

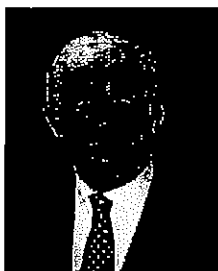
**The British Polio Fellowship**

**Accounts for the  
Year Ended 31 December 2017**



**The British Polio Fellowship  
Company No 5294321**

**The British Polio Fellowship Annual Report 2017**



2017 was again a period of personal and Fellowship changes and problems – possibly for you as well! This was my first full year as National Chairman. There were also changes in our National Officers with Aidan Linton-Smith returning as a strong National Treasurer and Gwenda Cope as Vice Chair. Can I pay tribute to all the Trustees but especially to Gwenda who took over when I was hospitalised with double pneumonia. Her surname is very fitting. We welcomed back some re-elected Trustees/Directors and also Andy Gilliland from Merseyside.

The 2017 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.

The Fellowship also maintains close contact with the Lane Fox Unit at St Thomas' Hospital and the British Neurological Alliance (now our 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 Lobach in Germany. 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 22 September at the Holiday Inn Ellesmere Port in Wirral/Cheshire). 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 2018**

**The British Polio Fellowship  
Company No 5294321**

**Reference & Administrative Details  
For the year ending 31 December 2017**

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 2017 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 MSc, FRCP UBH  
The Countess of Verulam  
Jonathan Cavendish

**National Officers**

David Mitchell	National Chair from Sept 16
Gwenda Cope	National Vice Chair from Sept 17
Aidan Linton-Smith	National Treasurer from Sept 17

**Other Trustees**

Archie Leyden from Sept 17  
Andy Gilliland from Sept 17  
Andy Mack  
Bosik Gharapetian  
Christine Lumb

**Ambassadors**

Julia Roberts  
Anne Wufula Strike  
James Crisp  
Prof Gareth Williams, MA, MD(Cantab), ScD, FRCP(Edin)  
Colin Powell  
Rehman Chishti, Parliamentary Ambassador

**Chief Executive & Company Secretary**

Ted Hill MBE RNR LLB (Hons) MA FRSPH FInstLM MCIPR      Resigned in February 2018.

**Interim Chief Executive**

Shān Nicholas from Lasting Transformation commenced work with The Fellowship in April 2018

**The British Polio Fellowship  
Company No 5294321**

**Reference & Administrative Details**

**Bankers**

National Westminster Bank PLC  
Head Office  
21 Lothbury  
EC2P 2BP

**Solicitors**

Russell-Cooke  
2 Putney Hill  
Putney  
London  
SW15 6AB

**Auditors**

Roffe Swayne  
Ashcombe Court  
Woolsack Way  
Godalming  
Surrey  
GU7 1LQ

**Investment Managers**

Charles Stanley & Co  
25 Luke Street  
London  
EC2A 4AR

**The British Polio Fellowship  
Company No 5294321**

**Reference & Administrative Details  
For the year ending 31 December 2017**

**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 CIP	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, FRCM 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 2017**

The Trustees of The British Polio Fellowship present their report, together with the accounts for the year ending 31st December 2017. This includes the administrative information and list of the charity's Trustees set out on the inside cover.

**The Constitution and Objectives**

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 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.

**Objectives 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  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

**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.

In February 2018 Ted Hill resigned from his Chief Executive post and at the end of April 2018 Shān Nicholas from Lasting Transformation joined The Fellowship as Interim Chief Executive.

**2017 MAIN PRIORITIES**

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

**Main Tasks**

In 2017 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  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

**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  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

**1. Support Services Department**

The Support Service this year developed from strength to strength – with very committed and knowledgeable staff advising and assisting our members on a wide range of issues.

The bread and butter work centres on disability benefits primarily the switch from DLA to the Personal Independence Payments (PIP) we have maintained our 100% record of success at Tribunal Representation, the majority of our work has focused preparing and executing accurately completed PIP2 forms and thus avoiding altogether the need to challenge poor decisions by the DWP, but where required our expertise in Polio and Post-Polio Syndrome was demonstrated by the Support Services team in overturning either at the Mandatory Reconsideration stage or at Appeal decisions made against our members best interests.

Where the Team could not represent in person, we advised BPF members of what to expect and how to handle the vagaries at The First Tier Tribunals again with good success.

Alleged benefit overpayments caused by misrepresentation or fraud are serious matters and surprisingly these have also affected our members – these cases take up a disproportionate amount of our resources but are of extreme importance to those members effected - we have successfully assisted members by having such decision overturned.

Sometimes people mistakenly may exaggerate their situation or fail to inform relevant changes in circumstances, we have assisted members who find themselves in these difficult situations – when faced with a PACE interview, (Police and Criminal Evidence Act) please seek advice first! – do not just go in and expect things to turn out okay. The rules and the seriousness of such matters exist to protect those alleged to have broken the rules – there have been a number of well publicised case where things have taken a turn for the very worst.

