

The British Polio Fellowship

Accounts for the  
Year Ended 31 December 2016



**The British Polio Fellowship  
Company No 5294321**

**The British Polio Fellowship Annual Report 2016**



2016 was a year of personal and Fellowship change. With Bryan Rowley's sudden death I had to step up to be your Acting National Chairman and after the September AGM I was properly elected to the post by my fellow Trustees whose support has been invaluable.

We finally moved into our new head office in Watford (The Xchange) and, after the great hiatus of leaving Ruislip and temporary accommodation at Citibase, we began to settle down. Once again, many thanks to our Chief Executive and staff colleagues for their sterling work during disruption. We were honoured when HRH The Duchess of Gloucester came to open the new building. We tried to invite as wide a range of members, past Chairs, sponsors and supporters as possible for this very happy event.

The 2016 indoor games, once again, typified the word 'fellowship' bringing together over 200 people, not forgetting the nearly 1,000 members at the branch and regional heats.

Sadly, the programme selling for the Dance Championships at Brentwood and the Royal Albert Hall has ended after 30 years. I have been an active seller for the past four years and will greatly miss it and the Fellowship will miss the income! We sincerely thank all who have helped out including Peter Knight and his Brentwood stalwarts.

The Fellowship also maintains close contact with the Lane Fox Unit at St Thomas' Hospital and the British Neurological Alliance (now our new tenants at the Xchange), with MS, MND and the Parkinson's Society. Colin Powell continues to be our Rotary International Ambassador. We thank our other Ambassadors and Patrons for their support and, once again, to our varied sponsors and members of our Expert Panel.

A growing and vital area is our link with the European Polio Union and its main thrust to highlight the increasing incidents of Post Polio Syndrome (PPS) amongst many hundreds of thousands of polio survivors in Britain and Europe. I was honoured to represent the BPF (at minimum cost!) last year in Piestany in Slovakia. I received a wonderful welcome and, as one of the largest organisations present, we have a great reputation. Brexit was discussed and is, of course, now a reality. I assured delegates that we will continue to play an active role and subsequent very important decisions mean that we will be playing a major part. A large number of EU countries have applied to join the EPU and we now have a very strong power base. Most of this incredible growth is due to the ceaseless work of outgoing EPU President, John McFarlane from Ireland (one of our members). John is stepping down mainly due to ill health and we wish him and his family a bright future.

As well as being the annual report this is of course an in depth financial statement. Any questions you may have can be asked of the National Treasurer (in writing or at the AGM on 23 September at the Ramada Resort Hotel, near Grantham). The Trustees sincerely thank our auditors for their due diligence and to our Finance Officer for her sterling and exact work.

**David Mitchell  
National Chairman  
July 2017**

**The British Polio Fellowship  
Company No 5294321**

**Reference & Administrative Details  
For the year ending 31 December 2016**

The British Polio Fellowship is the largest charity in the UK supporting people with Polio and Post Polio Syndrome (PPS). We were founded in 1939 by and for people with Polio and continue to provide information and support to people with polio and PPS, their families and healthcare professionals.

Administrative details of The British Polio Fellowship for the year to 31 December 2016 were as follows:

Registered Company number  
5294321 (England and Wales)

Registered charity number  
1108335 (England and Wales)  
SC 038863 (Scotland)

**Central Office**

The Xchange  
Wilmington Close  
Watford, Herts WD18 0FQ

**Patrons**

Lionel Blair  
Dr Moira Anderson, OBE  
Michael Cassidy, CBE  
Baroness Fookes of Plymouth DBE DL  
Joe Fisher MBE  
Hannah Gordon  
Julian P Harriss BSc, MSc, MD, FRCP (Camb)  
Dr Robin Luff, MBBS FRCP FRCS BSc  
Prof Steve Sturman Mbch, FRCP UBH  
Lord Lieutenant of Hertfordshire the Countess of Verulam

**National Officers**

Bryan Rowley (dec)	National Chair to June 16
David Mitchell	National Chair from Sept 16
Linda Evers	National Treasurer
Aidan Linton-Smith	National Vice Chair from Sept 16

**Other Trustees**

Archie Leyden to Sept 16  
Andy Mack from Sept 16  
Dorothy Crook (dec) to Sept 16  
Gwenda Cope from Sept 16  
Bosik Gharapetian  
Christine Lumb  
Mark Fisher to Mar 17

**Ambassadors**

Julia Roberts  
Ann Wufula Strike  
James Crisp  
Prof Gareth Williams, MA, MD(Cantab), ScD, FRCP(Edin)

**Chief Executive & Company Secretary**

Ted Hill MBE RNR LLB (Hons) MA FRSPH FInstLM MCIPR

**Bankers**

National Westminster Bank PLC  
Head Office  
21 Lothbury  
EC2P 2BP

**Auditors**

Roffe Swayne  
Ashcombe Court  
Woolsack Way  
Godalming  
Surrey  
GU7 1LQ

**Solicitors**

Russell-Cooke  
2 Putney Hill  
Putney  
London  
SW15 6AB

**Investment Managers**

Charles Stanley & Co  
25 Luke Street  
London  
EC2A 4AR

**The British Polio Fellowship  
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**Reference & Administrative Details  
For the year ending 31 December 2016**

**Expert Panel**

The Expert Panel members who served during the period are:

Dr Ruth Bridgens MSc, PhD	Medical Sociologist
Ms Alex Curtis CSP, BSc,	Senior Rehabilitation Physiotherapist, the Lane Fox Unit, London
Mrs Alison Farrugia	Member British Polio Fellowship
Dr Mark Fabrowski MRCPGMB ChB(Hons)MSc BA (Hons)	Primary Care Doctor
Bosik Gharapatian BSc MSc MBCS CITP	Trustee British Polio Fellowship
Dr Julian Harriss BSc, MSc, MD, FRCP (Camb)	Consultant Lane Fox Unit
Ted Hill MBE RNR MA LLB (Hons) FRSPH FInstLM	Chief Executive British Polio Fellowship
Ms Pam Jones JP, Dip COT	Retired Occupational Therapist and Chair of the Orthotics Panel
Dr George Kassianos MD, FRCGP, FESC, LRCS, LRCP, FFTM RCPS	GP, spokesperson on vaccination for the DRCOG, LRCPS, RCGP
Ms Jeong Su Lee MRes BSc	Senior Specialist Occupational Therapist, Lane Fox Unit, London
Dr Robin Luff BSc MBBS, FRCS, FRCP	Consultant in Rehabilitation Medicine, Kings College Hospital, London Chair of the Expert Panel
Dr Eliekar Okirie	Consultant in Neurological Rehabilitation Coventry & Warwick University Hospital
Dr Frances Quinn MSc PhD	Member British Polio Fellowship
Prof. Steve Sturman MBChB (Hons) FRCP	Consultant Neurologist, University Hospitals Birmingham
Dr Sue Woodward PhD, MSc, PGCEA, RN	Lecturer at Florence Nightingale School of Nursing & Midwifery, Kings College Hospital
Dr Ros Sinclair MSc, PGCE, MBA, D.Ed	Chartered Psychologist
Dr Steve Sturman MBChB (Hons), FRCP	Consultant in Neurology & Rehabilitation Medicine, UBH, Birmingham
Mrs Glenna Tomlin	Polio Survivors Network

**The British Polio Fellowship  
Company No 5294321**

**Report of the Trustees  
For the year ending 31 December 2016**

The Trustees of The British Polio Fellowship present their report, together with the accounts for the year ending 31<sup>st</sup> December 2016. This includes the administrative information and list of the charity's Trustees set out on the inside cover.

