

REGISTERED CHARITY NUMBER 278998

THE PHOENIX STROKE CLUB

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2015

THE PHOENIX STROKE CLUB

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THE PHOENIX STROKE CLUB

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

Independent Examiner: S. Ediss FCA
Spofforths LLP
Springfield House
Springfield Road
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West Sussex
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Bankers: Barclays Bank
2 The Carfax
Horsham
West Sussex
RH12 1DN

Principal Address: Forest Community School
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West Sussex
RH13 5NW

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2015

The trustees submit their annual report and financial statements for the period ended 31 March 2015. 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. Shier
Mrs L Kitchen (appointed 7th July 2014)

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 2015

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 2014 a successful members' holiday took place in Bournemouth. The holiday catered for a total of 18 members and carers and has been followed by another, to Bournemouth again, in May 2015. Financial support was provided from a number of sources, including the Suzanne Green Trust.

During the year, the trustees have continued in their attempt to encourage a dialogue with the Stroke Association with limited success. Whilst a new manager was appointed by the Stroke Association for the West Sussex area this turned out to be a very short term appointment and we await a further appointment to continue any dialogue.

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. Further funding was obtained from the Lottery Fund which enabled this extremely important facility to continue during the year which ended 31 March 2015. The trustees were able to secure funding from a Horsham Charity to continue this through to September 2015 and we will be seeking funding to continue it on into 2016.

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 Club's funding agreement with WSCC expired at the end of September 2014. The loss of this core funding 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 were 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 5) shows an increase in total income of just under £18,000. This increase is mainly due to funding secured from charitable bodies following the loss of our core funding from the WSCC during the year. This money received in advance together with a tight control of expenditure has resulted in a surplus for the year of just over £26,000.

THE PHOENIX STROKE CLUB

REPORT OF THE TRUSTEES

YEAR ENDED 31 MARCH 2015

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 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 Reserve 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.


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 *8th June 2015* and signed on their behalf by


Mr. N. Haverson
Chairman of trustees

THE PHOENIX STROKE CLUB

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2015

	Notes	Unrestricted Funds £	Restricted Funds £	2015 £	2014 £
Incoming resources					
Incoming resources from generating funds					
Voluntary income					
Donations and grants		7,834	21,784	29,618	10,447
West Sussex County Council - SLA		-	12,750	12,750	25,526
The Davy Foundation		-	12,500	12,500	-
Lottery grant		-	2,529	2,529	7,371
Members' holiday contributions		-	4,735	4,735	5,545
Members' attendance charges		18,697	-	18,697	14,799
Sponsorship		140	-	140	-
Members' subscriptions		1,535	-	1,535	1,358
Activities for generating funds					
Hire of the clubroom		2,699	-	2,699	1,808
Craft, raffles and coffee mornings		767	-	767	669
Investment income					
Interest received		364	-	364	876
Total incoming resources		32,036	54,298	86,334	68,399
Resources expended					
Charitable activities					
Cleaners' wages		182	1,638	1,820	1,470
Ground rent and rates		37	329	366	363
Legal and professional fees		177	-	177	35
Light and heat		103	930	1,033	1,768
Insurance (buildings and liability)		254	2,287	2,541	2,302
Repairs and renewals		1,593	1,380	2,973	4,858
Telephone		-	690	690	657
Postage, stationery and advertising		-	2,015	2,015	799
Catering, activities, gifts and Christmas		7,293	1,835	9,128	7,660
Members' holiday		-	8,241	8,241	8,612
Subscriptions		100	-	100	100
Transport expenses		285	-	285	-
Staff wages	2	-	20,867	20,867	22,155
Professional care assistant		-	8,804	8,804	8,682
Training of staff and volunteers		-	805	805	1,574
Depreciation		347	-	347	431
Total resources expended		10,371	49,821	60,192	61,466
Net incoming resources for the year		21,665	4,477	26,142	6,933
Fund balances brought forward at 1 April 2014		64,387	14,903	79,290	72,357
Transfers	6	-	-	-	-
Fund balances carried forward at 31 March 2015		86,052	19,380	105,432	79,290

THE PHOENIX STROKE CLUB

BALANCE SHEET

YEAR ENDED 31 MARCH 2015

	Notes	2015 £	2014 £
Fixed assets			
Tangible fixed assets	4	1,383	1,730
Current assets			
Prepayments and accrued income		1,738	1,949
Cash at bank and in hand		118,635	82,267
		<u>120,373</u>	<u>84,216</u>
Creditors: amounts falling due within one year			
	5	<u>16,324</u>	<u>6,656</u>
Net current assets			
		104,049	77,560
		<u>105,432</u>	<u>79,290</u>
Represented By:			
Restricted funds	6	19,380	14,903
Unrestricted income funds			
General funds	7	33,452	26,787
Buildings reserve	7	42,600	37,600
Specialist services reserve	7	10,000	-
		<u>105,432</u>	<u>79,290</u>