Another growing area of interest for BPF members has been development in the NHS Continuing Healthcare for individuals, this is where people who have been assessed as needing health care, which can be provided in a range of settings, including residential care homes, (with or without nursing), or their own homes. And where NHS funding is provided for the entire individual's assessed needs. The team has assisted several members in reviewing adverse decisions, the team is developing an acknowledged expertise in this field.

We look forward to the new year and the challenges that it brings.

Advice calls logged via helpline pro were 2,031 in 2017 compared to 2,633 in 2016. Unfortunately, not all calls were logged hence the lower numbers stated in 2017. 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 2017 reached £401,956. This was a significant increase on 2016's figure of £398,788 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. One staff member in support services helped with Employment & Support Allowance claims (ESA) and the value of the benefits was £237,452.

We were also able to provide welfare grants to the value of £2,559 and heating grants to the value of £13,340. 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.

**The British Polio Fellowship**  
**Company No 5294321**  
**Report of the Trustees (continued)**  
**For the year ending 31 December 2017**

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

We 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.

In 2017 we assisted in the development of new local groups. Information days were held in various nationwide locations and we continued to deliver seminars on a range of subjects to branches around the country.

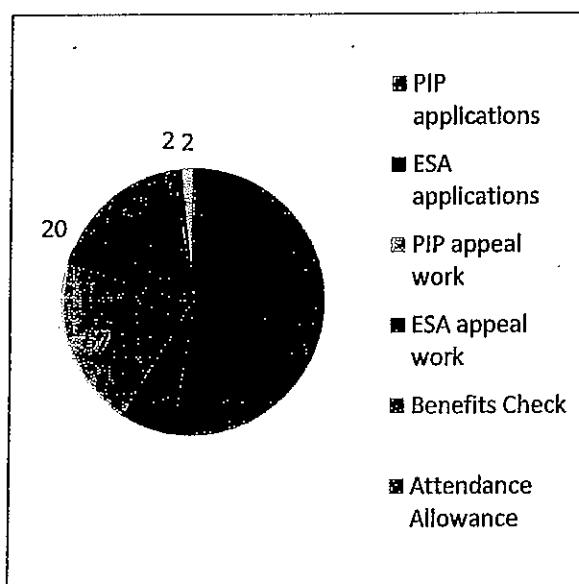
We have continued to develop closer links and partnership working with other charities including Motability, Herts MS Therapy Centre and the Joint Committee on Mobility for Disabled People.

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 can impact relevant national health policy development.

After the launch of the "Post-Polio Syndrome: Guide to Management for Health Care Professionals" in January 2016, we continued to see 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. This follows on from the launch of the "Post Polio Syndrome: Quick Reference Guide".

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

PIP applications	111
ESA applications	14
PIP appeal work	57
ESA appeal work	20
Benefits Check	24
Attendance Allowance	2
DLA applications	2



**The British Polio Fellowship  
Company No 5294321  
Report of the Trustees (continued)  
For the year ending 31 December 2017**

**2. Membership**

The steady increase in media exposure at both national and local level has made an 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 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 2017:	7,101
New members during 2017:	157

**3. Fundraising**

Direct fundraising from Trusts delivered a 7% increase on voluntary income (excluding legacies) compared with the previous year: £37,741 in 2017 (£35,116 in 2016). This compares with an average downturn for UK charities as a whole.

Fundraising at Branch level fell by 13% to £14,300.

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

The Hodge Foundation  
Bruce Wake Charitable Trust  
Lady Hind  
Watford Borough Council  
Sobell Foundation  
Edith Murphy Foundation  
Rainford Trust  
Barclays Wealth  
Robert Orpwood Blott Charitable Trust  
Miss E C Hendry's Charitable Trust  
Sir John Eastwood Foundation  
Dr & Mrs Alfred Darlington Charitable Trust

A total of 50 trusts have supported the work of our Charity throughout 2017.

The Fellowship has one member of staff dedicated to applying to trusts and adheres to the rules and guidelines set by the Fundraising Standards Board.

Fundraising activities are monitored by the line manager and no complaints from members or the public were received during 2017. No professional fundraisers are used by The Fellowship in their fundraising activities.

**The British Polio Fellowship  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

**4. Legacies**

Legacies continue to be a large part of the voluntary income. In 2017 £98,301 was received directly to Central Office and £2,000 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 2017 appear on the balance sheet, they form 72% 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 2017 was £306,716 less than what was received in 2016 (£407,017). More work on legacy development is planned for 2018.

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**

We started with a bang by announcing at the Indoor Games our tie up with The Royal College of GPs and our campaign to educate the medical profession about PPS. Dr Dirk Pilat, their E-Learning Director, proved to be an excellent contact and help.