**The Constitution and Objects**

The Fellowship was formed in 1939 under the name of the Infantile Paralysis Fellowship. The original Trust Deed was dated 29<sup>th</sup> January 1939 and an amended Trust Deed was approved on 17<sup>th</sup> April 1953. The Fellowship became incorporated on 12<sup>th</sup> March 2005 and we are now governed by a set of Memorandum & Articles of Association which were reviewed and updated in March 2014. The Fellowship is a registered charity in England and Wales and registered as a charity in Scotland.

**Objects for Public Benefit**

It is estimated that there are up to 120,000 people in the UK who have had Polio. The objects of the company are the relief of persons who have had or may yet have Polio and PPS or associated ailments in particular, but not exclusively by:

- (a) assisting them to take their full integrated part in the life of the community;
- (b) offering help, advice, information, holiday accommodation and support (financial or otherwise) to such people resident in the UK;
- (c) liaising with similar groups worldwide to receive and disseminate information and expertise.

**Purpose and Mission**

Its vision is of a society where people living with the late effects of Polio and PPS have all the resources they need to lead full, active, independent and integrated lives and of a world where Polio is completely eradicated.

The British Polio Fellowship seeks to empower and support all people in the UK who have had Polio and PPS by:

- actively campaigning in support of their rights and needs and those of their personal assistants/carers;
- providing information, advocacy, welfare and support to enable people to live full, independent and integrated lives and being the first resource on Polio and PPS;
- supporting a Regional/Branch/Group structure that enables mutual support amongst members to be carried out in a caring and inclusive environment;
- raising the profile of The British Polio Fellowship to the public, its members, other people who have had Polio and PPS and to professionals to enhance its effectiveness and their contribution to it;
- developing a worldwide alliance with other Polio and PPS groups for the mutual benefit of all of our members.

**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**Structure, Governance and Management**

The Board consists of the Trustees of The Fellowship. Because of incorporation Trustees are also directors of the charitable company. The Trustees who meet at least 6 times a year are elected by a national ballot and serve for a period of 3 years. Nominations for Trustees only come from within the membership of The Fellowship and at least 75% of the Board should be people who have had Polio. Trustee training is on-going and Trustees have confirmed their understanding of the responsibilities and the importance of their strategic role in the future well-being of The Fellowship.

The day-to-day management of The Fellowship is delegated to the Chief Executive who attends the Board of Trustees meetings and other committee meetings as required in an Ex Officio capacity without voting rights. A senior management team comprising the Head of Support Services and Finance Officer help in the planning, development and delivery of the approved Business Plan.

We moved into our new premises in Watford at the end of 2015 with an official opening by HRH the Duchess of Gloucester GCVO in January 2016.

**2016 MAIN PRIORITIES**

Following further consultation with stakeholders, the following main tasks were set (in addition to our on-going work):

**Main Tasks**

In 2016 the Fellowship sought to:

- Continue to seek the views of members on the development of the organisation
- Review services and structures with Development Workers in two pilot areas
- Review income & fundraising
- Review marketing & campaigning strategy
- Develop Support Services
- Identify, secure and move in tenants for our spare office capacity at Watford.
- Identify research opportunities
- Develop links with European & international colleagues.
- Develop further awareness around Post Polio Syndrome

All objectives were met.

**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**OBJECTIVES AND ACTIVITIES**

**CAMPAIGNING**

**Objective**

To carry out appropriate campaigns for the benefit of members and to maximise publicity opportunities to continue to raise the profile of The Fellowship.

**DEVELOPMENT**

**Objective**

To ensure sufficient funds are available for The Fellowship to realise its mission and that membership issues are dealt with efficiently.

**MEMBERSHIP**

**Objective**

To provide an efficient and fast response to enquiries and to support individual members, Regions, Branches and Groups in the provision of membership services.

**SUPPORT SERVICES DEPARTMENT**

**Objective**

To provide a high quality and accessible information, welfare and support service to meet the needs of those who require it.

**HOLIDAY PROJECT**

**Objective**

To provide a valuable resource to members and groups of members to enable them to have a good holiday in appropriate accommodation at an affordable cost.

**STRATEGIC ALLIANCES**

**Objective**

To make meaningful links with national and international organisations dealing with Polio and PPS including sharing knowledge and expertise.

**POLIO NETWORKS**

**Objective**

To provide a resource to members to help enable them to keep in contact with like-minded members and to seek out people with Polio and PPS who are not members to ascertain their needs.

**EXPERT PANEL & GUIDELINE DEVELOPMENT GROUP**

**Objective**

To ensure The Fellowship has the best information for its members and that progress is made in gaining medical help and support. To provide up to date information for medical professionals.

**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**1. Support Services Department**

In attempting to meet the changing needs of our membership, Support Services has moved from a being 'a listening service' to being an 'active problem solving advice service'. This was in response to reviewing the calls from fellowship members who contacted us with specific problems and where empathic listening was plainly inappropriate and was unable to resolve such problems.

Fellowship members have been highly resilient and self-sufficient over their lives and it often takes significant courage and energy for a member to come forward and admit that they now are facing difficulties with which they need help, only to then be signposted to another agency and to repeat the whole process or conversation again.

Advice assistance and representation

We provide assistance to members using active listening and asking the right questions, identifying issues which may not always be what the member 'presents with'.

We assist by communicating directly with the third parties on our members behalf, identifying the appropriate individual or team and importantly following through on the progress of the case, we have now been able to really put 'SUPPORT' into support services – sometimes solving the issue for our members directly. For example, getting service charges waived on hardship grounds, Local Authority decisions re-evaluated and changed, dozens of PIP and ESA decisions overturned – bring meaning peace of mind and sometimes useful extra income for our members.

We have organised direct visits from social services for some members, to identify their care needs, and for multidiscipline team meetings to assess whether a member is entitled to NHS Continuous Health Care resulting in Personal Health Budgets. We also have been able to assist members with accessing other vital services in their particular area.

Support services have also helped members with a range of ad hoc issues including helping to resolve property repairs from their landlords, transport and wheelchair injury claims, accessibility issues under the Equality Act and accessing clinical services in their area such as orthotics.

Advice calls logged via helpline pro were 2,633 in 2016 compared to 2,162 in 2015. Incoming calls received covered a wide variety of issues including welfare benefits, Post-Polio Syndrome, requests for referrals to neurologists and other specialists, problems with orthotics and increasing requests for welfare grants.

Members Disability Benefit income in 2016 reached £398,788 this is a significant increase on 2015's figure of £117,774 which was largely due to the teams work on the DLA to PIP transition and focused resource allocation within support services to help deal with this transition. These figures reflect annual income generation.

The chart below indicates the work BPF members have received with their various welfare benefit claims.

