

REGISTERED CHARITY NUMBER 278998

THE PHOENIX STROKE CLUB

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2017

THE PHOENIX STROKE CLUB

CONTENTS

	Page
Legal and administrative information	1
Report of the trustees	2 - 5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 12
Independent examiner's report	13

THE PHOENIX STROKE CLUB

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees:

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. 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

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 March 2017

The trustees submit their annual report and financial statements for the period ended 31 March 2017. The trustees have adopted the provisions of 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).

Structure, Governance and Management

The Charity was formed under a Trust Deed dated 13 November 1979, revised 8 December 1993. The charity registration number is 278998.

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 a part time 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 L Kitchen
Dr. Y. Abousleiman

Objectives and Activities

The objective of the Charity is to support people who have suffered a stroke or other neurological disorder.

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.

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 March 2017

Achievements and Performance

The Phoenix Stroke Club has, during the financial year covered by these accounts, provided a meeting and Club facility for 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, 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 September 2016 a successful members' holiday took place in Bournemouth. The holiday catered for a total of 17 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 26 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 over £4,800. This decrease is mainly due to the reduction in funding we received from the J Davy Foundation. However with the increase in one off donations together with a tight control of expenditure this has resulted in a surplus for the year of just over £3,500.

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 March 2017

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.

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 March 2017

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 funds held:

a) Restricted funds

Grants and donations received by the Charity which can only be used for the specific 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.

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.

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. The trustees have attempted over the last five years to set aside reserves with a view to accumulating reserves up to a level equivalent to two years of 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 Fund and, wherever possible, to increase that Reserve by at least £5,000 per year.

The trustees have resolved that £5,000 should be transferred from the General Fund to the Buildings Reserve Fund to maintain the Buildings Reserve policy, and that £10,000 be transferred to the Specialised Services Reserve.

At the end of the financial year ending 31st March 2017 free reserves were £108,255 (31st March 2016: £99,241) and the total funds held by the charity were £124,226 (31st March 2016: £120,697). Total funds equated to 20.94 months of expenditure (89.41% of the trustees stated policy of 24 months of expenditure). At the end of the financial year 31st March 2016 total

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

THE PHOENIX STROKE CLUB

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 March 2017

Notes	Unrestricted Funds £	Restricted Funds £	2017 £	Unrestricted Funds £	Restricted Funds £	2016 £
INCOME FROM						
Donations and legacies						
Donations and grants	8,783	10,984	19,767	2,922	16,785	19,707
The Davy Foundation	-	17,500	17,500	-	22,500	22,500
Sponsorship	2,344	-	2,344	485	-	485
Charitable activities						
Members' holiday contributions	-	7,282	7,282	0	9,170	9,170
Members' attendance charges & subscriptions	23,183	-	23,183	23,457	-	23,457
Other trading activities						
Hire of the clubroom	3,777	-	3,777	3,173	-	3,173
Craft, raffles and coffee mornings	829	-	829	963	-	963
Investments						
Interest received	52	-	52	93	-	93
Total income	38,968	35,766	74,734	31,093	48,455	79,548
Resources expended						
Charitable activities						
Cleaners' wages	142	1,283	1,425	170	1,530	1,700
Ground rent and rates	453	-	453	368	-	368
Legal and professional fees	2,655	-	2,655	135	-	135
Light and heat	2,272	-	2,272	2,215	-	2,215
Insurance (buildings and liability)	1,989	-	1,989	2,204	-	2,204
Repairs and renewals	3,396	1,350	4,746	2,787	210	2,997
Telephone	816	-	816	744	-	744
Postage, stationery and advertising	617	-	617	481	-	481
Catering, activities, gifts and Christmas	5,953	2,192	8,145	6,359	2,852	9,211
Members' holiday	-	8,271	8,271	-	7,808	7,808
Subscriptions	-	-	-	83	-	83
Transport expenses	32	-	32	100	-	100
Staff wages	-	25,115	25,115	-	24,259	24,259
Therapies Specialist	-	3,000	3,000	-	-	-
Professional care assistant	10,907	-	10,907	1,982	9,555	11,537
Training of staff and volunteers	-	40	40	-	165	165
Depreciation	222	-	222	276	-	276
Other	500	-	500	-	-	-
Total expenditure	29,954	41,251	71,205	17,904	46,379	64,283
Net income/(expenditure)	9,014	(5,485)	3,529	13,189	2,076	15,265
Net movement in funds	9,014	(5,485)	3,529	13,189	2,076	15,265
Reconciliation of funds:						
Funds brought forward at 1 April 2016	99,241	21,456	120,697	86,052	19,380	105,432
Funds carried forward at 31 March 2017	108,255	15,971	124,226	99,241	21,456	120,697

All income and expenditure derive from continuing activities.