- A series of road shows were held as the Trustees wished to find current member views (Leicester, Gloucester, Chester, York, Edinburgh, Newcastle and Watford). This was in conjunction with the Bulletin and online surveys. The many views expressed supported what we always aim for, with some excellent new ideas which we have taken up. Thanks to all involved.
- PPS Day was held in the Scottish Parliament at Holyrood. It was an interesting, lively and worthwhile event. Thanks to our Scottish members.
- We attended the Pulse and Primary Care Shows.
- September brought the much-anticipated BBC Appeal. The proposed 'star', Jenny Agutter, was snatched from us at the last minute, and Dan Snow (with family members with Polio) stepped in and was a credit to us. However, we are not cuddly, furry, military, or in the public eye, so the result was very disappointing.
- BPF Trading Limited was formed in 2017 with the principal activity being the sale of wheelchairs and associated products. We launched the 'Hedgehog' wheelchair to members in October and the resulting orders are most heartening.
- Many buildings were lit up in PPS colours.
- February saw the acceptance of Rehman Chishti as our parliamentary ambassador and in October the film producer, Jonathan Cavendish became a patron. Jonathan is the son of the late Robin Cavendish who, with incredible help, support and love became the first 'Polio' on a respirator to live at home. His story was the subject of the wonderful film 'Breathe' and by invitation, 20 members, patrons, ambassadors, Trustees (all Polios) and our staff attended the London premiere. We recommend this inspiring film to all. Don't miss it.
- The Bulletin (for cost reasons) was reduced to five issues per annum. The good content has received members' praise.
- The National Indoor Games continue to be the jewel in our crown. 200 people attended. Great thanks go to the Games Committee. Do not forget that about 1,000 members take part in the Branch and Regional heats.
- We have attended 'National' days, e.g. Rare Diseases Day, spoken at medical and disability events. We have attended conferences and forums only when necessary, pertinent and free.
- Most importantly however, are the campaigns, events, displays, meetings, fundraisers, publicity opportunities, lobbying and many other gatherings which you, the members, have attended on behalf of The Fellowship.
- We continued to research The Purple Hound project (a disability access guide) with our PR Company. Unfortunately, expected funding did not appear and the project was cancelled.

**The British Polio Fellowship  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

**6. The Experts 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. As a result, in 2017 the panel continued to meet remotely via telecon.

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. There were no changes to this publication in 2017.

The work of the panel is ongoing, and data is being collected from many sources for major research projects.

**7. 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 64 individual members totalling £19,513. 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 2017 in order to bring them more in line with similar accommodation.

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

**8. 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 was finally published in 2016 and the guidelines continued to be used by therapists in 2017.

**9. 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 central office staff.

Within the Board of Trustees there is a dedicated committee who decide on the remuneration parameters and levels of pay to the key management personnel and other staff members.

**10. 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. In 2017 there was the closure of the Walsall and Worcester branches and the formation of the Colchester Branch.

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 would need to be established. We will continue to support our members as we continue to develop our services and launch new Branches & groups.

**Report of the Trustees (continued)**  
**For the year ending 31 December 2017**

**11. 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.

**12. Plans for 2018**

In 2018 the Fellowship plans to:

- Review its structures
- Continue the new website improvement
- Encourage use of volunteers at central office, at the Indoor Games and for special projects
- Continue our membership of the European Polio Union with David Mitchell now appointed to their board. A total of 18 countries are now fully involved and 5 more Eastern European States ready to join. PPS research and awareness are the main themes.
- Continue to liaise with The Royal College of GPs and raise awareness of PPS with all care providers.
- Involve health professionals at our annual PPS Day. Target PPS publicity.
- Audit the facilities at our Burnham Bungalow and hope to increase bookings.
- Continue to develop a new trading arm to increase income streams.
- Ensure quality, content and effectiveness of our member magazine – the Bulletin.
- Develop links with Black, Minority & Ethnic and Refugee groups, especially those people who came to Britain with Polio disabilities contracted in their own countries.
- Mount a vigorous campaign to highlight the problems of travelling with a disability.
- Be active throughout the country regarding 'baywatch', disabled parking in towns and cities and cars on pavements.
- Develop our parliamentary programme for patrons and seek new and active patrons.
- To support Region, Branch and Group led 80<sup>th</sup> anniversary celebrations to be held in 2019.
- Ensure that The Fellowship is GDPR compliant.
- Ensure the ongoing success of the Indoor Games
- Make sure that The Fellowship capitalises on all marketing and publicity opportunities.
- Develop strategic alliances with other groups and organisations in our field of operation.

