CHARMS THE ESSEX THERAPY CENTRE

Registered charity number 1123446

Registered company number 06474359

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2019

Community Accounts Service

CHARMS THE ESSEX THERAPY CENTRE

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FOR THE YEAR ENDED 31 JANUARY 2019

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CHARMS The Essex Therapy Centre
Legal & Administrative Information
for the year ended 31st January 2019

Presidents	Dr J Zoukos MS PhD (President) Dr P Bradbury MD FRCP Dr C Hawkes MD FRCP Mrs J Webster Mrs C Polley
Trustees	Kirsty Cornell (Chair) Howard Watling (Vice Chair) Judith Wright (Treasurer) Graham Hewitt Linda Hewitt
Charity Number:	1123446
Company Number:	06474359
Registered Charity:	20 Grafton Place Montrose Road Springfield, Dukes Park Industrial Estate Chelmsford Essex CM2 6TG
Independent Examiner:	Community 360 Winsley's House High Street Colchester Essex CO1 1UG

CHARMS The Essex Therapy Centre is a Small Company / Charity, so we are required to comply with the Companies Act 1985 (accounting provisions of the Companies Act 2006 applying to the period starting on or after 6th April 2008), the SORP and new public benefit reporting requirements.

We meet the Companies Act 1985 Definition of a Small Company, we do not exceed the Audit Threshold and all our funds are raised for and spent on Charitable Objects. Trustees claim exemption from an Audit under Subsection (1) of Section 249A of the Companies Act 1985 provided the Audit Exemption Statement required by 249B (4) is made on the Balance Sheet.

1. The Trustees' Annual Report

The Report does not follow the order set out in the SORP, however paragraph headings continue to highlight each key disclosure required by the SORP including Trustee Induction & Training. The Annual Report has been updated in line with the new public benefit reporting requirements. In particular, the Report explains how Trustees have used the Charity Commission's Public Benefit Guidance. The Report includes a Risk Management Statement which also refers to compliance with the applicable national standards. The Charity's Aims, Objects, Strategy and Major Activities undertaken are summarised in the Objectives and Activities Session. The Achievements and Performance Section provides detailed information about the nature of Activities undertaken, including performance information for each of the main areas of Charitable Activity. Note that the Reserves Policy includes an explanation of the target level of reserves. We have also included information on our Auditors.

2. Business Review

CHARMS qualifies as a Small Company / Charity.

3. The Accounts

The Statement of Financial Activities reports the Charitable Activities on the face of the Balance Sheet. The types of fund are disclosed including designated funds with the revaluation fund shown separately, as required by Company Law.

4. Report of the Management Committee (for the year ended 31st January 2019)

The Management Committee presents its Directors' Report and Audited Financial Statements for the year ended 31st January 2019.

5. Reference and Administrative Information
Charity Name: CHARMS The Essex Therapy Centre
Charity Registration Number: 1123446
Company Registration Number: 06474359
Registered Office & Address: 20 Grafton Place, Montrose Road, CM2 6TG

6. Management Committee:

Chair:	Kirsty Cornell
Vice Chair:	Howard Watling
Treasurer:	Judith Wright
	Graham Hewitt
	Linda Hewitt

7. Management Team:
CEO: Dr Benjamin Newman Wright

8. Independent Examiners:
Community 360

9. Our Aims & Objectives:
9.1. Purpose & Aims:
CHARMS The Essex Therapy Centre ameliorates the effects of long-term and life-threatening conditions by providing those Services which can improve the Client's health & lifestyle

9.2. Ensuring our work delivers our Aims:
CHARMS reviews its Aims, Objectives & Activities each year. This Review focuses on what we achieved and the outcomes of our work in the previous 12 months. The Review looks at the success of each key activity and the benefits they have brought to those groups we help. The Review also helps to ensure that our Aims, Objectives & Activities remain focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's General Guidance on Public Benefit when reviewing our Aims & Objectives, and in planning Future Activities.