We were also able to provide welfare grants to the value of £3,849 and heating grants to the value of £10,800. During this year we also systematically helped members by identifying other sources of grant funding to help them with mobility equipment via national and local trusts and charities; we will continue with this service and report outcomes in future years.

With relatively new management in the Support Services Team we have had the opportunity to be more involved in a number of branch and group events and during 2016 have been working on the development of new local groups and branches including the new Watford Group and information days in various nationwide locations and we continued with delivering seminars on a range of subjects to branches nationwide.

We also remain available to assist branches with their administration when requested and were able to provide significant administrative support to a number of branches with their fund raising efforts.



**The British Polio Fellowship**  
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**Report of the Trustees (continued)**  
**For the year ending 31 December 2016**

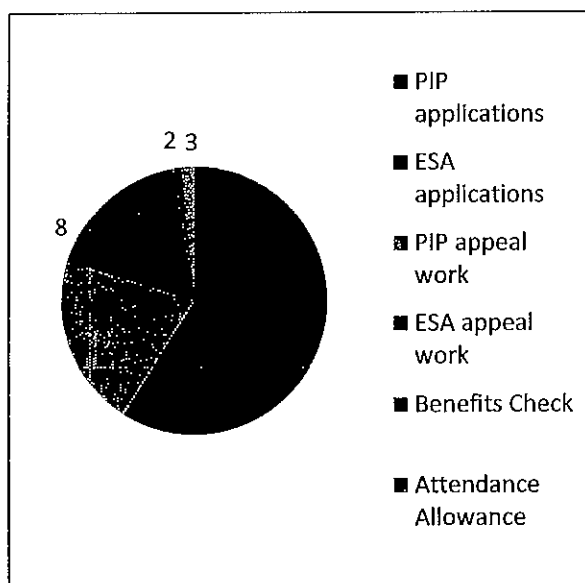
**1. Support Services Department (continued)**

We have continued to develop closer links and partnership working with other charities including Motability, Herts MS Therapy Centre and the Joint Committee on Mobility for Disabled People.

In England we have a seat on the Neurological Alliance Policy Group; in Wales we are now part of the executive committee of the Welsh Neurological Alliance and are able to impact relevant national health policy development.

With the launch of the "Post-Polio Syndrome: Guide to Management for Health Care Professionals" in January 2016 we have seen an increase in successful referrals to specialists via GP's. We have also seen an increase in queries and requests for information from GP's, physiotherapists and orthotists. We hope that this will continue with the launch of the "Post Polio Syndrome: Quick Reference Guide".

PIP applications	99
ESA applications	12
PIP appeal work	39
ESA appeal work	8
Benefits Check	25
Attendance Allowance	2
DLA applications	3



**2. Membership**

The steady increase in media exposure at both national and local level has started to impact on the number of enquiries The Fellowship receives. This is particularly important as the same number of existing members is lost due to old age and moving into care homes. The Fellowship strives to increase its membership base so it can support more people living with the condition whilst being able to demonstrate the need for funding to both government funders and Trusts.

The charity continues to evaluate and streamline processes involved in recruiting new members and improve services, both to internal and external customers. The Fellowship continually improves its Enquirer and Membership Database to ensure accurate and fully up-to-date information is held and is grateful to our Branches and Groups in supporting this activity by communicating closely. The Fellowship continually seeks to recruit new members.

The Online Forum is very active and provides a lifeline to many of our members by providing both information and socialisation.

Membership at 31 December 2016:	7,210
New members during 2016:	174

**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**3. Fundraising**

Direct fundraising from Trusts delivered an 18% decrease on voluntary income (excluding legacies) compared with the previous year: £35,116 in 2016 (£42,918 in 2015). This compares with an average downturn for UK charities as a whole.

Fundraising at Branch level fell by 9 % to £16,540.

The following trusts and organisations have supported the work of The British Polio Fellowship with very generous grants:

Bruce Wake Charitable Trust  
Sobell Foundation  
Julia Mary Wood Charitable Trust  
Shanly Foundation  
Edith Murphy Foundation  
A N McKechnie Foundation  
Miss W E Lawrence 1973 Charitable Settlement  
Daisie Rich Trust  
Sir John Eastwood Foundation  
Doris Field Charitable Trust  
Middlesex Sports Foundation  
Daniels & Houghtons Charity

A total of 40 trusts have supported the work of our Charity throughout 2016.

**4. Legacies**

Legacies continue to be a large part of the voluntary income. In 2016 £406,517 was received directly to Central Office with a further £500 being bequeathed to branches, this can never be taken for granted. The income can vary greatly from one year to the next and although legacies notified in 2016 appear on the balance sheet, they form 90% of our debtors. This makes it very difficult to manage cash flow and can result in investment stock having to be sold at short notice.

Our income from legacies in 2016 was £214,490 higher than that of 2015 and above our target for the year. More work on legacy development is planned for 2017.

To encourage legacy income a legacy information pack that helps members through the maze of writing a Will was published in 2015. At the same time we linked up with 365legal.com, an online network of solicitors providing legal advice at a very low cost.

**5. Marketing and Campaigns**

The year started on a very positive note with the Office Opening event on 29th January 2016 accompanied by the launch of PPS A guide for Health Care professionals and the legacy pack.

The office opening garnered much exposure, particular in the wider Hertfordshire area and eventually resulted in Lady Verulam coming on board as a Patron.

The PPS Guide immediately captured the imagination of the membership and resulted in many members requesting the guide to pass on to their healthcare professionals.

Also follow up work around PPS day in Cardiff and Questions asked in Parliament by Lord Hunt in late 2015 resulted in meetings with RCGP which eventually lead to the launch of the e-learning module in 2017.

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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**5. Marketing and Campaigns (continued)**

A PPS survey was carried out to provide more information on symptoms/treatments – which informed and assisted with structuring the module.

The guide was further promoted at The Primary Care show in May and the OT show in November, and anecdotally from the shows proved that there was a strong appetite for the guide to learn about PPS amongst the medical profession.

Our Major Publicity campaign took place at Ascot in June which resulted in over £1.5 million coverage. The campaign involved CO staff and Ambassadors wearing sports teams inspired hats to highlight the issue around fashion and disability following on from our dress campaign in 2015.

The Dance Championships proved to a popular and fun event again, and raised £9,208 for the charity. The event was well attended and included Lord Prior as our guest of honour. It is a shame that Dance News have chosen another charity to support in future years as it will be sadly missed from our calendar.

PPS Day in Stormont NI, held in corporation with the NIPF, was another resounding success with much positive feedback reported and great outcomes in terms of awareness amongst health professionals in NI. YouGov research again showed significantly low levels of PPS awareness in NI and reflected the GB resets from 2015. Also many building again lit up in our colours for PPS day resulting in a lot of extra publicity across the country.

The Indoor Games was a great success, as there was a certain amount of nerves leading up to the event as it was the first Games without Gordon's guiding. Although he was missed greatly at the event, the volunteers rallied round to ensure the games remain a fitting tribute to his legacy and the Gordon Lumb trophy was announced for the best region.

Other publicity included announcing Colin Powell as our Rotary Ambassador and Julian Harris as a New Patron. New partnerships were developed with REMAP and Eaun's Guide and later in the year with Fish insurance and Not Just Travel.

