REGISTERED CHARITY NUMBER 278998

THE PHOENIX STROKE CLUB

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2016

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:	Mr. N. Haverson Mr. D.G. Burstow Dr. R. Bailey Mrs. L. Niven Mrs. C. Williams Mr. J. McPherson Mr. M.I. Haverson Mrs. S. Shier Mrs. L. Kitchen Dr. Y. Abousleiman
Independent Examiner:	S. Ediss FCA Kreston Reeves LLP Springfield House Springfield Road Horsham West Sussex RH12 2RG
Bankers:	Barclays Bank 2 The Carfax Horsham West Sussex RH12 1DN
Principal Address:	Forest Community School Comptons Lane Horsham West Sussex RH13 5NW

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

The trustees submit their annual report and financial statements for the period ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland the Charities SORP (FRS 102) (effective 1 January 2015) ("SORP FRS 102").

Structure, Governance and Management

The Charity was formed by a Trust Deed dated 12 November 1979. That Trust Deed has subsequently been updated with the original Trust Deed replaced by a new Constitution dated 16 September 2013. Amended Objects of the Charity have been approved by a Charity Commission Scheme dated 14 June 2016.

The trustees actively consider the recruitment of new trustees. Trustees may be appointed at a general meeting of the members of the Club.

The day to day running and development of the Club is undertaken by a part-time manager and an assistant manager appointed by the trustees along with a group of volunteers.

Trustees

The trustees who served during the year and up to the date of signing the financial statements were:

Mr. N. Haverson Dr. R. Bailey Mr. D.G. Burstow Mrs. L. Niven Mrs. C. Williams Mr. J. McPherson Mr. M.I. Haverson Mrs. S. Shier Mrs E Kitchen Dr. Y Abousleiman (appointed 14th July 2015)

Objectives and Activities

The objective of the Club is the relief of stroke survivors and others with similar neurological problems by the provision of a safe environment in the interests of social welfare so that their condition of life may be improved by rebuilding confidence and assisting with recovery of their social and communication skills.

The charity aims to achieve this by:

Providing a caring and comfortable environment where people who have suffered strokes or other neurological disorders will have the opportunity to improve the quality of their lives and regain their confidence through the support, advice and encouragement offered;

Providing constant liaison between relatives and close friends of such persons and the charity;

Organising activities both indoors and outdoors for the enjoyment and benefit of the club members; and

Providing practical support to assist with the recovery of physical and communication skills.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Club's aims and objectives and in planning future activities.

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

Achievements and Performance

The Phoenix Stroke Club has, during the financial year covered by these accounts, provided a meeting and Club facility on three days a week between 10.30am and 3.30pm on Mondays, Tuesdays and Wednesdays.

The Club encourages social interaction, rehabilitation and improved speech through a varied range of activities including quizzes, crafts, games, exercises, outings and entertainment. The Club also provides respite for carers.

The Communication Group which was established early in 2008 continues to meet on a Thursday morning with a specific object of assisting in the rehabilitation of speech and other communication skills. This group is now at its capacity and operates effectively on a "one-to-one" basis with volunteers dedicated to this aspect of our work. During the year our managers and volunteers have worked with other specialist groups exchanging information and skills and improving the expertise and service that the club is able to offer through The Communication Group.

The Forum, established in 2013, enables the exchange of views and ideas between members, carers, volunteers and trustees. That Forum led to the creation of a carers support group which has continued to develop whereby carers are able to meet and exchange information and experiences. In addition the Club publishes a quarterly newsletter to keep members, carers, volunteers, and other interested parties abreast of progress and Club activity.

In May 2015 a successful members' holiday took place in Bournemouth. The holiday catered for a total of 10 members and carers. Financial support was provided from a number of sources and support on the holiday was provided by local Rotary and Inner Wheel Clubs.

The year has been one of some growth in respect of membership and activities have increased on last year. The total number of members benefiting from our facilities and services is in excess of 50 and we enjoy the help and support of more than 25 volunteers.

