



**Herefordshire Multiple Sclerosis Support Trust**

Report and Financial Statements

Year ending **30 June 2018**

Charity registration number 1151934



**Herefordshire Multiple Sclerosis Support Trust**

**Report and Financial Statements  
For the year ending 30 June 2018**

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## **Herefordshire Multiple Sclerosis Support Trust**

### **Report and Financial Statements For the year ending 30 June 2018**

#### **Period covered by this report and financial statements**

This report and the financial statements cover the financial year from 1 July 2017 to 30 June 2018.

#### **Trust Information**

HMSST is a working (short) name of the Trust.

#### **Trustees**

The trustees who served during the year are:

E Watkins - Chair of Trustees  
K Bell - Secretary  
A Stuffins - Treasurer  
K Brace  
T Court  
J Pitt  
R Powell  
R Wall

The Charity is administered by the trustees. There are no other officers or employees of the Trust.

#### **Principal Office**

Kefalos  
Fownhope  
Hereford  
HR1 4PT

#### **Charity Registration Number**

1151934

#### **Bankers**

HSBC  
32 Gloucester Road  
Ross on Wye  
Herefordshire  
HR9 5LF



## **Herefordshire Multiple Sclerosis Support Trust**

### **Trustees' Report For the year ending 30 June 2018**

The trustees present their annual report and financial statements of the charity for the financial year ended 30 June 2018. The financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts on page 12 and comply with the charity's Trust Deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

### **Objects and activities for the public benefit**

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

The trust furthers its charitable purposes for the public benefit through its grant making policy which aims:

- To promote and protect the health of those affected by Multiple Sclerosis in Herefordshire through the provision of financial assistance, support, education and practical advice.
- To advance the education of the general public in all areas relating to Multiple Sclerosis.

The Trust carries out its objects by seeking to publicise its existence and its services locally and by making Grants to qualifying applicants.

The Trust maintains a website [www.hmsst.org](http://www.hmsst.org) and a presence on social media [www.facebook.com/hmsst](https://www.facebook.com/hmsst). From time to time the Trust places advertisements in the local and regional press inviting qualifying persons to apply for grants in accordance with their needs.

Individual trustees and the Trust organise a small number of fundraising events, and welcome suggestions as to how to make the work of the Trust more widely known.

### **Grant making policy**

Grants to organisations and individuals are considered on the basis of need and the geographical criteria. There are no formal limits of support, either lower or upper. Applicants are limited to one grant application in any rolling 12 month period. All grants are made on a one-off basis. Grants are made or declined at the trustees' absolute discretion in accordance with the Constitution and the charitable objectives. The Constitution limits the maximum distributable amount in grants at any one quarterly meeting of trustees to 30% of the available balance held in the general fund at the time.



## **Herefordshire Multiple Sclerosis Support Trust**

### **Trustees' Report For the year ending 30 June 2018**

#### **Achievements and performance**

During the year, the Trust received 24 (2017: 18) applications for a grant, and made grants in 22 (2017: 13) cases (see Note 6). The trustees are again pleased that the grantees during the year have been able to benefit from their grants. As in previous years, some have been able to holiday when otherwise they would not have been able to do so; others have been able to replace or maintain a vital piece of home/mobility equipment or been helped to adapt their surroundings.

#### **Public benefit statement**

Grants and practical assistance have been made to people affected by Multiple Sclerosis (MS), and people in Herefordshire have been able to apply freely for such assistance. The grants have enabled the grantees to acquire goods and services they could not themselves afford on their own, to maintain or improve their quality of life. The Trust has considered the well-being of the potential grant recipients with MS to seek to ensure a positive impact for them.

In the context of the Trust's available resources, the number who could benefit within Herefordshire is sufficient for the Trust to be satisfied it is meeting the Public Benefit requirement.

The Trust does not make any charge for its services and it exists to ease the burden of hardship placed on many with MS who are unable to afford items and services which could help maintain or improve their quality of life.

