	-	<b>651</b>
NHS Health Education England	708	-	( 708 )	-	-
<b>Totals</b>	<b>17,130</b>	<b>16,035</b>	<b>( 28,889 )</b>	<b>( 3,391 )</b>	<b>885</b>

# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

### 21 Analysis of charitable funds (continued)

Year Ending 31 March 2019

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Restricted funds</b>					
Project Dirt	974	-	( 5 )	( 969 )	-
M&T Philanthropic Foundation	438	-	( 5 )	( 433 )	-
Big Lottery Capacity Building	449	-	( 792 )	342	-
Big Lottery Matrix	-	9,970	( 370 )	( 1,000 )	<b>8,600</b>
TVCF FSW	361	-	( 319 )	-	<b>42</b>
County Durham and Darlington	8,782	-	( 5,391 )	-	<b>3,391</b>
Middlesbrough Council Public Health Grant	3,527	-	( 1,817 )	( 260 )	<b>1,450</b>
Goshen Fund	-	4,927	( 1,545 )	( 1,200 )	<b>2,182</b>
Childrens Foundation	-	1,000	( 243 )	-	<b>757</b>
NHS Health Education England	-	1,500	( 527 )	( 265 )	<b>708</b>
<b>Totals</b>	<b>14,531</b>	<b>17,397</b>	<b>( 11,014 )</b>	<b>( 3,785 )</b>	<b>17,130</b>

### Purpose of restricted funds

Restricted main funds represent income resources used for a specific purpose within the charity as identified by the donor

Big Lottery Capacity Building	Contribution towards our Family Support Workers and Youth Workers
County Durham and Darlington CCG	To improve the emotional health of parents with children with acquired brain injuries in Darlington.
Middlesbrough Council Public Health Grant	To provide practical, emotional and advocacy support to local child brain injury families .
Goshen Fund	Contribution towards our Family Support Workers and Youth Workers

### Transfers between funds

	Reason for transfer	Amount £
Between unrestricted and restricted funds	To cover cost of overheads and general running of the charity.	<b>3,391</b>

### 22 Capital commitments

As at 31 March 2020, the charity had no capital commitments (2019 -£nil)



## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2020

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#### 23 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2020 £	Total 2019 £
Current assets	1,921	13,482	15,403	22,781
Other net current assets/(liabilities)	( 1,056 )	( 12,597 )	( 13,652 )	( 1,183 )
	<u>865</u>	<u>885</u>	<u>1,751</u>	<u>21,598</u>

#### 24 Guarantee

There have been no guarantees given by the charity at 31 March 2020.

#### 25 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2020.

#### 26 Governing document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 16 January 2015 as a body corporate under part 11 of the Charities Act 2011.