Approved by the trustees and authorised for issue on ^{8th June} 2015 and signed on their behalf by



Mrs. C. Williams
Trustee

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

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) Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.
- Restricted income funds are subjected to restrictions on their expenditure imposed by the donor or through the terms set out in its use.
- (c) 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.
- Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received.
- (d) All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs to a category.
- (e) 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:

	2015	<i>2014</i>
	£	<i>£</i>
Gross wages	19,477	<i>20,287</i>
National insurance	1,390	<i>1,868</i>
	<u>20,867</u>	<i><u>22,155</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 (2014: £Nil).

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

4 Tangible fixed assets

	Buildings and improvements £	Furnishings and equipment £	Total £
Cost			
At 1 April 2014	19,270	8,370	27,640
At 31 March 2015	<u>19,270</u>	<u>8,370</u>	<u>27,640</u>
Depreciation			
At 1 April 2014	18,687	7,223	25,910
Charge for the period	117	230	347
At 31 March 2015	<u>18,804</u>	<u>7,453</u>	<u>26,257</u>
Net book value			
At 31 March 2015	<u><u>466</u></u>	<u><u>917</u></u>	<u><u>1,383</u></u>
<i>At 31 March 2014</i>	<u><u>583</u></u>	<u><u>1,147</u></u>	<u><u>1,730</u></u>

5 Creditors

	2015 £	2014 £
Other creditors	2,254	2,777
Deferred income	14,070	3,879
	<u>16,324</u>	<u>6,656</u>
Creditors includes deferred income:		
	2015 £	2014 £
As at 1 April 2014	3,879	1,600
Amount released to incoming resources	(3,879)	(1,600)
Amount deferred in the year	14,070	3,879
As at 31 December 2014	<u>14,070</u>	<u>3,879</u>

Deferred income comprises a grant that the Club has received in advance for funding from The Davy Foundation of £12,500 (2014: £nil) and £1,570 (2014: £1,350) relating to payments received in advance for the 2015 holiday.

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

6 Restricted funds

	Special projects and trips £	Wheelchair lap trays £	Club management and development £	Volunteer training £	Kitchen equipment £	Christmas activities £
At 1 April 2014	7,829	260	2,806	2,000	452	-
Income received	9,335	-	32,779	-	349	1,835
Resources expended	(8,241)	-	(31,285)	(805)	(358)	(1,835)
Transfers	-	-	-	-	-	-
At 31 March 2015	8,923	260	4,300	1,195	443	-

	IT equipment £	Professional care assistant £	Total £
At 1 April 2014	1,556	-	14,903
Income received	-	10,000	54,298
Resources expended	(1,022)	(6,275)	(49,821)
Transfers	-	-	-
At 31 March 2015	534	3,725	19,380

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 2015.

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 until the agreement ceased and new 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 was received in October 2011 and the trustees started to use the funds in March 2012 with continuing investment in equipment throughout the following period to date. A further donation was received from Horsham Rotary during the year which was used to purchase a new freezer.

The Christmas activities 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 2016.

The professional care assistant fund was created due to a specific donation to assist the charity in funding a professional care assistant. The remaining balance is anticipated to be utilised during 2016.

THE PHOENIX STROKE CLUB

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2015

7 Unrestricted funds

	General funds	Buildings	Specialist	Total
	£	reserve	services	£
		£	reserve	
			£	
At 1 April 2014	26,787	37,600	-	64,387
Income received	32,036	-	-	32,036
Resources expended	(10,371)	-	-	(10,371)
Transfers	(15,000)	5,000	10,000	-
At 31 March 2015	33,452	42,600	10,000	86,052

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.

8 Analysis of net assets between funds

	Unrestricted	Restricted	Total
	funds	funds	£
	£	£	
Tangible fixed assets	1,383	-	1,383
Cash at bank and in hand	85,552	33,083	118,635
Other net current assets/(liabilities)	(883)	(13,703)	(14,586)
	86,052	19,380	105,432

**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 2015, 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

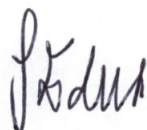
In connection with my examination, no matter has come to my attention:

(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
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7 July 2015