Work continues with ACE developing ideas, particularly around the Purple Hound and the partnership with ACE resulted in getting the 2016 AGM venue for free.

**6. The Expert Panel**

The Expert Panel first met in November 2012 and has developed as a source of expertise since then. In 2016 the Chair presented amendments to the terms of reference around the frequency of meetings and the function of the panel.

Previously the panel had been engaged in the creation of guidelines for the management of PPS. This was following successfully getting a PPS diagnostic pathway onto the map of medicine. This was reviewed in late 2013 and republished in 2014.

Post Polio Syndrome – A guide to management for health care professionals was published in 2016 aimed at addressing different aspects of PPS managements and establish best practice.

**7. Outreach**

Responding to calls from Members the Fellowship developed outreach work in 2015. This included the continued funding of two Development Worker posts as part of a pilot project and the exploration of a UK network of Development Workers with various funders.

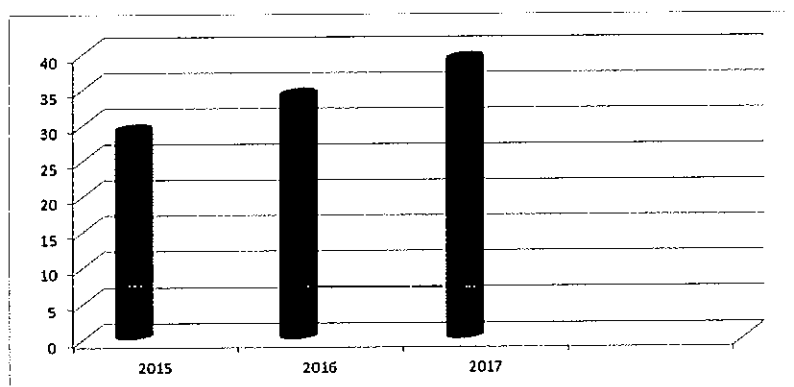
**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**8. Holidays**

The Holiday Programme continues to be a popular member benefit, providing information on travel-related matters and enabling people to go on holidays that otherwise they would not have been able to take. During the year, Central Office granted an award to 67 individual members totalling £19,735. The Fellowship continues to receive very positive feedback from members on their holiday experiences, which is shared with other members through articles in the Bulletin and the charity continues to negotiate discounts with selected holiday operators. The Fellowship remains extremely grateful to the Scudamore family for their support and funding.

The responsibility for administering all bookings for our accessible holiday bungalow in Burnham-on-Sea remains with Central Office. Rates for the bungalow have remained steady for some years and following a review were increased slightly for 2014 in order to bring them more in line with similar accommodation. Bookings in 2016 remained strong at 34 weeks.



Many of our members have taken advantage of the out of season price reduction.

Apart from the cost of the regular ongoing maintenance and cleaning of the bungalow, there was only a one off cost incurred for a new hoist in the bathroom.

**9. Research**

Working with Brunel University & sponsored by the College of Occupational Therapists new research was launched in 2013 to develop national guidance for measuring furniture and fittings to enable user self-assessment and successful fit of minor assistive devices. This work continued through 2015 and was published in 2016.

**10. Staff**

The Fellowship continues to operate with financial prudence and its staff have worked hard and have helped to achieve the Strategic and Business Plans set by the Trustees. The Trustees and, indeed, the membership of The Fellowship are grateful for the dedication, commitment and professional approach of the staff ably led by the Chief Executive, Ted Hill MBE.

**11. Branches**

In addition to the valuable work of Central Office, the work of The Fellowship on the ground is carried out by our Regions, Branches and Groups, of which there are over 50. The Fellowship recognises the valuable contribution made by the many hundreds of volunteers who work in its Regions, Branches and Groups, without whom The Fellowship would not be able to deliver its services. With increasing age, disability and the onset of PPS it is becoming increasingly difficult for volunteers and the organisation recognises that in order to support its ageing membership a more localised support structure needs to be established. We will continue to support our members as we continue to develop our services and launch new Branches & Groups.

**The British Polio Fellowship  
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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**12. Risk Management**

The Trustees examine the major strategic, business and operational risks, which the charity faces on an on-going basis, and are satisfied that systems are in place to mitigate our exposure to the major risks. A risk register and assessments of the risks include business risks, financial risks, health and safety risks and other identified risk factors.

**13. Plans for 2017**

In 2017 the Fellowship plans to:

- Review its structures and future plans
- Launch a new website
- Develop use of volunteers
- Develop links with European & international partners
- Launch training for GPs around PPS
- Upgrade furniture & facilities at the Burnham Bungalow
- Increase bookings at Burnham Bungalow
- Launch a new trading arm to develop income streams
- Review the number of Bulletin publications and paper quality
- Develop links with BMER groups

**14. Financial Review**

Income for the period was £831,763 (2015: £697,274), an increase of £134,489. Expenditure on our charitable activities was £1,024,847 (2015: £1,084,123), a decrease of £59,276. The cost of generating funds was £108,906 (2015: £135,142), a decrease of £26,236. There were net gains on investment assets of £107,426 (2015: £4,847). The Fair Value Gain on the Investment Property was £117,401 in 2016.

The deficit for the period was £77,163 (2015: £517,144), a decrease deficit of £439,981.

Principal funding sources have primarily come from legacies, donations, appeals and grants with expenditure on the key objectives of the charity as detailed in pages 8 to 14 of this report.

**15. Key Performance Indicators (for Central Office)**

Our key performance indicators are summarised in the table below.

KPI	Target	Outcome
1 Actual Income Year to Date (YTD)/Budgeted Income YTD	To within 10% of budget	149% of budget
2 Income/Expenditure YTD	To within 10% of budget	122%
3 Fundraising Income TTD/Budgeted Expenditure YTD	To within 10% of budget	103%
4 Burnham Bungalow Occupancy	65%	84%
5 Staff Satisfaction as a % from annual survey	Above 80%	98%
7 Sick days per staff (Bradford Score)	80% of staff to be less than 90	80%
8 Dividends as a % of Income	10%	5%

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**Report of the Trustees (continued)  
For the year ending 31 December 2016**

**16. Reserves Policy**

The trustees have adopted a policy regarding reserves in accordance with guidelines issued by the Charity Commission. The policy ensures that we are able to meet all our current and future liabilities and is reviewed periodically by the Board of Trustees. As we are so dependent on legacies it is considered that the level of reserves needs to be adequate to maintain core activities and this should not fall below 12 months' operating costs (being approximately £900,000). Total funds held are £2,714,516 (2015: £2,791,679) of which £318,659 (2015: £365,044) is restricted and £147,000 (2015: £147,000) consists of endowment funds.

**17. Investment Policy**

Our regions and branches are self-funding and branch members work hard, mainly through street collections, to raise funds for them to operate. Central Office places no levy on branches. Branches have varying amounts of funds mainly acquired through legacies, left to them by other branch members. Those funds are not immediately required for branch activities are forwarded to Central Office as 'loan units'. These are then accumulated and invested through our appointed stockbroker, Charles Stanley & Co. A dividend is paid annually to each branch, dependent on the amount of loan units they have and the time they have been invested. At 31 December 2016 the amount invested in loan units on behalf of branches was £1,323,926.

