

Company No: 02691690

Reg. Charity No: 1010183

BOBATH CHILDREN'S THERAPY CENTRE WALES

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2014

BOBATH CHILDREN'S THERAPY CENTRE WALES

INFORMATION

DIRECTORS

J.F. Holmes
P.H. Lubas

COMPANY SECRETARY

P. H. Lubas

TRUSTEES

J. Frank Holmes BSc FCA (Chairman)
Paul H. Lubas (Secretary)
Steve Jones (Vice Chair)
Christine Barber MSc MCSP
Meryl Davies
Alison Ivin
Dr Cathy White
Richard Tynen
Ieuan Coombes
Sasha Robbins
Jan Boreham MCSP

REGISTERED OFFICE

19 Park Road
Whitchurch
Cardiff
CF14 7BP

AUDITORS

Clifton House Partnership
Clifton House
Four Elms Road
Cardiff
CF24 1LE

BANKERS

Barclays Bank Plc
St Davids Way
Working Street
Cardiff
CF10 2DP

BOBATH CHILDREN'S THERAPY CENTRE WALES

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The following does not form part of the Statutory Accounts:

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The directors and trustees have pleasure in presenting their annual report and financial statements for the year ended 31st March 2014.

Structure, Governance and Management

The Charity's name is Bobath Children's Therapy Centre Wales (formerly Bobath Cymru). The Charity is governed by its Memorandum and Articles of Association. It was incorporated as a company limited by guarantee (company number 2691690) in 1992 and became a registered Charity (number 1010183) in the same year.

The Directors of the limited company who served during the year were:

Paul Lubas
J. Frank Holmes

None of the directors have any beneficial interest in the company and guarantee to contribute £2 each in the event of the company being wound up.

The governing body of the Charity is its Board of Trustees. The Trustees who served during the year were:

J. Frank Holmes BSc FCA (Chairman)
Paul H. Lubas (Secretary)
Steve Jones (Vice Chair)
Christine Barber MSc MCSP
Meryl Davies
Alison Ivin
Dr Cathy White
Richard Tynen
Ieuan Coombes
Sasha Robbins
Jan Boreham MCSP

Under the terms of the governing document, all Trustees retire at each AGM and are eligible for re-election.

Recruitment of Trustees is carried out by recommendation and introduction; appointment of Trustees is by majority vote of the Board of Trustees. Induction procedures for Trustees include familiarisation with the Charity's policies & procedures, provision of previous annual reports and Minutes of meetings, and introduction to staff and volunteers.

Risk

The Trustees actively review on a regular basis the principal risks to which in their opinion the Charity is exposed, and believe that the Charity's policies, including its reserves policy, and reporting arrangements with regard to all major strategic, financial and operational areas, will effectively mitigate these risks.

Financial Review

Policy on Reserves

The Trustees consider that in line with Charity Commission guidance, maintaining a minimum free reserves level of £250,000 is appropriate, referred to in the accounts as the contingency fund. This equates to approximately 2-3 months' running costs.

BOBATH CHILDREN'S THERAPY CENTRE WALES

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2014

Investment in Centre Resources

Following the success of the two existing charity shops, the Trustees have again invested in expanding the retail operations, with the opening of a third shop and a warehouse.

Financial position

The Trustees report a surplus for the year of £75,824 against a budgeted loss of £26,078, a very encouraging result, due in part to the success of the retail activities and unexpected legacy income of £55,293. The fundraising department, including retail, generated income of £884,431 and Local Health Board income contributed £322,386. Additional income from courses, bank interest and sundry income totalled £6,374.

Expenditure at £1,137,367 was over budget by £85,540, due principally to the development mid-year of a third retail premises and warehouse facilities.