The Club continues to provide additional support to its members through the employment of qualified care enablement workers. The trustees were able to secure funding from a Horsham Charity to continue this through this financial year.

Following advice from WSCC, the trustees resolved, and members confirmed at the AGM in 2013, that charges to members for subscriptions and attendance should increase to a level that more realistically reflects the actual cost of operating the Club. In November 2014, the Trustees agreed a funding policy to guide their decision making. Within that policy it was agreed that funding from fees and charges paid by members should account for at least 35% of the annual cost of running the club. Attendance charges are still significantly below those of similar clubs and a further small increase in charges will be proposed to apply from September of this year. The charges continue to represent fantastic value for our members.

The loss of core funding in 2014 highlighted the importance of the decision by the Trustees in 2009 to build up a reserve of funds equivalent to two years of expenditure. Whilst the Trustees have been able to secure funding from three charitable bodies that will provide funding through to 2017, the Trustees continue to look to secure other funding to ensure the future stability of the club.

The statement of financial activities (page 6) shows a decrease in total income of just under £6,800. This decrease is mainly due to funding lost from WSCC this year. This reduction in grant money has resulted in a decrease in surplus for the year of just under £11,000 at £15,265.

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

Risk Management

The trustees are responsible for the management of the risks faced by the Charity. Risks are identified, assessed, and controls established throughout the period. A formal review of the Charity's risk management process is undertaken on an annual basis. The key controls used by the Charity include a formal agenda for trustee activity and trustee involvement in all decisions taken. Through the risk management process established by the Charity, the trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Public Benefit

In planning activities within the Club the Trustees are mindful of their responsibilities to meet the Charity Commission's guidance on Public Benefit from the purposes for which the charity was established.

1. Providing a caring and comfortable environment where people who have suffered strokes or other neurological disorders will have the opportunity to improve the quality of their lives and regain their confidence through the support, advice and encouragement offered.

• The Club provides a number of activities designed to provide constructive help support and encouragement to enable the members to enjoy as full a life as possible for them as an individual and to help them continue with their own rehabilitation.

2. Providing constant liaison between relatives and close friends of such persons and the charity;

• The club recognises the benefits of supporting Member's Carers and provides a specific forum for Carers to meet on their own, encourages Carers to join in the Annual Holiday and provides carers with written information and signposting to external support where appropriate.

3. Organising activities both indoors and outdoors for the enjoyment and benefit of the club members;

• The Club organises a number of outings for Members and their Carers away from the Club premises as an additional means of stimulation and support.

4. Providing practical support to assist with the recovery of physical and communication skills.

• The Club provides a specific communications group on an on-going basis to assist those members who require this level of support to enable them to communicate with others via a number of different means not just verbal. This last year the Club has started a new service to provide members with an individual physiotherapy and occupational therapy assessment to provide a tailor made exercise package to assist the member in their on-going rehabilitation.

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2016

Reserves Policy

The charity requires reserves to ensure that it can meet all its commitments to the members, staff and volunteers. There are three types of reserves held:

a) Restricted reserves

Grants and donations received by the Charity which can only be used for the purposes specified by the donor. This includes funds received from various charitable bodies and other grant making organisations for the management and development of the Club, grants made for specialist projects and for trips, and money received to cover the costs of employing care assistants. At the year end the charity has restricted reserves of $\pounds 21,456$ (2015 - $\pounds 19,380$).

b) Designated reserves

These are monies set aside by the trustees for specific purposes including the Buildings Reserve (which is essential for the future maintenance and repair of the fabric of the Clubhouse and its possible replacement in the future) and a newly created reserve to fund the provision of specialised services to our members such as, but not exclusively, physiotherapy. At the year end the charity had designated reserves of \pounds 62,600 (2015 - \pounds 52,600).

c) Other unrestricted reserves

Reserves of accumulated surpluses which the charity is free to use as it sees fit to enable the continuation of its activities. At the year end the charity had other unrestricted reserves of \pounds 36,641 (2015 - \pounds 33,452).