Trustees have had the benefit of presentations by our stockbrokers and have re-examined our level of risk and strategy. They are content that the medium risk on a balanced portfolio is still the correct approach even in the current uncertain financial climate. The Dividend income generated is used to produce financial returns for the charity.

**Auditors**

The Auditors, Roffe Swayne, will be proposed for re-appointment at the forthcoming AGM.

**Statement of Trustees' Responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources for that year. In preparing these financial statements, the Trustees are required to:

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

Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (*Scotland*) Act 2005 and the Charities Accounts (*Scotland*) Regulations 2006. 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.

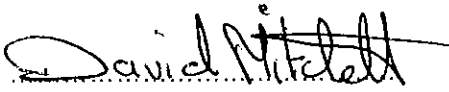
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Report of the Trustees (continued)  
For the year ending 31 December 2016**

As far as the Trustees are aware, the charitable company's auditor is knowledgeable of all relevant audit information. The Trustees have taken all necessary steps to make both themselves and the auditor aware of such information.

The Trustees confirm that they have complied with the requirements of the Memorandum & Articles of Association.

**Public Benefit Statement**

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties. The public benefit of the Charity's activities are outlined under 'Objects for public benefit' above.

  
David Mitchell  
National Chairman

Date...3rd August 2017

**The British Polio Fellowship  
Company No 5294321**

**Report of the Independent Auditors to the Members of  
The British Polio Fellowship**

We have audited the financial statements of The British Polio Fellowship for the year ended 31 December 2016 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with Section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 10 of the Charities Accounts (Scotland) Regulations 2006 (as amended). 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 charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Respective responsibilities of trustees and auditors**

As explained more fully in the Statement of Trustees' Responsibilities set out on page 13, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed as auditors under Section 44(1) (c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with regulation made under those Acts.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

**Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

**Opinion of financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and Regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended)



**The British Polio Fellowship  
Company No 5294321**

**Report of the Independent Auditors to the Members of  
The British Polio Fellowship**

**Opinion on other matter prescribed by the Companies Act 2006**

In our opinion the information given in the Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Anthony Kelly BSc FCA (Senior Statutory Auditor)  
for and on behalf of Roffe Swayne  
Statutory Auditors &  
Chartered Accountants  
Ashcombe Court  
Woolsack Way  
Godalming  
Surrey  
GU7 1LQ

Date ..... 8/8/17 .....

**The British Polio Fellowship**  
Company No 5294321

**Statement of Financial Activities**  
(incorporating an Income & Expenditure Account)  
for the year ended 31 December 2016

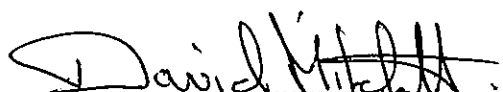
	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Incoming and endowments from</b>						
Donations and legacies	5	559,017	25,992	-	585,009	449,744
Charitable Activities	6	132,541	72,118	-	204,659	170,317
Investments	7	37,685	4,410	-	42,095	77,213
<b>Total Incoming Resources</b>		<b>729,243</b>	<b>102,520</b>	<b>-</b>	<b>831,763</b>	<b>697,274</b>
<b>Expenditure</b>						
Raising funds	8	108,906	-	-	108,906	135,142
Charitable activities	9	883,942	140,905	-	1,024,847	1,084,123
<b>Total Resources Expended</b>		<b>992,848</b>	<b>140,905</b>	<b>-</b>	<b>1,133,753</b>	<b>1,219,265</b>
<b>Operating deficit</b>		<b>263,605</b>	<b>38,385</b>	<b>-</b>	<b>301,990</b>	<b>521,991</b>
Net gains on investments		107,426	-	-	107,426	4,847
Fair value gain on investment property		117,401	-	-	117,401	-
Transfer between funds		8,000	(8,000)	-	-	-
<b>Net Expenditure for the Year</b>		<b>(30,778)</b>	<b>(46,385)</b>	<b>-</b>	<b>(77,163)</b>	<b>(517,144)</b>
Net movement in funds		(30,778)	(46,385)	-	(77,163)	(517,144)
<b>Fund balances brought forward at 1 January 2016</b>		<b>2,279,635</b>	<b>365,044</b>	<b>147,000</b>	<b>2,791,679</b>	<b>3,308,823</b>
<b>Fund balances carried forward at 31 December 2016</b>		<b>2,248,857</b>	<b>318,659</b>	<b>147,000</b>	<b>2,714,516</b>	<b>2,791,679</b>

**The British Polio Fellowship  
Company No 5294321**

**Balance Sheet  
as at 31 December 2016**

	Notes	2016	2015
<b>Fixed Assets</b>			
Tangible Assets	12	863,585	879,195
Investments	13	809,332	1,277,988
Investment Property	14	<u>536,646</u>	<u>419,245</u>
		2,209,561	2,576,428
<b>Current Assets</b>			
Debtors	15	291,588	107,090
Short term deposits	16	7,762	17,182
Cash at bank and in hand	16	<u>281,907</u>	<u>218,138</u>
		581,257	342,410
<b>Creditors: Amounts falling due within one year</b>	17	<u>73,765</u>	<u>122,835</u>
<b>Net Current Assets</b>		507,493	219,575
<b>Creditors: Amounts falling due after more than one year</b>	18	(2,538)	(4,324)
<b>Net Assets</b>		<u>2,714,516</u>	<u>2,791,679</u>
<b>Funds</b>			
<b>Unrestricted</b>			
Revaluation reserve	20	150,603	150,603
Fair value reserve	20	906,685	705,956
Accumulated fund	20	1,191,569	1,423,076
<b>Restricted</b>	22	318,659	365,044
<b>Endowment</b>	23	<u>147,000</u>	<u>147,000</u>
<b>Total Funds</b>		<u>2,714,516</u>	<u>2,791,679</u>

Approved by the Board and authorised for issue on 30th August 2017

  
David Mitchell, National Chairman

**The British Polio Fellowship  
Company No 5294321**

**Statement of Cash Flows  
as at 31 December 2016**

Notes	2016 £	2015 £
<b>Cash flows from operating activities</b>		
Net expenditure for the reporting period as per statement of financial activities	(77,163)	(517,144)
Adjustment for:		
Depreciation charges	36,652	10,392
(Profit)/Loss on disposal of fixed assets	(107,426)	3,823
Dividends, interest and rents from investments	(42,095)	(77,213)
Gains on investments	(117,401)	(4,847)
Increase in debtors	(184,498)	(49,153)
Increase/(decrease) in creditors	(50,856)	32,775
<b>Net cash used in operating activities</b>	<u>(542,787)</u>	<u>(601,367)</u>
<b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	42,095	77,213
Purchase of property, plant and equipment	(21,041)	(643,890)
Proceeds from sale of investments	576,082	1,508,357
Purchase of investments and investment property	-	(474,386)
<b>Net cash provided by investing activities</b>	<u>597,136</u>	<u>467,294</u>
<b>Change in cash and cash equivalents in the reporting period</b>	54,349	(134,073)
<b>Cash and cash equivalents at the beginning of the reporting period</b>	<u>235,320</u>	<u>369,393</u>
<b>Cash and cash equivalents at the end of the reporting period</b>	<u><u>289,669</u></u>	<u><u>235,320</u></u>

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**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2016**

**1 Principal Accounting Policies**

**1.1 General information and basis of preparation**

The British Polio Fellowship company limited by guarantee, incorporated in England. The address of the registered office is given in the charity information on page 2 of these financial statements. The nature of the charity's operations and principal activities are set out in the Report of the Trustees.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements 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) issued on 16 July 2014, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006, the Companies Act 2006 and UK Generally Accepted Practice.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

**1.2 Branches**

The Fellowship has 53 regional groups and branches throughout the United Kingdom. All branches are unincorporated entities and operate under the authority of the Board of Trustees. They are managed by their own committees. Branch committees determine their own level of welfare and related expenditure based on their available resources.