9.3. The Focus of our Work:
Our main Objectives for the year continued to be that Services assist Clients to: (I) remain Healthy; (ii) actively participate in Communities. We additionally expanded our potential Groups of Clients.
9.3.1. For Clients with Cancer, Neurological & Urological Disorders, Sports Injuries and anyone else able to benefit from our Services, including those with Lyme Disease, we remained the only Centre in Essex providing Hyperbaric & Normobaric Oxygen Therapy. We additionally provided Health & Wellbeing Advice & Advocacy (eg. explaining Diagnoses & Diagnostics; supporting Welfare Benefit Applications, Appeals & Reviews), Counselling & Psychological Interventions (our CEO is a Neuroscientist and a Chartered Psychologist), Massage & Exercise Equipment.
9.3.2. We redesigned our Website, including all relevant public information, while beginning to signpost people to relevant Research on Twitter: @CHARMS_Therapy, also offering to support Public Policy & Research Projects, and opening our Facebook page for Clients. We worked with the Chelmsford Area Access Group, and responded to Public Consultations by the Equality and Human Rights Commission, PatientView (The Corporate Reputation of Pharma 2018) & Essex Libraries. We provided Placements for local University Students, and we facilitated enrolment in University Research and Essex County Council's 'Every Voice Matters'. We participated in Discovery Festival 2018, informing people about our Services at Chelmsford Library, and liaised with Lyme Disease UK & Pan Essex Dementia Action Alliance, both of whom represent potential Client Groups.

9.3.3. Our Fundraising Activities included proceeds from the Annual Rally by the Motorbike Club 'Pissed & Confused' which raised £500 for CHARMS. Our Member, Ray Newson, also undertook a Sponsored Body Shave. Our Member, Peter Lawrence, promoted the East Hanningfield Sailing Club as an external activity in which Members might wish to become involved.

9.4. How our Activities deliver Public Benefit
As indicated in 9.3, particularly Subsections .1 & .2, all our Charitable Activities focus on our Charitable Objects, enabling Clients to remain Healthy, Cognitively & Physically.

10. Financial Review:
10.1. Principal Funding Sources:
Against the backdrop of limited resources and funding insecurities, it has continued to be difficult to plan or develop Services. External Funders are reported on Page 2 of this Report and, throughout the year, on Facebook & Twitter. Chelmsford City Council grants the Charity full Discretionary Rate Relief. All Clients are encouraged to complete a Form enabling the Charity to claim a Gift-Aided Donation. We also received £500 from our former Trustees Colin & Janet Keene-Carey.

10.2. Reserves Policy:
The Management Committee has examined the Charity's requirements for Reserves in light of the main risks to the organisation. It has established a Policy whereby the Unrestricted Funds not committed or invested in tangible fixed assets held by the Charity should be between three and six months of its expenditure. The present level falls significantly short of this target level. Although the Strategy is to continue to build Reserves through planned operating surpluses, the Management Committee is well aware that it is unlikely the target range can be reached for at least five years.

11. Plans for Future Periods:
Following a Transition Period, CHARMS is now in the process of developing a strong Board of Directors who's Members have required skills to support us in the future. We are also in the process of understanding and extending our remit to all Clients (& Carers) we are able to assist, excepting those for whom Hyperbaric (HB) & Normobaric (NB) Oxygen Therapy (OT) is provided by the NHS (ie. Decompression Sickness; Carbon Monoxide Poisoning), and to extending Therapies in-house to strengthen potential benefits obtained from HBOT & NBOT. While it is not be appropriate for CHARMS to become an Intensive Care Unit, similar to that in which Class 1 Chambers operate, we are hoping to extend our resources. We are also considering the feasibility of restructuring our funding base so that, in future, we can become less dependent on Grants which are less available.

12. Structure, Governance and Management Governing Document:
12.1. The Organisation is a Charitable Company Limited by Guarantee, incorporated on 10/11/1984 and Registered as a Charity in the same year. The Company was established on 16th January 2008 under a Memorandum of Association which identified the Objects and Powers of the Charitable Company and is governed under its Articles of Association. In the event of the Company being wound up, Members (Directors) are required to contribute an agreed amount.

12.2. Recruitment and Appointment of the Management Committee:
The Company Directors are also Charity Trustees for the purposes of Charity Law and, under the Company's Articles, are known as Committee Members. Under requirements of the Memorandum and Articles of Association, Members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting. All Members of the Committee give their time voluntarily and receive no benefits from the Charity.

12.3. Trustee Induction & Training:
Most Trustees are already familiar with the practical work of the Charity, having been interviewed at the Centre, during which they receive a Guided Tour, and having been encouraged to visit us during 'normal' opening hours. Additionally new Trustees are encouraged to discuss with our CEO the Memorandum & Articles of Association, Policies, Risk Assessments and other functional duties of the Charity, and to familiarise themselves with the Charity and the context in which it operates. A Question & Answer Pack has been prepared drawing information from various Charity Commission publications signposted through the Commission's Guide 'The Essential Trustee' which is given to all new Trustees along with the Memorandum & Articles and the latest Financial Statements.