#### **Financial review**

Incoming resources for the year amounted to £13,815 (2017: £16,401). Administrative expenses for the year amounted to £72 (2017: £1,767) and governance costs were £ NIL (2017: £ NIL). Grants were made totalling £28,126 (2017: £12,970 (see note 6)). The balance carried forward in the general fund is £62,548 (2017: £76,931).



## **Herefordshire Multiple Sclerosis Support Trust**

### **Trustees' Report For the year ending 30 June 2018**

#### **Risk management**

The trustees have considered the major risks to which the charity is exposed and have continued to review those risks. They have established systems and procedures to manage those risks.

The Trust seeks to manage financial risk by ensuring sufficient liquidity is available to meet foreseeable needs and to invest cash assets safely. The policy throughout the year has been to set a maximum budget for the making of grants during the year. In practice this has allowed the Trust to retain in hand a sum well in excess of its reserve policy while also distributing grants in excess of current fundraising activity.

Grantees are required to acknowledge that their grant has been made for the nominated purpose only, and that the grant is returnable if this condition is not met. The Trust continuously reviews the management of the grant-issuing process to prevent abuse.

#### **Reserves policy**

The trustees have decided at all times to retain the sum of £10,000 in the general fund in order to be able to respond to urgent qualifying grant applications. In practice this means that there is a secondary, base level of retained reserves sufficient to meet the expenses of running the charity for a period of six months. The trustees review this policy from time to time to agree whether or not it remains appropriate.

#### **Structure, governance and management**

The Trust is a registered charity, number 1151934, and is constituted under a Trust Deed adopted on 13 March 2013. The minimum number of trustees is seven. New trustees, other than the founding trustees, serve for a period of two years and may offer themselves to be re-appointed. New trustees are appointed by a resolution of the existing trustees passed at an EGM.

The charity is run by the trustees, who have adopted a Constitution to regulate the grant making process. The trustees have the authority to exercise their powers to further the objects of the charity and it is the trustees who are responsible for the management of risk. Trustees meet quarterly to discuss grant applications in excess of £500 and all other Trust matters. One of the Designated trustees deals with grant applications for smaller sums outside the timing of these meetings.

Occasional fundraising events are held to generate income for, and interest in, the work of the charity. Individual trustees speak at local functions and give any fee or expenses received to the Trust.



## **Herefordshire Multiple Sclerosis Support Trust**

### **Trustees' Report For the year ending 30 June 2018**

#### **Plans for the future**

The trustees will continue to promote the existence of the Trust throughout the county and will seek to inform and educate the wider community in regard to Multiple Sclerosis and its impact upon both the sufferer and their family unit.

The Trust will continue to invite applications for Grants from sufferers of Multiple Sclerosis in Herefordshire, and their carers and families.

The Trust intends over time to establish links with county schools to promote an understanding of the needs of families coping with Multiple Sclerosis.

In continuing to make the charity known, the trustees invite applications from potential grantees in Herefordshire.

#### **Chair of Trustees' review**

Once again the Trust has been able to assist more applicants in the year under review than in the previous year and has allocated a greater sum in grants than previously. This indicates that more people are becoming aware of the Trust's existence helped in part, by the appointment of a second MS Nurse for Herefordshire. This is helping the word of our existence and the help that the Trust can offer to individuals by way of grants to be spread to more potential applicants. The increase in grants awarded is shown in Notes 6 and 11.

As in previous years I would again like to thank all of our Trustees for their time and commitment to the Trust.



## **Herefordshire Multiple Sclerosis Support Trust**

### **Trustees' Report For the year ending 30 June 2018**

#### **Trustees' responsibilities in relation to the financial statements**

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently.
- observe the methods and principles in the applicable Charities SORP.
- make judgements and estimates that are reasonable and prudent.
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business

The trustees are responsible for keeping proper 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 applicable Charities (Accounts and Reports) Regulations, and the provisions of 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.