**1.3 Funds**

Unrestricted funds are general accumulated funds available to the Fellowship for its general purposes and include funds designated by the Fellowship for a particular purpose, the use of such funds remaining at the discretion of the Fellowship's officers and Trustees.

Designated funds are unrestricted funds that the Trustees wish to set aside for a specific purpose. The value and use of the designated fund is determined by the board of Trustees. Once the specific purpose of the designated funds has been met, the Trustees will then transfer any remaining funds back to the unrestricted fund.

Restricted funds are funds subject to conditions imposed by the donor or by the specific terms of the appeal under which the funds were raised. The restrictive conditions are binding upon the Trustees of the Fellowship.

**1.4 Incoming Resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2016**

**1.4 Incoming Resources (continued)**

Investment income is earned through holding assets for investment purposes such as shares and property. It includes dividends, interest and rent. Interest income is recognised using the effective interest method and dividend and rent income is recognised as the charity's right to receive payment is established.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).

Income from endowment funds is recognised as restricted income.

**1.5 Resources Expended**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes of those costs incurred in attracting voluntary income and those incurred in managing the charity's investments.
- Expenditure on charitable activities includes those costs incurred by the charity in the delivery of its activities and projects. Welfare grants are awarded following assessment of individual needs of these affected by Polio and PPS.

Irrecoverable VAT is included within support costs unless material in which case it is charged against the expense to which it relates.

**1.6 Support cost allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

**1.7 Tangible Fixed Assets**

The cost of tangible fixed assets is their purchase cost or value at the date of acquisition together with any incidental cost of acquisition. The cost of tangible fixed assets excluding freehold properties is written off over their estimated useful lives having regard to their residual values.

The principal annual depreciation rates are based on:

Fixtures, fittings & equipment	20% of cost
Motor vehicles and caravans	20% of cost

Depreciation is not provided in respect of freehold and leasehold properties.

**1.8 Investment properties**

Investment properties for which fair value can be measure reliably without undue cost or effort are measured at fair value at each reporting date with changes in fair value recognised in 'net gains / (losses) on investments' in the SOFA.

**1.9 Investments**

Investments are recognised initially at fair value which is normally the transaction price excluding transaction costs. Subsequently, they are measured at fair value with changes recognised in 'net gains / (losses) on investments' in the SoFA if the shares are publicly traded or their fair value can otherwise be measured reliably.

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2016**

**1.10 Operating Leases**

Rentals payable under operating leases are charged against income on a straight line basis over the lease term.

**1.11 Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

**1.12 Going concern**

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

**1.13 Critical accounting judgements and key sources of estimation uncertainty**

In the application of the charity's accounting policies, which are described above, the Trustees are required to make judgment, estimates and assumptions regarding the carrying amount of assets and liabilities that are not readily apparent from other sources.

The following are critical judgments that the Trustees have made in the process of applying the company's accounting policies and that have most effect on the amounts recognised in the financial statements:

Investment property

During the prior year the charity purchased a property in which the ground floor was for operational use and the mezzanine level held to earn rentals. Therefore under FRS 102 this is a mixed use property and subsequently separated between a tangible fixed asset and an investment property. To separate between the two, the costs and subsequent valuation were apportioned based on floor space. This was considered a reliable method that did not involve undue cost or effort.

Allocation of staff costs

Staff costs are allocated based on which department the employee works in between cost of raising funds and expenditure on charitable activities. However two members of staff work in both areas and therefore the costs for these employees were apportioned based on an estimation of time spent on each activity.

**2. Grants Paid**

Charitable expenditure amounting to £1,024,847 (2015: £1,084,123) shown in note 9 includes aggregate grants paid of £38,935 (2015: £53,895) to individuals. These grants are all approved in accordance with National Guidelines and cover such diverse needs as disability aids, heating grants, powered wheelchairs, adaptations at home, car deposits and car adaptations and specialised clothing and footwear. They make a massive and enabling difference to our members and others with Polio.

**3. Grant Commitments**

There are no commitments to pay grants not otherwise included in these financial statements.

**4. Trustees' Expenses**

There were 8 Charity Trustees during the financial period. 75% of Trustees are people with Polio and their ability to travel is greatly hampered, resulting in high travel and accommodation costs involved in attending committee meetings. They were reimbursed for travelling and hotel expenses amounting to £10,113 (2015: £12,524).

No remuneration was paid to any trustee nor any person connected to them in the year.

**The British Polio Fellowship**  
Company No 5294321

**Notes to the Financial Statements**  
**for the year ended 31 December 2016**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>5. Donations and legacies</b>				
Donations, street collections, appeals and grants	152,000	25,992	177,993	257,728
Legacies	407,017	-	407,017	192,015
<b>Total donations and legacies</b>	<u>559,017</u>	<u>25,992</u>	<u>585,009</u>	<u>449,743</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>6. Charitable Activities</b>				
Membership	3,757	-	3,757	4,200
Burnham Holiday Home	17,611	-	17,611	-
Mezzanine floor rent income	1,736	-	1,736	14,588
Purple Hound income	-	10,450	10,450	
Contribution to welfare, social activities and Fellowship expenses	109,437	61,668	171,105	151,529
<b>Total charitable activities</b>	<u>132,541</u>	<u>72,118</u>	<u>204,659</u>	<u>170,317</u>

**2015 Funds allocations**

Of the £449,743 donations and legacies income received £366,562 was unrestricted and £83,181 was restricted.

Of the £170,317 charitable activities income received £161,539 was unrestricted and £8,778 was restricted.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>7. Investment Income</b>				
Dividends	33,339	-	33,339	69,353
Bank Interest	4,346	4,410	8,756	7,860
	<u>37,685</u>	<u>4,410</u>	<u>42,095</u>	<u>77,213</u>

**2015 Funds allocations**

Of the £77,213 investment income received, there was restricted income of £4,410.



**The British Polio Fellowship**  
**Company No 5294321**

**Notes to the Financial Statements**  
**for the year ended 31 December 2016**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
<b>8. Expenditure on raising funds</b>				
Allocated Staff salaries (note 10)	88,297	-	88,297	106,886
Investment management costs	4,873	-	4,873	7,442
Costs of generating voluntary income	15,736	-	15,736	20,814
	<u>108,906</u>	<u>-</u>	<u>108,906</u>	<u>135,142</u>

**2015 Funds allocations**

The total £135,142 expenditure on raising funds was from unrestricted reserves.