The trustees have attempted over the last five years to set aside reserves with a view to accumulating free reserves up to a level equivalent to two years of total expenditure. Because of the age of our Clubhouse and uncertainty as to our long-term security on the School site, the trustees resolved some years ago to establish a Building Reserve and, wherever possible, to increase that Reserve by at least £5,000 per year.

At the end of the financial year ending 31 March 2016 the total free reserves, after restricted funds, held by the charity were \pounds 99,241 (2015: \pounds 86,052). This equates to 18.4 months of total expenditure (76.67% of the trustees stated policy of 24 months of expenditure). At the end of the financial year 31 March 2015 reserves equated to 17.1 months of total expenditure (71.25% of the trustees stated target).

Statement of trustees' responsibilities

The trustees are required to prepare the financial statements of each financial year which give a true and fair view of the state of affairs of the club and of the surplus or deficit of the club in that period. In preparing these financial statements, the trustees are required to:

Select suitable accounting policies and apply them consistently;

Make judgements and estimates that are reasonable and prudent; and

Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the club will continue in business.

The trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2008 and the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the trustees on

and signed on their behalf by

Mr. N. Haverson Chairman of trustees

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2016

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Training of staff and volunteers - 165 165 - 805 805 Depreciation 276 - 276 276 347 - 347 Total expenditure 17,904 46,379 64,283 10,371 49,821 60,192 Net income/(expenditure) 13,189 2,076 15,265 21,665 4,477 26,142 Transfers between funds 6 - - - - - - Net movement in funds 13,189 2,076 15,265 21,665 4,477 26,142 Reconciliation of funds: 86,052 19,380 105,432 64,387 14,903 79,290	5		1,982	,	,	-	,	-,
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Net income/(expenditure) 13,189 2,076 15,265 21,665 4,477 26,142 Transfers between funds 6 -<			276	-	276	347	-	347
Net income/(expenditure) 13,189 2,076 15,265 21,665 4,477 26,142 Transfers between funds 6 - - - - - - Net movement in funds 13,189 2,076 15,265 21,665 4,477 26,142 Reconciliation of funds: Funds brought forward at 1 April 2015 86,052 19,380 105,432 64,387 14,903 79,290	Total expenditure	•	17,904	46,379	64,283	10,371	49,821	60,192
Transfers between funds 6 - <td>-</td> <td></td> <td></td> <td></td> <td></td> <td>· · · · · · · · · · · · · · · · · · ·</td> <td> i</td> <td>ł.</td>	-					· · · · · · · · · · · · · · · · · · ·	i	ł.
Net movement in funds 13,189 2,076 15,265 21,665 4,477 26,142 Reconciliation of funds: Funds brought forward at 1 April 2015 86,052 19,380 105,432 64,387 14,903 79,290	Net income/(expenditure)		13,189	2,076	15,265	21,665	4,477	26,142
Reconciliation of funds: Funds brought forward at 1 April 2015 86,052 19,380 105,432 64,387 14,903 79,290	Transfers between funds	6	-	-	-	-	-	-
Funds brought forward at 1 April 2015 86,052 19,380 105,432 64,387 14,903 79,290	Net movement in funds		13,189	2,076	15,265	21,665	4,477	26,142
Funds carried forward at 31 March 2016 99,241 21,456 120,697 86,052 19,380 105,432			86,052	19,380	105,432	64,387	14,903	79,290
	Funds carried forward at 31 March 2016		99,241	21,456	120,697	86,052	19,380	105,432

All income and expenditure derive from continuing activities.