**The British Polio Fellowship  
Company No 5294321**

**Report of the Trustees (continued)  
For the year ending 31 December 2017**

- Encourage new groups to set up.
- Regularly survey members' views, using the Bulletin and internet. Refresh case study lists.
- Never lose sight of the fight to eradicate Polio.

**13. Financial Review**

The external financial climate is currently a very difficult one for charities. Many bodies across the sector have seen a sustained downward pressure on all sources of income. The Fellowship is no different in this respect. Income from our principal sources (legacies, donations, appeals and grants) has reduced, and this has made it difficult for us to maintain balances and reserves, whilst maintaining expenditure on the key objectives of the charity as detailed in pages 8 to 14 of this report.

Specifically, income for the period was £523,759 (2016: £831,763), a decrease of £308,004. Expenditure on our charitable activities was £944,531 (2016: £1,024,847), a decrease of £80,316. The cost of generating funds was £116,191 (2016: £108,906), an increase of £7,285. There were net gains on investment assets of £40,610 (2016: £107,426).

The deficit for the period was £496,353 (2016: £77,163).

The Trustees recognise that such a position is not sustainable. We have taken concerted action during 2018 to restore financial balance, including restructuring our team so that we are able to focus exclusively on core priorities around services to our members. Regrettably, this means that some team members have left our service, and we thank them for their hard work and efforts over many years. We are also reviewing our contracts with suppliers to identify potential cost savings, as well as identifying new sources of income including from property rent and our newly established Trading Company, BPF Trading Limited. Our intention is to re-establish a balanced and sustainable in year position by 2019.

**14. 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 £2,218,163 (2016: £2,714,516) of which £305,536 (2016: £318,659) is restricted and £147,000 (2016: £147,000) consists of endowment funds.

**15. 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. The Charity does not use professional Charity Fund raising firms, and 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 2017 the amount invested in loan units on behalf of branches was £1,296,334 and this amount has therefore been placed in a separate designated fund called the 'Branch Loan Unit Fund'. These funds are not available to be spent by Central Office.

**Report of the Trustees (continued)**  
**For the year ending 31 December 2017**

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.

**16. 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' Annual Report (including the Strategic 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, including the income and expenditure, of the charitable company for that period. 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 2015 (FRS 102);
- 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 the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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 (as amended). 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.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

**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 'Objectives for public benefit' above.



David Mitchell  
National Chairman

Date... 21st July 2018



**The British Polio Fellowship  
Company No 5294321**

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

**Opinion**

We have audited the financial statements of The British Polio Fellowship (the 'charitable company') for the year ended 31 December 2017 which comprise the Statement of Financial Activities, the Balance sheet, Cash Flow and the and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

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 Regulation 10 of the Charities Accounts (Scotland) Regulations 2006. 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 auditor's 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.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at [date], 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, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

**The British Polio Fellowship  
Company No 5294321**

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 require 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

**Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement [set out on page 15], 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

**The British Pollo Fellowship  
Company No 5294321**

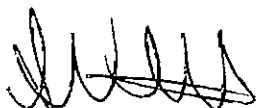
**Report of the Independent Auditors to the Members of  
The British Pollo Fellowship**

**Auditor's responsibilities for the audit of the financial statements**

We have been appointed as auditor 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 regulations made under those Acts.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.



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 .....21/7/18.....

**The British Polio Fellowship  
Company No 5294321**

**Statement of Financial Activities  
(incorporating an Income & Expenditure Account)  
for the year ended 31 December 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Incoming and endowments from</b>						
Donations and legacies	5	261,293	63,487	-	324,780	585,009
Charitable Activities	6	128,556	38,147	-	166,703	204,659
Investments	7	27,866	4,410	-	32,276	42,095
<b>Total Incoming Resources</b>		<b>417,715</b>	<b>106,044</b>	<b>-</b>	<b>523,759</b>	<b>831,763</b>
<b>Expenditure</b>						
Raising funds	8	116,191	-	-	116,191	108,906
Charitable activities	9	825,364	119,167	-	944,531	1,024,847
<b>Total Resources Expended</b>		<b>941,555</b>	<b>119,167</b>	<b>-</b>	<b>1,060,722</b>	<b>1,133,753</b>
Net gains/(losses) on investments		40,610	-	-	40,610	107,426
Fair value gain on investment property		-	-	-	-	117,401
Transfer between funds		-	-	-	-	-
<b>Net Expenditure for the Year</b>		<b>(483,230)</b>	<b>(13,123)</b>	<b>-</b>	<b>(496,353)</b>	<b>(77,163)</b>
Net movement in funds		<b>(483,230)</b>	<b>(13,123)</b>	<b>-</b>	<b>(496,353)</b>	<b>(77,163)</b>
<b>Fund balances brought forward at 1 January 2017</b>		<b>2,248,857</b>	<b>318,659</b>	<b>147,000</b>	<b>2,714,516</b>	<b>2,791,679</b>
<b>Fund balances carried forward at 31 December 2017</b>		<b>1,765,627</b>	<b>305,536</b>	<b>147,000</b>	<b>2,218,163</b>	<b>2,714,516</b>