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
<b>9. Expenditure on charitable activities</b>				
<b>Direct Costs</b>				
Socials, outings & holidays	158,312	6,000	164,312	165,481
Sundries and other grants	19,852	34,062	53,915	71,304
Heating Grants	-	8,040	8,040	20,920
Expert & Orthotics Panel	3,341	4,803	8,143	4,394
Bulletin and branch newsletters	85,099	50,827	135,926	163,278
Welfare Information & Education	34,202	-	34,202	15,818
Mezzanine floor costs	4,767	-	4,767	-
Purple Hound costs	-	9,809	9,809	-
Burnham Holiday Home	6,672	-	6,672	8,979
	<u>312,246</u>	<u>113,541</u>	<u>425,786</u>	<u>450,174</u>
<b>Support Costs</b>				
Allocated Staff salaries (note 10)	362,255	18,830	381,085	360,059
Rent & office costs	79,134	6,634	85,768	136,920
Telephone & stationary	5,961	-	5,961	10,316
Depreciation	36,652	-	36,652	10,392
Branch admin	4,833	-	4,833	7,479
Other staff costs	10,438	1,900	12,338	24,011
Insurance	7,361	-	7,361	9,190
Bank charges	2,179	-	2,179	2,002
IT Costs	8,644	-	8,644	12,702
Travel	17,952	-	17,952	12,885
	<u>535,410</u>	<u>27,364</u>	<u>562,774</u>	<u>585,956</u>
<b>Governance Costs</b>				
Meetings and travel	23,823	-	23,823	27,250
Legal and professional fees	3,750	-	3,750	12,278
Audit Fees	7,200	-	7,200	7,925
Accountancy Fees	1,514	-	1,514	540
	<u>36,287</u>	<u>-</u>	<u>36,287</u>	<u>47,993</u>
	<u>883,942</u>	<u>140,905</u>	<u>1,024,847</u>	<u>1,084,123</u>

**2015 Funds allocations**

**The British Polio Fellowship  
Company No 5294321**

Of the £1,084,123 expenditure on charitable activities, £948,185 were from unrestricted reserves and £135,938 from restricted reserves.

**Notes to the Financial Statements  
for the year ended 31 December 2016**

	<b>Raising funds £</b>	<b>Charitable activities £</b>	<b>Total Funds 2016 £</b>	<b>Total Funds 2015 £</b>
<b>10. Staff Costs</b>				
Wages and salaries	77,981	338,356	416,337	419,178
Social security costs	7,067	30,008	37,075	34,931
Pension costs	3,249	12,721	15,970	12,836
	<u>88,297</u>	<u>381,085</u>	<u>469,382</u>	<u>466,945</u>

Staff costs have been allocated between costs of generating funds and charitable activities based on staff time. Remaining supports costs are all allocated to charitable activities.

One individual earned in excess of £60,000 per annum in the year (2015: one). Total remuneration was between £70,000 and £80,000.

The average number of employees analysed by function was as follows:

	<b>2016</b>	<b>2015</b>
Charitable services	10	8
Fundraising	2	3
Management and administration	3	3
	<u>15</u>	<u>14</u>

The key management personnel of the Charity comprise the Chief Executive Officer, Finance Officer and Director of Operations. The total employee benefits of the key management personnel of the charity were £154,981. (2015: £142,252).

	<b>2016 £</b>	<b>2015 £</b>
<b>11. Net Income/(Expenditure)</b>		
Net Income/(Expenditure) is stated after charging:		
Auditors' remuneration:		
Audit fees	7,200	7,925
Operating lease rental – land and buildings	18,600	56,840
Operating lease rental – other	1,784	1,550
Depreciation	<u>32,660</u>	<u>10,392</u>

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2016**

12. Tangible Fixed Assets	Freehold properties and improvements	Fixtures, Fittings & Equipment	Motor Vehicles	Total
	£	£	£	£
<b>Cost</b>				
At 1 January 2016	849,143	181,731	-	1,030,874
Additions	12,651	8,389	-	21,041
<b>At 31 December 2016</b>	<u>861,794</u>	<u>190,120</u>	<u>-</u>	<u>1,051,915</u>
<b>Accumulated Depreciation</b>				
At 1 January 2016	-	151,679	-	151,679
Charge for the year	26,504	10,148	-	36,652
<b>At 31 December 2016</b>	<u>26,504</u>	<u>161,827</u>	<u>-</u>	<u>188,331</u>
<b>Net Book Value</b>				
<b>At 31 December 2016</b>	<u>835,290</u>	<u>28,293</u>	<u>-</u>	<u>863,583</u>
At 31 December 2015	<u>849,143</u>	<u>30,052</u>	<u>-</u>	<u>879,195</u>

All fixed assets are used for direct charitable purposes and administration of the charity.

Particulars of revalued freehold properties:	2016	2015
	£	£
<b>Property Valuation In 2011</b>		
Freehold property valued on 2 July 2011 on the basis of current open market value with the benefit of full vacant possession.	<u>230,000</u>	<u>230,000</u>
Historical cost of revalued assets	<u>79,397</u>	<u>79,397</u>

A revaluation of the property occurred in November 2015 by the Royal Institute of Chartered Surveyors. The trustees consider there to have been no material movement in the fair value of the property since this valuation.

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2016**

**12. Tangible Fixed Assets (continued)**

Fixed Assets, included in the above, which are held under hire purchase contracts, are as follows:

	<b>Fixtures, Fittings &amp; Equipment £</b>
<b>Cost</b>	
At 1 January 2016	9,982
<b>At 31 December 2016</b>	<u>9,982</u>
<b>Depreciation</b>	
At January 2016	3,992
Charge and depreciation for the year	<u>1,996</u>
<b>At 31 December 2016</b>	<u>5,988</u>
<b>Net Book Value</b>	
<b>At 31 December 2016</b>	<u>3,994</u>
At 31 December 2015	<u>5,990</u>

**13. Fixed Asset Investments**

	<b>Market Value 2016 £</b>
Investments	
At 1 January 2016	1,277,988
Disposals	(551,985)
Unrealised gains	<u>83,329</u>
<b>At 31 December 2016</b>	<u>809,332</u>

All investments are listed on the London Stock Exchange.

The investment portfolio is invested in listed equities, fixed interest stock, mainly British Government funds and investment and unit trusts.