BALANCE SHEET

AT 31 MARCH 2016

	Notes		2016 £		2015 £
Fixed assets Tangible fixed assets	4		1,107		1,383
Current assets Prepayments and accrued income Cash at bank and in hand		1,145 132,593 133,738		1,738 118,635 120,373	
Creditors: amounts falling due within one year	5	14,148		16,324	
Net current assets			119,590		104,049
Net assets			120,697	-	105,432
Represented By:					
Restricted funds Unrestricted income funds	6		21,456		19,380
General funds Buildings reserve Specialist services reserve	7 7 7		36,641 47,600 15,000		33,452 42,600 10,000
			120,697	=	105,432

Approved by the trustees and authorised for issue on

and signed on their behalf by

Mrs. C. Williams Trustee

STATEMENT OF CASH FLOWS

YEAR ENDED 31 MARCH 2016

Reconciliation of net income for the year to net cash inflow from operating activities	2016 £	2015 £
Net income for the year	15,265	26,142
Adjustments for:		
Depreciation	276	347
Deduct income from investments	(93)	(364)
Decrease in prepayments and accrued income	593	211
(Decrease)/increase in creditors	(2,176)	9,668
Net cash inflow from operating activities	13,865	36,004
Cash flow from investing activities		
Interest received	93	364
Net cash inflow from investing activities	93	364
Reconciliation of net cash flow to movement in net funds		
Net increase in cash in the year	13,958	36,368
Cash at bank and in hand at 1 April	118,635	82,267
Cash at bank and in hand at 31 March	132,593	118,635

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1 Principal accounting policies

General information and basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102. The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest \pounds .

Fund accounting

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Designated funds comprise of a buildings reserve to provide funds for potential building repairs, replacement or relocation and a specialist services reserve to provide specialised services to members such as physiotherapy.

Restricted income funds are subjected to restrictions on their expenditure imposed by the donor or through the terms set out in its use.

Income

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Deferred income represents amounts received in respect of future periods. It is released to the statement of financial activities when the conditions of entitlement has been met.

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

Grants

Grants are accounted for under the performance model. Grant income is recognised as follows:

- a grant that does not impose specified future performance-related conditions on the recipient is recognised in income when the grant proceeds are received or receivable;

- a grant that imposes specified future performance-related conditions on the recipient is recognised in income only when the performance-related conditions are met; and

- grants received before the revenue recognition criteria are satisfied are recognised as a liability.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Allocation of support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities. They are incurred directly in support of expenditure on the objects of the charity and have been all allocated against charitable activities. The full details of the expenditure are shown on the Statement of Financial Activities.

Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost, less estimated residual value, of each asset evenly over its expected useful life, as follows:

Buildings and improvements	20% reducing balance
Furnishings and equipment	20% reducing balance

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

1 Principal accounting policies continued

Debtors and creditors

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

Other employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled to recognise at the undiscounted amount expected to be paid in exchange for that service.

2 Staff costs

Staff costs for the year were as follows:	2016 £	2015 £
Wages and salaries	24,259	20,867
All wages and salaries are for key management personnel.		
The average monthly number of employees was:	2016 Number	2015 Number
Direct charitable	2	2

There were no staff paid over \pounds 60,000 per annum (2015: \pounds nil). No trustees were paid any remuneration or reimbursed any expenditure during the year.

3 Independent examination

Total remuneration for the period amounted to £Nil (2015: £Nil).

4 Tangible fixed assets

	Buildings and improvements £	Furnishings and equipment £	Total £
Cost At 1 April 2015	19,270	8,370	27,640
At 31 March 2016	19,270	8,370	27,640
Depreciation At 1 April 2015 Charge for the period At 31 March 2016	18,804 93 	7,453 183 7,636	26,257 276 26,533
Net book value At 31 March 2016 At 31 March 2015	373 466	734 <u>917</u>	1,107 1,383

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

5 Creditors

	2016 £	2015 £
Other creditors Deferred income	1,086 13,062	2,254 14,070
Creditors includes deferred income:	14,148	16,324
	2016 £	2015 £
As at 1 April 2015 Amount released to income Amount deferred in the year As at 31 March 2016	14,070 (14,070) <u>13,062</u> <u>13,062</u>	3,879 (3,879) 14,070 14,070

Deferred income comprises a grant that the Club has received in advance for funding from The Davy Foundation of £10,000 (2015: £12,500) and £3,062 (2015: £1,570) relating to payments received in advance for the 2016 holiday.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