**The British Pollo Fellowship  
Company No 5294321**

**Balance Sheet  
as at 31 December 2017**

	Notes	At 31 December 2017	At 31 December 2016
<b>Fixed Assets</b>			
Tangible Assets	12	829,548	863,585
Investments	13	547,272	809,332
Investment Property	14	<u>536,646</u>	<u>536,646</u>
		1,913,466	2,209,561
<b>Current Assets</b>			
Debtors	15	116,704	291,588
Short term deposits	16	33,026	7,762
Cash at bank and in hand	16	<u>244,596</u>	<u>281,907</u>
		394,326	581,257
<b>Creditors: Amounts falling due within one year</b>	17	<u>89,629</u>	<u>73,765</u>
<b>Net Current Assets</b>		304,697	507,492
<b>Creditors: Amounts falling due after more than one year</b>	18	-	(2,538)
<b>Total assets less current liabilities</b>		2,218,163	2,717,053
<b>Net Assets</b>		<u>2,218,163</u>	<u>2,714,515</u>
<b>Funds</b>			
<b>Unrestricted</b>			
Revaluation reserve	20	150,603	150,603
Fair value reserve	20	906,685	906,685
Accumulated fund	20	<u>708,339</u>	<u>1,191,569</u>
		1,765,627	2,248,857
<b>Total unrestricted funds</b>			
Restricted	22	305,536	318,659
Endowment	23	<u>147,000</u>	<u>147,000</u>
<b>Total Funds</b>		<u>2,218,163</u>	<u>2,714,516</u>

Approved by the Board and authorised for issue on .....

 21st July 2018  
David Mitchell, National Chairman

**The British Polio Fellowship  
Company No 5294321**

**Statement of Cash Flows  
as at 31 December 2017**

Notes	2017 £	2016 £
<b>Cash flows from operating activities</b>		
Net income/(expenditure) for the reporting period as per statement of financial activities	(496,353)	(77,163)
Adjustment for:		
Depreciation charges	39,883	36,652
(Profit)/Loss on disposal of fixed assets	(40,610)	(107,426)
Dividends, interest and rents from investments	(32,276)	(42,095)
(Gains)/losses on investments	-	(117,401)
(Increase)/decrease in debtors	162,278	(184,498)
Increase/(decrease) in creditors	25,933	(50,856)
<b>Net cash provided by (used in) operating activities</b>	<u>(341,145)</u>	<u>(542,787)</u>
 <b>Cash flows from investing activities:</b>		
Dividends, interest and rents from investments	32,276	42,095
Purchase of property, plant and equipment	(5,848)	(21,041)
Proceeds from sale of investments	373,312	576,082
Purchase of investments and investment property	(70,641)	-
Investment in subsidiary	(1)	-
<b>Net cash provided by (used in) investing activities</b>	<u>329,098</u>	<u>597,136</u>
 <b>Change in cash and cash equivalents in the reporting period</b>	 (12,047)	 54,349
 <b>Cash and cash equivalents at the beginning of the reporting period</b>	 <u>289,669</u>	 <u>235,320</u>
 <b>Cash and cash equivalents at the end of the reporting period</b>	 <u><u>277,622</u></u>	 <u><u>289,669</u></u>

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2017**

**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 Preparation of consolidated financial statements**

The financial statements contain information about The British Polio Fellowship as an individual company and do not contain consolidated financial information as the parent of a group. The company has taken the option under Section 398 of the Companies Act 2006 not to prepare consolidated financial statements.

**1.3 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.

**1.4 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.

**1.5 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.

**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2017**

**1.5 Incoming Resources (continued)**

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.

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.

**1.6 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 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 those affected by Polio.

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

**1.7 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.

**1.8 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.

**1.9 Investment properties**

Investment properties for which fair value can be measured 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.



**The British Polio Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2017**

**1.10 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.

**1.11 Operating Leases**

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

**1.12 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.

**1.13 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.

**1.14 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 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 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 £944,531 (2016: £1,024,847) shown in note 9 includes aggregate grants paid of £52,304 (2016: £38,935) 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. All eight 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 £4,323 (2016: £10,113).