**The percentage invested in each category is:**

Alternatives	12.6
Cash	0.5
Fixed income	8.9
International equity	30.3
Mixed investments	3.3
Property	3.7
UK equity	<u>40.8</u>
	<u>100</u> %

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<b>14. Investment Property</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b>Cost</b>		
At 1 January 2016	419,245	-
Revaluation	117,401	419,245
<b>At 31 December 2016</b>	<b>536,646</b>	<b>419,245</b>
A revaluation of the investment property was performed by Signature Estates on 10 February 2017. Signature Estates are an independent valuer who have experience in valuing properties.		
<b>15. Debtors</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	291,059	94,402
Other debtors	529	12,688
	<b>291,588</b>	<b>107,090</b>
<b>16. Components of cash and cash equivalents</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Interest bearing deposits	7,762	17,182
Bank current accounts	276,439	208,444
Cash	5,468	9,694
	<b>289,669</b>	<b>235,320</b>
<b>17. Creditors: Amounts falling due within one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Trade creditors	20,412	25,018
Sundry creditors and accruals	51,568	96,032
Hire purchase contracts	1,785	1,785
	<b>73,765</b>	<b>122,835</b>
<b>18. Creditors: Amounts falling due after more than one year</b>	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
Hire purchase contracts	2,538	4,324

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**19. Analysis of Net Assets between Funds**

	<b>Tangible Fixed Assets £</b>	<b>Investments £</b>	<b>Net Current Assets £</b>	<b>Total £</b>
<b>Endowment Funds</b>				
Roosevelt Memorial Endowment Fund	-	147,000	-	147,000
<b>Restricted Funds</b>				
Ron Scudamore Holiday Fund	-	-	103,192	103,192
Regional Areas Trust Funds	-	-	3,645	3,645
Roosevelt Memorial Fund	-	-	26,910	26,910
Other Funds	-	-	8,550	8,550
Metcalf Legacy	-	-	140,621	140,621
Richard Flint Award Fund	-	-	27,187	27,187
Purple Hound	-	-	641	641
Victoria Foundation Fund	-	-	7,630	7,630
Winter Warmth Appeal	-	-	282	282
	-	147,000	318,659	465,659
<b>Unrestricted Funds</b>	863,583	662,332	722,942	2,248,857
	<u>863,583</u>	<u>809,332</u>	<u>1,041,601</u>	<u>2,714,516</u>

**20. Analysis of Movement in Funds**

	<b>Total £</b>	<b>Accumulated Fund £</b>	<b>Unrealised Fair Value Reserve £</b>	<b>Unrealised Property Revaluation Reserve £</b>
<b>Unrestricted Funds</b>				
At 1 January 2016	2,279,635	1,423,076	705,956	150,603
Operating deficit	(263,605)	(263,605)	-	-
Transfers to Restricted Funds	8,000	8,000	-	-
Investment Revaluation (Note 14)	117,401	-	117,401	-
Realised losses on investments	24,098	24,098	-	-
Unrealised gains on investments	83,328	-	83,328	-
<b>At 31 December 2016</b>	<u>2,248,857</u>	<u>1,191,569</u>	<u>906,685</u>	<u>150,603</u>
<b>Restricted Funds (Note 22)</b>				
At 1 January 2016	365,044	336,263	28,781	-
Operating Deficit	(38,385)	(38,385)	-	-
Transfers from unrestricted funds	(8,000)	(8,000)	-	-
<b>At 31 December 2016</b>	<u>318,659</u>	<u>289,878</u>	<u>28,781</u>	<u>-</u>
<b>Roosevelt Endowment Fund</b>	<u>147,000</u>	<u>147,000</u>	<u>-</u>	<u>-</u>
<b>Total Funds at 31 December 2016</b>	<u>2,714,516</u>	<u>1,628,447</u>	<u>935,466</u>	<u>150,603</u>
<b>Total Funds at 31 December 2015</b>	<u>2,791,679</u>	<u>1,906,339</u>	<u>734,737</u>	<u>150,603</u>

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**21. Unrestricted Funds**

	Balance at 1 January 2015	Resources Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2016 £
<b>Designated Funds</b>					
Fixed Assets	879,195	-	(15,612)	-	863,583
Loan unit investment fund	1,367,776	-	-	(43,850)	1,323,926
Loan unit project fund	6,329	-	(900)	-	5,429
	<u>2,253,300</u>	<u>-</u>	<u>(16,512)</u>	<u>43,850</u>	<u>2,192,938</u>
<b>Other Unrestricted Funds</b>	26,335	729,243	(751,509)	51,850	55,919
	<u>2,279,635</u>	<u>729,243</u>	<u>(768,021)</u>	<u>8,000</u>	<u>2,248,857</u>

The fixed asset fund represents the net book value of fixed assets not allocated to restricted funds. The transfer in the year represents additions to fixed assets which have been allocated to the fixed assets designated fund.

The designated loan unit investment funds represent the funds invested in loan units on behalf of the branches and are not available to be spent by Central Office.

The loan unit project fund amount is the interest earned on the loan units of two branches. The funds are to be used to assist branches and groups that are not financially so well off.

**22. Restricted Funds**

	Balance at 1 January 2016 £	Resources Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2016 £
Roosevelt Memorial Fund	26,154	4,410	(3,654)	-	26,910
Metcalf Legacy	177,513	-	(28,892)	(8,000)	140,621
Ron Scudamore Holiday Fund	122,927	-	(19,735)	-	103,192
Richard Flint Award Fund	19,490	12,500	(4,803)	-	27,187
Trust fund for Heating Grants	-	3,400	(3,400)	-	-
Regional Restricted Funds	2,780	4,196	(3,331)	-	3,645
Victoria Foundation Fund	7,630	-	-	-	7,630
Other Restricted Funds	8,550	5,147	(5,147)	-	8,550
Indoor Games Trust Funds	-	6,000	(6,000)	-	-
FA Premier League Donation	-	40,000	(40,000)	-	-
Bulletin Appeal	-	10,827	(10,827)	-	-
Purple Hound	-	10,450	(9,809)	-	641
Branch Restricted Funds	-	668	(668)	-	-
Winter Warmth Appeal	-	4,923	(4,640)	-	282
	<u>365,044</u>	<u>102,520</u>	<u>(140,905)</u>	<u>(8,000)</u>	<u>318,659</u>

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**22. Restricted Funds (continued)**

The nature and purpose of the restricted funds are as follows:

**Roosevelt Memorial Fund**

A fund to assist in the purchase of equipment for those disabled by Polio.

**Metcalf Fund**

A fund for the benefit of those living in Scotland who have had Polio.

**Ron Scudamore Holiday Project Fund**

A fund to provide information and grants for accessible holidays.

**Trust Fund for Heating Grants**

A fund to assist with winter fuel bills for qualifying members.

**Regional Restricted Funds**

Funds given to assist members in specific regions of the United Kingdom.

**Victoria Foundation Fund**

A fund for the benefit of members who reside in the Kingston-upon-Thames & Richmond-upon-Thames areas of London.

**Other Restricted Funds**

This has funds to be used for a Hertfordshire project, South West development work and a donation towards PPS research work.

**Indoor Games Trust Funds**

Funds given towards the costs of the annual National Indoor Games held in Leicester.

**FA Premier League Donation**

A donation towards the printing and postage costs of the Bulletin magazine sent to members.

**Winter Warmth Appeal**

Funds received from an appeal sent out to The Fellowship members to help towards the heating grants paid out annually.

**Purple Hound**

A fund for developing knowledge around accessibility for disabled people.



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23. Endowment Funds	Balance at 1 January 2016 £	Movement in Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2016 £
Roosevelt Memorial Fund	147,000	-	-	-	147,000

The capital value of this endowment is preserved into the future for the long term benefit of those who have had polio. The return of the money invested within the Charles Stanley Investment Portfolio is used solely for the purchase of equipment.

**24. Financial Commitments**

At 31 December 2016 the Charity had the following financial commitments under non-cancellable operating leases:

	2016 Land and buildings £	2015 Land and buildings £	2016 Other operating leases £	2015 Other operating leases £
In less than 1 year	-	18,600	818	818
In 2 – 5 years	-	-	546	1,364

**26. Controlling Party**

The trustees do not consider there to be a controlling party.