

**REGISTERED CHARITY NUMBER 278998**

**THE PHOENIX STROKE CLUB**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2014**

# THE PHOENIX STROKE CLUB

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## THE PHOENIX STROKE CLUB

### LEGAL AND ADMINISTRATIVE INFORMATION

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**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. Shiers

**Independent Examiner:**

S. Ediss FCA  
Spofforths LLP  
Comewell House  
North Street  
Horsham  
West Sussex  
RH12 1RD

**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 2014**

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The trustees submit their annual report and financial statements for the period ended 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

#### **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 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. Shiers (appointed 10 June 2013)

#### **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 2014**

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#### **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 last year, enables the exchange of views and ideas between members, carers, volunteers and trustees. That forum has now led to the early stages of a carers support group whereby carers are able to meet and exchange information and experiences. In addition the Club has published a Newsletter which it intends to publish quarterly to keep Members, Carers, Volunteers, and other interested parties abreast of progress and Club activity.

In May 2013 a successful members' holiday took place in Bournemouth. The holiday catered for a total of 21 members and carers and has been followed by another, to Bournemouth again, in June of this year. Financial support was provided from a number of sources, including a grant from the Suzanne Green Trust and other donations.

The year has been one of consolidation where our membership and activities have remained at a similar level to the previous year. The total number of members benefiting from our facilities and services is in excess of fifty and we enjoy the help and support of more than thirty volunteers.

The Club continues to provide additional support to its members through the employment of qualified care enablement workers. Further funding was obtained from the Lottery Fund which enabled this extremely important facility to continue during the year which ended 31 March 2014. The trustees are seeking alternative sources of funding to maintain this facility in future years.

The statement of financial activities (page 5) shows an increase in total income of just under £4,000. This increase is due to a number of small increases across the various income streams. This together with a tight control of expenditure has resulted in a surplus for the year of just under £7,000.

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. 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.

During the year, the trustees have continued in their attempt to encourage a dialogue with the Stroke Association with limited success. They have however met with and established a dialogue with other Stroke Clubs in West Sussex with a view to coordinating opportunities and sharing specialist skills and knowledge so as to improve facilities in a wider area of West Sussex.

The Club's current Funding Agreement with WSCC expires at the end of September 2014. The Trustees have recently been advised that their application to extend that funding for a further period was unsuccessful however they are yet to receive any explanation as to the reason for the determined outcome. The Trustees previous decisions to establish reserves means that the Club will be able to continue despite this loss of "core funding" whilst they continue to explore alternative sources of funding for the future.

## THE PHOENIX STROKE CLUB

### REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2014

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#### 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.

#### 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 specific purposes specified by the donor. This includes funds received from West Sussex County Council under the terms of a Service Level Agreement 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 a specific purpose and, in particular, includes 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.

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 Reserve and, wherever possible, to increase that Reserve by at least £5,000 per year.

The trustees have resolved that £5,679 should be transferred from the General Fund to the Buildings Reserve Fund to maintain the Buildings Reserve policy.

#### 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 9 June 2014 and signed on their behalf by



Mr. N. Haverson  
Chairman of trustees

# THE PHOENIX STROKE CLUB

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2014

	Notes	Unrestricted Funds £	Restricted Funds £	2014 £	2013 £
<b>Incoming resources</b>					
<b>Incoming resources from generating funds</b>					
Voluntary income					
Donations and grants		6,570	3,877	10,447	12,853
West Sussex County Council - SLA and care assistant contribution		-	25,526	25,526	25,500
Lottery grant		-	7,371	7,371	2,273
Care assistance - Crispa Charitable Trust		-	-	-	3,000
Members' holiday contributions		-	5,545	5,545	5,075
Members' attendance charges		14,799	-	14,799	12,034
Sponsorship		-	-	-	154
Members' subscriptions		1,358	-	1,358	1,049
Activities for generating funds					
Hire of the clubroom		1,808	-	1,808	1,656
Craft, raffles and coffee mornings		669	-	669	245
Investment income					
Interest received		876	-	876	666
<b>Total incoming resources</b>		<b>26,080</b>	<b>42,319</b>	<b>68,399</b>	<b>64,505</b>
<b>Resources expended</b>					
<b>Charitable activities</b>					
Cleaners' wages		147	1,323	1,470	1,741
Ground rent and rates		36	327	363	610
Legal and professional fees		35	-	35	35
Light and heat		177	1,591	1,768	2,227
Insurance (buildings and liability)		230	2,072	2,302	2,333
Repairs and renewals		2,368	2,490	4,858	7,506
Telephone		-	657	657	538
Postage, stationery and advertising		-	799	799	363
Catering, activities, gifts and Christmas		7,444	216	7,660	7,673
Members' holiday		-	8,612	8,612	8,293
Subscriptions		100	-	100	100
Staff wages	2	-	22,155	22,155	20,977
Professional care assistant		1,311	7,371	8,682	8,406
Training of staff and volunteers		-	1,574	1,574	2,051
Depreciation		431	-	431	541
<b>Total resources expended</b>		<b>12,279</b>	<b>49,187</b>	<b>61,466</b>	<b>63,394</b>
<b>Net incoming resources for the year</b>		<b>13,801</b>	<b>(6,868)</b>	<b>6,933</b>	<b>1,111</b>
<b>Fund balances brought forward at 1 April 2013</b>		<b>52,160</b>	<b>20,197</b>	<b>72,357</b>	<b>71,246</b>
<b>Transfers</b>	6	<b>(1,574)</b>	<b>1,574</b>	<b>-</b>	<b>-</b>
<b>Fund balances carried forward at 31 March 2014</b>		<b>64,387</b>	<b>14,903</b>	<b>79,290</b>	<b>72,357</b>