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 2017**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>5. Donations and legacies</b>				
Donations, street collections, appeals and grants	160,992	63,487	224,479	177,993
Legacies	100,301	-	100,301	407,017
<b>Total donations and legacies</b>	<b>261,293</b>	<b>63,487</b>	<b>324,780</b>	<b>585,010</b>

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>6. Charitable Activities</b>				
Membership	4,940	-	4,940	3,757
Burnham Holiday Home	18,683	-	18,683	17,611
Mezzanine floor rent income	15,132	-	15,132	1,736
Purple Hound income	-	-	-	10,450
Contribution to welfare, social activities and Fellowship expenses	89,801	38,147	127,948	171,105
<b>Total charitable activities</b>	<b>128,556</b>	<b>38,147</b>	<b>166,703</b>	<b>204,659</b>

**2016 Funds allocations**

Of the £585,010 donations and legacies income received £559,017 was unrestricted and £25,992 was restricted.

Of the £204,659 charitable activities income received £132,541 was unrestricted and £72,118 was restricted.

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2017 £</b>	<b>Total Funds 2016 £</b>
<b>7. Investment Income</b>				
Dividends	25,178	-	25,178	33,340
Bank Interest	2,688	4,410	7,098	8,756
	<b>27,866</b>	<b>4,410</b>	<b>32,276</b>	<b>42,096</b>

**2016 Funds allocations**

Of the £42,096 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 2017**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>8. Expenditure on raising funds</b>				
Allocated Staff salaries (note 10)	97,810	-	97,810	88,297
Investment management costs	3,444	-	3,444	4,873
Costs of generating voluntary income	14,937	-	14,937	15,736
	<u>116,191</u>	<u>-</u>	<u>116,191</u>	<u>108,906</u>

**2016 Funds allocations**

The total £108,906 expenditure on raising funds was from unrestricted reserves.

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>9. Expenditure on charitable activities</b>				
<b>Direct Costs</b>				
Socials, outings & holidays	138,464	6,000	144,464	164,312
Sundries and other grants	15,087	29,399	44,486	53,915
Heating Grants	-	13,340	13,340	8,040
Expert & Orthotics Panel	2,303	3,547	5,850	8,143
Bulletin and branch newsletters	103,966	45,888	149,854	135,926
Welfare Information & Education	25,169	10,745	35,914	34,202
Mezzanine floor costs	8,650	-	8,650	4,767
BPF Trading	8,478	-	8,478	-
Purple Hound costs	283	641	924	9,809
Burnham Holiday Home	9,801	-	9,801	6,672
	<u>312,201</u>	<u>109,560</u>	<u>421,761</u>	<u>425,786</u>
<b>Support Costs</b>				
Allocated Staff salaries (note 10)	308,043	2,975	311,018	381,085
Rent & office costs	70,134	4,178	74,312	85,768
Telephone & stationary	3,547	-	3,547	5,961
Depreciation	39,883	-	39,883	36,652
Branch admin	4,027	-	4,027	4,833
Other staff costs	20,903	2,454	23,357	12,338
Insurance	7,245	-	7,245	7,361
Bank charges	2,966	-	2,966	2,179
IT Costs	8,756	-	8,756	8,644
Travel	4,439	-	4,439	17,952
	<u>469,943</u>	<u>9,607</u>	<u>479,550</u>	<u>562,773</u>
<b>Governance Costs</b>				
Meetings and travel	11,009	-	11,009	23,823
Legal and professional fees	22,723	-	22,723	3,750
Audit Fees	9,488	-	9,488	7,200
Accountancy Fees	-	-	-	1,514
	<u>43,220</u>	<u>-</u>	<u>43,220</u>	<u>36,287</u>
	<u>825,364</u>	<u>119,167</u>	<u>944,531</u>	<u>1,024,847</u>

**2016 Funds allocations**

Of the £1,024,847 expenditure on charitable activities, £883,942 were from unrestricted reserves and £140,905 from restricted reserves.

**The British Pollo Fellowship  
Company No 5294321**

**Notes to the Financial Statements  
for the year ended 31 December 2017**

	<b>Raising funds</b>	<b>Charitable activities</b>	<b>Total Funds 2017</b>	<b>Total Funds 2016</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>10. Staff Costs</b>				
Wages and salaries	86,799	274,608	361,406	416,337
Social security costs	7,947	26,125	34,072	37,075
Pension costs	3,064	7,310	10,375	15,970
	<u>97,810</u>	<u>308,043</u>	<u>405,853</u>	<u>469,382</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 (2016: one). Total remuneration was between £70,000 and £80,000.

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

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Charitable services	8	10
Fundraising	2	2
Management and administration	4	3
	<u>14</u>	<u>15</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 £149,370. (2016: £154,981).