12.4. Risk Management:
As a Safety Critical Environment, CHARMS is subject to more extensive and detailed Risk Assessments than many other Organisations, and we aim to appoint Staff & Volunteers who have worked in a similarly structured context. Supervision is critical and instinctive obedience essential. The Management Committee has conducted a review of major known risks to which the Charity is exposed. A Risk Register has been established and is updated at least annually. Where appropriate, Systems & Procedures have been established to mitigate all known risks the Charity faces. Risks are minimised by the implementation of Procedures for authorisation of all transactions and projects. Procedures are in place to ensure compliance with the Health & Safety of Staff, Volunteers, Clients & Visitors to the Centre. Procedures are periodically reviewed to ensure they remain sufficient.

12.5. Organisational Structure:
CHARMS has a Management Committee comprising up to eight Members who meet quarterly and are responsible for the Strategic Direction and Policy of the Charity. At present the Committee has five Members from diverse backgrounds relevant to our Objectives. Our CEO serves as Secretary to the Board but has no voting rights. A Scheme of Delegation is in place. Our CEO is responsible for ensuring that the Charity delivers specified Services through day-to-day Operational Management, individual Supervision of the Volunteer Team and the development of Skills & Working Practices.

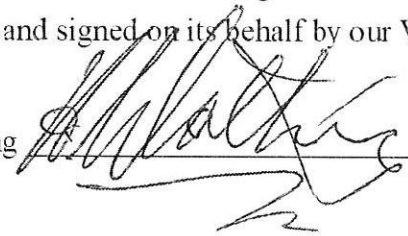
12.6. Related Parties:
Management is not aware of any Related Parties. CHARMS is independent of the NHS, and does not provide Services available from any Statutory Body, and of Multiple Sclerosis National Therapy Centres (MSNTC), in many cases providing Therapists, Therapies & Treatments for more diverse Clients. We are grateful to the Health & Safety Executive, the British Hyperbaric Association and Chelmsford City Council for guidance, and to MSNTC for listing our Centre as one to which they can refer Clients outside their catchment area. The representation of local Organisations, including all CVS' within Essex, has proved invaluable to the Charity in establishing improved links in external Communities and in identifying relevant Policy Developments and Prospective Funding.

13. Responsibilities of the Management Committee:
Company Law requires the Management Committee to prepare Financial Statements annually which give a true and fair view of the state of affairs of the Charitable Company as at the date of the Balance Sheet and of its incoming resources and their application including income & expenditure. In preparing those Financial Statements, the Management Committee adheres to Best Practice:
13.1. Selecting suitable Accounting Policies and applying them consistently;
13.2. Making judgements and estimates that are reasonable and prudent;
13.3. Preparing Financial Statements on an ongoing basis unless it is not appropriate to assume that the Company will continue on that basis.

The Management Committee is responsible for maintaining proper Accounting Records which disclose with reasonable accuracy, at any time, the financial position of the Charitable Company, and to enable them to ensure that the Financial Statements comply with the Companies Act 1985. The Management Committee is responsible for Safeguarding Assets of the Charitable Company and for taking reasonable steps to prevent and detect Fraud and other irregularities. Members of the Management Committee who served during the year and up to the date of this Report, certify that:

1.1. So far as we are aware, there is no relevant Audit information of which the Company's Auditors are unaware;

1.2. As Company Directors we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant Audit information and to establish that the Charity's Auditors are aware of that information. Our Auditor's, Community 360, were re-appointed as the Charitable Company's Auditors during the year and have expressed willingness to continue in that capacity. This Report was prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities, issued in March 2005, and in accordance with Special Provisions of Part VII of the Companies Act 1985 relating to Small Entities. Approved by the Management Committee on 10th July 2019, and signed on its behalf by our Vice Chair: Howard Watling.

Howard Watling  Date: 26/7/2019

CHARMS THE ESSEX THERAPY CENTRE

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JANUARY 2019

	Note	Unrestricted Total £	2019 Total £	2018 Total £
Income and Endowments from:				
Donations and legacies	2	23,471	23,471	18,142
Other trading activities	4	20,903	20,903	22,504
Income from Investments	3	14	14	7
Total income and Endowments		**44,388**	**44,388**	**40,653**
Expenditure on:				
Charitable activities	5	53,506	53,506	37,849
Total resources expended		**53,506**	**53,506**	**37,849**
Net income/(expenditure)		**(9,118)**	**(9,118)**	**2,804**
Transfer between funds		-	-	-
Net income		**(9,118)**	**(9,118)**	**2,804**
Fund balances at 1 February 2018		62,664	62,664	59,860
Fund balances at 31 January 2019		**53,546**	**53,546**	**62,664**

Notes on pages 9-11 form part of these accounts.