6 Restricted funds

	Special projects and trips £	Wheelchair lap trays £	Club management and development £	Volunteer training £	Kitchen equipment £	Christmas activities £
At 1 April 2015 Income Expenditure Transfers	8,923 9,170 (9,860) -	260 - - -	4,300 27,500 (25,789)	1,195 - (165) -	443 760 -	- 800 (800) -
At 31 March 2016	8,233	260	6,011	1,030	1,203	-
	IT equipment £	Professional care assistant £	Therapies Project	Garden Bench	Total £	
At 1 April 2015 Income Expenditure Transfers	534 250 (210)	3,725 4,000 (7,725) -	5,725 (1,830) -	- 250 - -	19,380 48,455 (46,379) -	
At 31 March 2016	574		3,895	250	21,456	

The special projects and trips fund is to be used to meet holiday costs and other outings and various costs associated with special projects. The fund balance carried forward mainly consists of grants and donations received to be used on members' activities and also grants towards the holiday in late 2016.

The wheelchair lap trays fund was created due to a specific donation being made to assist the charity in acquiring additional lap trays.

The club management and development fund is used to pay for the provision, management and development of day care for stroke survivors, including the salaries of the manager and assistant manager. The income this year is the second tranche of funding received from The Davy Foundation.

The volunteer training fund is to be used for the recruitment and training of volunteers. The trustees have implemented a more specialist training programme for volunteers to ensure that the Club is fully resourced for the range of services it now offers.

The kitchen equipment fund is used for the improvement of the kitchen facilities at the premises. The donation received this year was to provide a new dishwasher which is expected to be purchased during the year ended 31 March 2017.

The Christmas activities fund received and spent the entire funding in the year.

The IT equipment fund is used to meet computer and IT related purchases. The IT fund is expected to be utilised during 2017.

The professional care assistant fund was created due to a specific donation to assist the charity in funding a professional care assistant. The fund has been fully utilised during the year.

The therapies project fund was created in response to the trustees desire to provide wider support to the members. The remaining balanace is expected to be utilised over the next two years.

The garden bench fund has been created following a donation to install a new garden bench. This was utilsed in April 2016.

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2016

7 Unrestricted funds

	General funds £	Buildings reserve £	Specialist services reserve £	Total £
At 1 April 2015	33,452	42,600	10,000	86,052
Income	31,093	-	-	31,093
Expenditure	(17,904)	-	-	(17,904)
Transfers	(10,000)	5,000	5,000	-
At 31 March 2016	36,641	47,600	15,000	99,241

The general fund comprises accumulated surplus which may be expended without restriction in furtherance of the charity's objectives.

The buildings reserve has been designated to provide funds for potential building repairs, replacement or relocation.

The specialist services reserve has been designated to provide specialised services to members such as physiotherapy and professional care assistance.

8 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets Cash at bank and in hand Other net current assets/(liabilities)	1,107 97,417 717	- 35,176 (13,720)	1,107 132,593 (13,003)
	99,241	21,456	120,697

9 Transition to Charities SORP (FRS 102)

This is the first year that the charity has presented its financial statements under Charities SORP (FRS 102). The charity has applied Section 35 'Transition to this FRS', of FRS 102 in preparing these financial statements as required by the Charities SORP (FRS 102). The last financial statements for the year ended 31 March 2015 were prepared under previous SORP (2005) and the transition date to Charities SORP (FRS 102) is therefore 1 April 2014. The application of the new SORP has not resulted in a restatement of the charity's funds for this year or the comparative period.

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF

THE PHOENIX STROKE CLUB

I report on the financial statements of the charity for the year ended 31 March 2016, which are set out on pages 5 to 13.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commissioner under section 145(5)(b) of the 2011 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 Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 no opinion is given as to whether the financial statements present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare financial statements which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

S Ediss FCA For and on behalf of Kreston Reeves LLP Chartered Accountants Springfield House Springfield Road Horsham West Sussex RH12 2RG