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
<b>11. Net Income/(Expenditure)</b>		
Net Income/(Expenditure) are stated after charging:		
Auditors' remuneration:		
Audit fees	9,488	7,200
Other financial services	6,882	660
Operating lease rental – land and buildings	18,600	18,600
Operating lease rental – other	1,784	1,784
Depreciation	<u>39,883</u>	<u>32,660</u>

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**Notes to the Financial Statements  
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12. Tangible Fixed Assets	Freehold properties and improvements	Fixtures, Fittings & Equipment	Total
	£	£	£
<b>Cost</b>			
At 1 January 2017	861,764	190,120	1,051,914
Additions	4,044	1,804	5,848
<b>At 31 December 2017</b>	<u>865,838</u>	<u>191,924</u>	<u>1,057,762</u>
<b>Accumulated Depreciation</b>			
At 1 January 2017	26,504	161,827	188,331
Charge for the year	27,313	12,570	39,883
<b>At 31 December 2017</b>	<u>53,817</u>	<u>174,397</u>	<u>228,214</u>
<b>Net Book Value</b>			
<b>At 31 December 2017</b>	<u>812,021</u>	<u>17,527</u>	<u>829,548</u>
At 31 December 2016	<u>835,290</u>	<u>28,293</u>	<u>863,583</u>

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

Particulars of revalued freehold properties:	2017 £	2016 £
<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.

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**Notes to the Financial Statements  
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**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>Net Book Value</b>	
<b>At 31 December 2017</b>	<u>1,998</u>
<b>At 31 December 2016</b>	<u>3,994</u>

**13. Fixed Asset Investments**

	<b>Market Value 2017 £</b>
Listed investments	547,271
Investments in subsidiaries	<u>1</u>
	<u>547,272</u>
 Investments held in portfolio	
At 1 January 2017	809,332
Additions	70,641
Disposals	(366,449)
Unrealised gains	<u>33,748</u>
<b>At 31 December 2017</b>	<u>547,271</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	6%
Cash	6%
Fixed income	7%
International equity	35%
Mixed investments	5%
Property	3%
UK equity	<u>39%</u>
	<u>100%</u>

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**Notes to the Financial Statements  
for the year ended 31 December 2017**

**13. Fixed Asset Investments (continued)**

**2017  
£**

**Investment in subsidiaries**

**Cost**

Additions

1

**Carrying amount**

At 31 December 2017

1

**Details of undertakings**

Details of the investments in which the charity holds 20% or more of the nominal value of any class of share capital are as follows:

**BPF Trading Limited**

Company number: 10632273

Registered office: England and Wales

Holding: Ordinary

Proportion of voting rights and share held: 100%

The principal activity of BPF Trading Limited is the sale of wheelchairs and associated products.

The registered office address is the same as the address stated in the Reference & Administrative details page of these financial statements.

A summary of the results for the company for the period ended 31 December 2017 is shown below. Audited financial statements have been filed with the Registrar of Companies:

**2017**

**£**

Turnover

-

Cost of sales

(371)

Gross loss

(371)

Administrative expenses

(7,845)

Finance costs

(131)

Loss

(8,347)

Current assets

Debtors

21,029

Cash at bank

9,428

30,457

Creditors

(38,803)

Share capital

1

Net liabilities

(8,347)

**The British Polio Fellowship  
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**Notes to the Financial Statements  
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**14. Investment Property**

	<b>2017</b>
	<b>£</b>
<b>Cost</b>	
At 1 January 2017	536,646
Revaluation	-
<b>At 31 December 2017</b>	<u><b>536,646</b></u>

A revaluation of the investment property was performed by signature Estates on 22 February 2018. Signature Estates are an independent valuer who have experience in valuing properties. The historical cost of the revalued investment property is £419,245.

**15. Debtors**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	93,377	291,059
Amounts due by group undertakings	2,332	-
Other debtors	20,995	529
	<u><b>116,704</b></u>	<u><b>291,588</b></u>

**16. Components of cash and cash equivalents**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Interest bearing deposits	33,026	7,762
Bank current accounts	240,683	276,439
Cash	3,913	5,468
	<u><b>277,622</b></u>	<u><b>289,669</b></u>

**17. Creditors: Amounts falling due within one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	31,746	20,412
Sundry creditors and accruals	50,423	51,568
Taxation and social security	6,323	-
Hire purchase contracts	1,137	1,785
	<u><b>89,629</b></u>	<u><b>73,765</b></u>

**18. Creditors: Amounts falling due after more than one year**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Hire purchase contracts	-	2,538



**The British Pollo Fellowship**  
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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	-	-	83,679	83,679
Regional Areas Trust Funds	-	-	7,805	7,805
Roosevelt Memorial Fund	-	-	28,761	28,761
Other Funds	-	-	6,253	6,253
M&C Saatchi Sponsorship	-	-	18,000	18,000
Metcalf Legacy	-	-	124,544	124,544
Richard Flint Award Fund	-	-	25,453	25,453
Purple Hound	-	-	-	-
Burnham Bungalow Trust Fund	-	-	1,050	1,050
Branch Restricted Funds	-	-	234	234
Watford Borough Council	-	-	1,787	1,787
Victoria Foundation Fund	-	-	7,630	7,630
Winter Warmth Appeal	-	-	340	340
	-	147,000	305,536	452,536
<b>Unrestricted Funds</b>	829,548	400,271	535,808	1,765,627
	<u>829,548</u>	<u>547,271</u>	<u>841,344</u>	<u>2,218,163</u>