CHARMS THE ESSEX THERAPY CENTRE

BALANCE SHEET
AS AT 31 JANUARY 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets	10	22,964	25,515
Current assets			
Bank Balances		30,810	37,605
		30,810	37,605
Current liabilities			
Creditors: amounts falling due within one year	11	228	456
Net current assets		30,582	37,149
Total assets less current liabilities		**53,546**	**62,664**
Income funds			
Unrestricted funds		25,196	34,314
Capital Reserve		28,350	28,350
		53,546	**62,664**

For the year ended 31 January 2019 the company was entitled to exemption from audit under section 477 of the Companies Act 2006.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies regime.

The directors declare that they have approved the accounts above on:

Howard Watling Howard Watling **Date** 26/7/2019

Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the proceeding year.

Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practise applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Cash Flow

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

Incoming resources

Grants receivable are recognised in the accounts when conditions for their receipt are satisfied. Grants with conditions attached to their use are included in restricted funds. Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable.

Resources expended

All expenditure is accounted for on an accruals basis and is recognised when there is a legal or constructive obligation to pay. Expenditure has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular heading they have been allocated to activities on a basis consistent with the use of the resources.

Costs classified as governance relate to the general running of the charity and include the operations of the Board of Trustees and addressing constitutional audit and other statutory matters.

Resources expended include attributable VAT, which cannot be recovered.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each assets over its expected useful life as follows:

Fixtures, fittings and equipment: 25% Straight Line Basis
Office Equipment : 25% Straight Line Basis
Oxygen Tank: 10% Reducing Balance Method

Going Concern

The charity is operating on a going concern basis.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2019

2. Donations and legacies

	Unrestricted	2019	2018
	£	£	£
Donations and gifts	3,196	3,196	11,142
Grants	20,275	20,275	7,000
	23,471	23,471	18,142

3. Investment income

	Unrestricted	2019	2018
	£	£	£
Interest receivable	14	14	7

4. Activities for generating funds

	Unrestricted	2019	2018
	£	£	£
Centre income	20,903	20,903	22,504
	20,903	20,903	22,504

5. Total resources expended

	Unrestricted	2019	2018
	£	£	£
Rent	22,930	22,930	9,328
Insurance	1,633	1,633	2,746
Utilities	1,241	1,241	1,815
Oxygen	4,833	4,833	6,548
Salaries	17,807	17,807	12,327
Professional fees	228	228	228
Depreciation	2,552	2,552	2,835
Sundries	2,282	2,282	2,022
	53,506	53,506	37,849

6. Governance costs

Governance costs includes payments to the independent examiner of £228 (2018: £228) for examination fees

7. Trustees

None of the Trustees received any remuneration during the year.

8. Employees

	2019	2018
	£	£
Wages and Salaries	17,807	12,327
	17,807	**12,327**

No staff were paid more than £60,000 per anum.

9. Key Management Personnel

During the year total remuneration of £19,257 (2018 £12,327) was paid to key management personnel. The remuneration of key management personnel is decided upon and authorised by the trustees.

10. Tangible fixed assets

	Oxygen Chamber £	Office Equipment £	Fixtures & Fittings £	Total £
Cost				
At 31 January 2018	140,337	4,000	10,000	154,337
Revaluation	-	-	-	-
At 31 January 2019	140,337	4,000	10,000	154,337
Depreciation				
At 1 February 2018	114,822	4,000	10,000	128,822
Charge for the year	2,552	-	-	2,552
At 31 January 2019	117,374	4,000	10,000	131,374
Net Book Value				
At 31 January 2019	22,964	-	-	22,964
At 31 January 2018	25,515	-	-	25,515

11. Creditors: amounts falling due within one year

	2019 £	2018 £
Trade creditors	228	456
	228	**456**

12. Members' Liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

CHARMS THE ESSEX THERAPY CENTRE

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 JANUARY 2019

I report on the accounts of Charms Essex Therapy Centre for the year ended 31 January 2019 which are set out on pages 7 to 11.

Respective responsibilities of trustees and examiner

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144 (2) of the Charities Act 2011 (The Act) but that an independent examination is needed.

It is my responsibility to:

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

Basis of independent examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes considerations of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no material matters have come to my attention which gives me cause to believe that in, any meterial respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and contennt of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair' view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Shelley-Marie Rudling FMAAT MIP for and on behalf of:
Community360
Winsley's House, High Street, Colchester, Essex Date 29th July 2019