The trustees are responsible for the maintenance and integrity of the charity and any financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the trustees on 10 October 2018

and signed on their behalf by

E M WATKINS

**E Watkins  
Chair of Trustees**





**Herefordshire Multiple Sclerosis Support Trust**

**INDEPENDENT EXAMINER’S REPORT TO THE TRUSTEES OF  
Herefordshire Multiple Sclerosis Support Trust**

I report on the accounts of Herefordshire Multiple Sclerosis Support Trust (charity no 1151934) for the year ending 30 June 2018, which are set out on pages 9 to 11.

**Respective responsibilities of trustees and examiner**

As the Charity’s trustees you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of independent examiner’s statement**

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts 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:

- 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 Charities Act;
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S W J GRISMAN  
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Independent Examiner

2 October 2018  
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Date

Mr S W J Grisman ACMA CGMA  
131 St Peter’s Close  
Moreton on Lugg  
Hereford  
HR4 8DW



**Herefordshire Multiple Sclerosis Support Trust**

**Statement of Financial Activities  
Year ending 30 June 2018**

	Note	All Funds are Unrestricted	Total Funds 2018	Total Funds 2017
<b>Income and endowments</b>			£	£
<i>Donations:</i>				
Donations and legacies:	4			
Events			520	950
Other donations			13,295	15,451
<b>Total income</b>			<b>13,815</b>	16,401
<b>Expenditure</b>				
<i>Expenditure on charitable activities</i>				
<i>Grant making:</i>				
Administrative expenses	5		(72)	(1,767)
Grants payable	6		(28,126)	(12,970)
<b>Cost of grant making</b>			<b>(28,198)</b>	(14,737)
Other expenditure	7		-	-
<b>Total expenditure</b>			<b>(28,198)</b>	(14,737)
<b>Net income/(expenditure) And Net movement in funds</b>	12		<b>(14,383)</b>	1,664
<i>Reconciliation of funds</i>				
<b>Total funds brought forward</b>				
<i>General Fund</i>			<b>76,931</b>	75,267
<b>Total funds carried forward</b>				
<i>General Fund</i>			<b>62,548</b>	76,931



## Herefordshire Multiple Sclerosis Support Trust

### Balance Sheet as at 30 June 2018

	Note	All Funds are Unrestricted	Total Funds 2018	Total Funds 2017
<b>Current Assets</b>			£	£
Debtors			-	4
Cash in Hand			-	100
Cash at Bank			<b>69,254</b>	81,836
<b>Total current assets/ Total assets</b>			<b>69,254</b>	81,940
<b>Liabilities</b>				
Accrued expenses	8		<b>(6)</b>	(506)
Creditors (under one year)	9		<b>(6,700)</b>	(4,503)
<b>Total current liabilities</b>			<b>(6,706)</b>	(5,009)
<b>Net assets</b>			<b>62,548</b>	76,931
<b>Represented by The Funds of the charity</b>				
General	10		<b>62,548</b>	76,931

The notes on pages 12 to 16 form part of these accounts

Approved by the trustees on 10 October 2018 and signed on their behalf by

E M WATKINS

**E Watkins**  
**Chair of Trustees**



**Herefordshire Multiple Sclerosis Support Trust**

**Statement of Cash Flows  
for the year ending 30 June 2018**

	<b>Total Funds 2018</b>	Prior Year 2017
	<b>£</b>	<b>£</b>
<b>Net cash surplus/(reduction) from operating activities</b> 12	<b>(12,682)</b>	(632)
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Cash flows from investing activities	-	-
Cash flows from financing activities	-	-
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<b>Change in cash and cash equivalents in the year</b>	<b>(12,682)</b>	(632)
Cash and cash equivalents brought forward	<b>81,936</b>	82,568
<b>Cash and cash equivalents carried forward</b>	<b>69,254</b>	81,936
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