**20. Analysis of Movement In Funds**

	<b>Total £</b>	<b>Accumulated Fund £</b>	<b>Unrealised Investment Revaluation Reserve £</b>	<b>Unrealised Property Revaluation Reserve £</b>
<b>Unrestricted Funds</b>				
At 1 January 2017	2,248,857	1,191,569	906,685	150,603
Operating deficit	(523,840)	(523,840)	-	-
Realised losses on investments	40,610	40,610	-	-
<b>At 31 December 2017</b>	<u>1,765,627</u>	<u>708,339</u>	<u>906,685</u>	<u>150,603</u>
<b>Restricted Funds (Note 20)</b>				
At 1 January 2017	318,659	289,878	28,781	-
Operating Deficit	(13,123)	(13,123)	-	-
<b>At 31 December 2017</b>	<u>305,536</u>	<u>276,755</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 2017</b>	<u>2,218,163</u>	<u>1,132,094</u>	<u>935,466</u>	<u>150,603</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>

**The British Pollo Fellowship**  
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**21. Unrestricted Funds**

	Balance at 1 January 2017	Movement in Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2017 £
<b>Designated Funds</b>					
Fixed Assets	863,583	-	(34,035)	-	829,548
Loan unit investment fund	1,323,926	-	-	(27,592)	1,296,334
Loan unit project fund	5,429	-	-	-	5,429
	<u>2,192,938</u>	<u>-</u>	<u>(34,035)</u>	<u>(27,592)</u>	<u>2,131,311</u>
<b>Other Unrestricted Funds</b>	55,919	417,715	(866,910)	27,592	(361,555)
	<u>2,248,857</u>	<u>417,715</u>	<u>(900,945)</u>	<u>-</u>	<u>1,765,627</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 2017 £	Movement in Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2017 £
Roosevelt Memorial Fund	26,910	4,410	(2,559)	-	28,761
Metcalf Legacy	140,621	-	(16,077)	-	124,544
Ron Scudamore Holiday Fund	103,192	-	(19,513)	-	83,679
Richard Flint Award Fund	27,187	1,813	(3,547)	-	25,453
Trust fund for Heating Grants	-	500	(500)	-	-
Regional Restricted Funds	3,645	5,250	(1,090)	-	7,805
Victoria Foundation Fund	7,630	-	-	-	7,630
Other Restricted Funds	8,550	1,222	(3,519)	-	6,253
M&C Saatchi Sponsorship	-	18,000	-	-	18,000
Indoor Games Trust Funds	-	6,000	(6,000)	-	-
FA Premier League Donation	-	30,000	(30,000)	-	-
Bulletin Appeal	-	15,888	(15,888)	-	-
Purple Hound	641	-	(641)	-	-
Branch Restricted Funds	-	234	-	-	234
AGM Donations	-	6,100	(6,100)	-	-
Burnham Bungalow Trust Fund	-	1,050	-	-	1,050
Watford Borough Council	-	2,000	(213)	-	1,787
Winter Warmth Appeal	283	13,577	(13,520)	-	340
	<u>318,659</u>	<u>106,044</u>	<u>(119,167)</u>	<u>-</u>	<u>305,536</u>

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**Notes to the Financial Statements  
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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

**Indoor Games Trust Funds**

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

**MC Saatchi Sponsorship**

This donation was received as sponsorship towards a future event.

**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.

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**Notes to the Financial Statements**  
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	Balance at 1 January 2017 £	Movement in Incoming £	Resources Outgoing £	Transfers and Investment (losses) £	Balance at 31 December 2017 £
<b>23. Endowment Funds</b>					
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. Pension commitments**

The charity operates a defined contribution pension scheme. The pension expense for the year represents Contributions payable by the charity to the scheme and amounted to £10,196 (2016: £15,970). At the Reporting date, an amount of £967 (2016: Nil) was recognised as a liability.

**25. Financial Commitments**

At 31 December 2017 the Charity had the following financial commitments under non-cancellable operating leases:

	2017 Land and buildings £	2016 Land and buildings £	2017 Other operating leases £	2016 Other operating leases £
In less than 1 year	-	-	546	818
In 2 – 5 years	-	-	-	546
In more than 5 years	-	-	-	-

**26. Contingent asset**

During the year a notification was received relating to a legacy donation. The charity was unable to reliably measure the expected receipt; therefore the income will be recognised once the criteria for income recognition are met.

**27. Controlling party**

The trustees do not consider there to be a controlling party