# THE PHOENIX STROKE CLUB

## BALANCE SHEET

YEAR ENDED 31 MARCH 2014

	Notes	2014 £	2013 £
<b>Fixed assets</b>			
Tangible fixed assets	4	1,730	2,160
<b>Current assets</b>			
Prepayments and accrued income		1,949	3,128
Cash at bank and in hand		82,267	69,824
		<u>84,216</u>	<u>72,952</u>
<b>Creditors: amounts falling due within one year</b>	5	<u>6,656</u>	<u>2,755</u>
<b>Net current assets</b>		<b>77,560</b>	<b>70,197</b>
		<u><b>79,290</b></u>	<u><b>72,357</b></u>
<b>Represented By:</b>			
Restricted funds	6	14,903	20,197
Unrestricted income funds			
General funds	7	26,787	19,562
Buildings reserve	7	37,600	32,598
		<u><b>79,290</b></u>	<u><b>72,357</b></u>

Approved by the trustees and authorised for issue on 9 June 2014 and signed on their behalf by



Mrs. C. Williams  
Trustee



## THE PHOENIX STROKE CLUB

### NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

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#### 1 Principal accounting policies

- (a) The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) "Accounting and Reporting by charities" issued in March 2005.
- (b) All incoming resources are included on the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.
- (c) All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs to a category.
- (d) Depreciation is provided to write off assets over their estimated useful economic lives at 20% per annum on the reducing balance basis.

#### 2 Staff costs

Staff costs for the period were as follows:

	<b>2014</b>	<i>2013</i>
	<b>£</b>	<i>£</i>
Gross wages	<b>20,287</b>	<i>20,250</i>
National insurance	<b>1,868</b>	<i>727</i>
	<b><u>22,155</u></b>	<i><u>20,977</u></i>

Two part time staff members have been employed in the period.

No trustees were paid any remuneration or reimbursed any expenditure during the period.

#### 3 Independent examination

Total remuneration for the period amounted to £Nil (2013: £Nil).

# THE PHOENIX STROKE CLUB

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2014

#### 4 Tangible fixed assets

	Buildings and improvements £	Furnishings and equipment £	Total £
<b>Cost</b>			
At 1 April 2013	19,270	8,370	27,640
At 31 March 2014	<u>19,270</u>	<u>8,370</u>	<u>27,640</u>
<b>Depreciation</b>			
At 1 April 2013	18,543	6,937	25,480
Charge for the period	145	286	431
At 31 March 2014	<u>18,687</u>	<u>7,223</u>	<u>25,910</u>
<b>Net book value</b>			
<b>At 31 March 2014</b>	<u><b>583</b></u>	<u><b>1,147</b></u>	<u><b>1,730</b></u>
<i>At 31 March 2013</i>	<u><i>727</i></u>	<u><i>1,433</i></u>	<u><i>2,160</i></u>

#### 5 Creditors

	2014 £	2013 £
Other creditors	2,777	1,155
Deferred income	3,879	1,600
	<u><b>6,656</b></u>	<u><b>2,755</b></u>

Deferred income comprises a grant that the Club has received in advance for the employment of a professional care assistant of £2,529 (2013: £nil) and £1,350 (2013: £1,600) relating to payments received in advance for the 2014 holiday.

# THE PHOENIX STROKE CLUB

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2014

### 6 Restricted funds

	Special projects and trips £	Wheelchair lap trays £	Club management and development £	Volunteer training £	Kitchen equipment £	Christmas activities £
At 1 April 2013	10,830	260	6,205	2,000	566	-
Income received	5,610	-	32,897	-	-	216
Resources expended	(8,611)	-	(36,296)	(1,574)	(114)	(216)
Transfers	-	-	-	1,574	-	-
<b>At 31 March 2014</b>	<b>7,829</b>	<b>260</b>	<b>2,806</b>	<b>2,000</b>	<b>452</b>	<b>-</b>

  

	IT equipment £	Carpet £	Total £
At 1 April 2013	336	-	20,197
Income received	1,246	2,350	42,319
Resources expended	(26)	(2,350)	(49,187)
Transfers	-	-	1,574
<b>At 31 March 2014</b>	<b>1,556</b>	<b>-</b>	<b>14,903</b>

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 members' deposits for the holiday in May 2014.

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 net income received in the period is from West Sussex County Council under the terms of a Service Level Agreement.

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 was received in October 2011 and the trustees started to use the funds in March 2012 with continuing investment in equipment occurring in 2013.

The Christmas activities fund and carpet fund received specific funding during the year, which was fully utilised 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 2014.

# THE PHOENIX STROKE CLUB

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2014

#### 7 Unrestricted funds

	General funds £	Buildings reserve £	Total £
At 1 April 2013	19,562	32,598	52,160
Income received	26,080	-	26,080
Resources expended	(11,602)	(677)	(12,279)
Transfers	(7,253)	5,679	(1,574)
<b>At 31 March 2014</b>	<b>26,787</b>	<b>37,600</b>	<b>64,387</b>

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

#### 8 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Tangible fixed assets	1,730	-	1,730
Cash at bank and in hand	61,702	20,565	82,267
Other net current assets/(liabilities)	955	(5,662)	(4,707)
	<b>64,387</b>	<b>14,903</b>	<b>79,290</b>

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE PHOENIX STROKE CLUB**

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I report on the financial statements of the charity for the year ended 31 March 2014, which are set out on pages 5 to 10.

### **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 Spofforths LLP  
Chartered Accountants  
Comewell House  
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23 June 2014