THE PHOENIX STROKE CLUB

BALANCE SHEET

YEAR ENDED 31 March 2017

	Notes	2017 £	2016 £
Fixed assets			
Tangible fixed assets	4	885	1,107
Current assets			
Prepayments and accrued income		1,201	1,145
Cash at bank and in hand		131,340	132,593
		<u>132,541</u>	<u>133,738</u>
Creditors: amounts falling due within one year			
	5	<u>9,200</u>	<u>14,148</u>
Net current assets			
		123,341	119,590
		<u>124,226</u>	<u>120,697</u>
Represented By:			
Restricted funds	6	15,971	21,456
Unrestricted income funds			
General funds	7	30,655	36,641
Buildings reserve	7	52,600	47,600
Specialist services reserve	7	25,000	15,000
		<u>124,226</u>	<u>120,697</u>

Approved by the trustees and authorised for issue on

and signed on their behalf by

Mrs. C. Williams
Trustee

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

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), including Update Bulletin 1, 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 £.

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

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

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.

Going concern

There are no material uncertainties related to events or conditions that may cast significant doubt upon the entity's ability to continue as a going concern.

Estimates and judgements

Depreciation rates and useful economic lives of the tangible fixed assets are the only elements of estimates and judgements applied by the trustees. No other judgements are applied.

2 Staff costs

Staff costs for the year were as follows:

	2017	<i>2016</i>
	£	<i>£</i>
Wages and salaries	23,518	<i>23,187</i>
Social security costs	1,414	<i>1,072</i>
Other pension costs	183	<i>-</i>
	<u>25,115</u>	<i><u>24,259</u></i>

All wages and salaries are for key management personnel.

The average monthly number of employees was:

	2017	<i>2016</i>
	Number	<i>Number</i>
Direct charitable	<u>2</u>	<i><u>2</u></i>

There were no staff paid over £60,000 per annum (2016: £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 (2016: £Nil).

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

4 Tangible fixed assets

	Buildings and improvements £	Furnishings and equipment £	Total £
Cost			
At 1 April 2016	19,270	8,370	27,640
At 31 March 2017	<u>19,270</u>	<u>8,370</u>	<u>27,640</u>
Depreciation			
At 1 April 2016	18,897	7,636	26,533
Charge for the period	74	148	222
At 31 March 2017	<u>18,971</u>	<u>7,784</u>	<u>26,755</u>
Net book value			
At 31 March 2017	<u>299</u>	<u>586</u>	<u>885</u>
<i>At 31 March 2016</i>	<u><i>373</i></u>	<u><i>734</i></u>	<u><i>1,107</i></u>

5 Creditors

	2017	<i>2016</i>
	£	£
Other creditors	250	<i>1,086</i>
Deferred income	8,950	<i>13,062</i>
	<u>9,200</u>	<u><i>14,148</i></u>
Creditors includes deferred income:		
	2017	<i>2016</i>
	£	£
As at 1 April	13,062	<i>14,070</i>
Amount released to incoming resources	(13,062)	<i>(14,070)</i>
Amount deferred in the year	8,950	<i>13,062</i>
As at 31 March	<u>8,950</u>	<u><i>13,062</i></u>

Deferred income comprises a grant that the Club has received in advance for funding from The Davy Foundation of £7,500 (2016: £10,000) and £1,450 (2016: £3,062) relating to payments received in advance for the 2017 holiday.

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

6 Restricted funds

	Special projects and trips £	Wheelchair lap trays £	Club management and development £	Volunteer training £	Kitchen equipment £	Garden Shed £
At 1 April 2016	8,233	260	6,011	1,030	1,203	-
Income received	11,524	-	22,500	-	-	1,100
Resources expended	(9,821)	-	(26,398)	(40)	-	(1,100)
At 31 March 2017	9,936	260	2,113	990	1,203	-

	IT equipment £	Therapies Project	Garden Bench	Christmas activities	Total £
At 1 April 2016	574	3,895	250	-	21,456
Income received	-	-	-	642	35,766
Resources expended	-	(3,000)	(250)	(642)	(41,251)
At 31 March 2017	574	895	-	-	15,971

The special projects and trips fund is to be used to meet transport costs on holidays 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 2017.

The wheelchair lap tray 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 primarily the third 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 Garden shed fund was for the new garden tool shed. The fund was fully utilised in the period.

The kitchen equipment fund is used for the improvement of the kitchen facilities at the premises.

The IT equipment fund is used to meet computer and IT related purchases. The current year income has been identified for a new printer. The IT fund is expected to be utilised during 2017.

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

The garden shed fund has been created following a donation to install a new garden shed. This was utilised in the year. Garden bench fund has also been utilised in the year.

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2017

7 Unrestricted funds

	General funds	Buildings	Specialist	Total
	£	reserve	services	£
		£	reserve	
			£	
At 1 April 2016	36,641	47,600	15,000	99,241
Income received	38,968	-	-	38,968
Resources expended	(29,954)	-	-	(29,954)
Transfers	(15,000)	5,000	10,000	-
At 31 March 2017	<u>30,655</u>	<u>52,600</u>	<u>25,000</u>	<u>108,255</u>

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	Restricted	Total
	funds	funds	£
	£	£	
Tangible fixed assets	885	-	885
Cash at bank and in hand	106,419	24,921	131,340
Other net current assets/(liabilities)	951	(8,950)	(7,999)
	<u>108,255</u>	<u>15,971</u>	<u>124,226</u>

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 2017, which are set out on pages 6 to 12.

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