Statutory funding by the Local Health Boards continued, at a similar level to the previous year. We have been fortunate in retaining the contract at existing levels of funding, in the current climate of cuts across the healthcare and government sectors. The support of our partners in the NHS is essential and much appreciated. The Service Level Agreement was agreed on a consortium basis and provides part-funding of treatment for a specified number of children by 6 of the 7 Health Board areas across Wales. Meetings between Centre staff and key contacts in the NHS have taken place to oversee the administration and implementation of the contracts. Negotiations regarding the contract for April 2014 onwards concluded with continuation being agreed for one year. Contract negotiations for 2015 onwards will be subject to a tendering process, which may bring new challenges, but is hoped, will result in a three-year contract.

Public Benefit

The Trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities. In particular, the Trustees consider how planned activities will contribute to the aims and objectives they have set.

Objectives and Activities

The Charity's main objects as set out in the governing document are "to provide treatment and care for children and adults with cerebral palsy, to provide teaching, training and other facilities to physiotherapists, speech therapists and occupational therapists, and to undertake scientific research work into the cause, effects and treatment of cerebral palsy".

The Charity's Mission statement is:

"To deliver world class Bobath therapy to as many children with cerebral palsy in Wales as possible".

We do this through Bobath therapy, providing a range of physiotherapy, occupational therapy, and speech & language therapy treatments to children aged 0 – 18 with cerebral palsy or related neurological disorders, both in the Centre and at external sites.

The Charity's activities also include the provision of training to therapists and those involved in the care of children with cerebral palsy, and undertaking research into the cause, effects and treatment of cerebral palsy.

The aims of the Charity benefit the public by providing treatments that offer relief and assistance to those with a disability (cerebral palsy and allied neurological conditions), promoting understanding and expertise in the treatment of cerebral palsy, and offering a supportive, knowledgeable environment in which children with cerebral palsy and their families can receive assistance.

Public benefit is achieved through:

- Subsidy from charitable funds to top up LHB contributions
- Approximately 57% of all treatment funded by charitable fundraising
- Use of charitable funds to assist families in attending
- Dissemination of expert knowledge to families, clinical colleagues and the wider community
- The Charity has set up and hosts a Clinical Leads group, consisting of senior community therapists in the three therapy disciplines from across Wales. These therapists are provided with education days by the Centre to increase their expertise and understanding of cerebral palsy, so they are able to help support and develop services locally. This is provided at no cost to participants.

Plans for 2013-14 contained the following key objectives:

- Delivery of 93 full blocks of specialist transdisciplinary therapy in the Centre, for children
- Delivery of 10 full blocks of specialist transdisciplinary therapy in the Centre, for young adults
- Provision of 21 "problem-solving" days in the community
- Outreach blocks in various locations with local Community team involvement, for 15 children
- 39 children to be offered single consultations
- A new service model, "returner" blocks, to treat 49 children
- Parent support, coffee mornings and parent bulletins, provided by a dedicated Family Support Officer.
- Continual learning and development activity by clinical staff, and dissemination of our specialist knowledge in the field of cerebral palsy
- Conduct small-scale audit and research projects and advance clinical knowledge, compile evidence of the effectiveness of Bobath therapy
- The fundraising team to raise an income target of £698,510 through events, community fundraising, applications to trusts & grant-awarding bodies, requests for corporate support, individual donations, legacies, wills, supporters' club, and our charity shops
- Income from Local Health Boards for contracted services to be maintained
- New initiatives for raising funds to be explored

Therapy & Family Support

The Centre treated a total of 309 children and young adults in 2013-14. 111 were seen for a full block of sessions in the Centre, 68 were seen at problem-solving days, 18 were treated as part of various outreach schemes, and 56 children were seen at single consultations.

A new model of service, the "returner" block, was trialled, during which each child was seen for 5 sessions, including a review & assessment at the first appointment. This model was developed in order to address the growing issue of waiting times, and to offer a shorter programme to children who need therapy but are unable to access a full block. We saw 39 children under this scheme.

Within the problem-solving day model, we trialled a new variation we called a "collaborative day". This involved the Centre Director (consultant physiotherapist) travelling to West Wales and working with the local service lead to treat 3 children. This reduces the demand on our therapy staff resource and allows for additional support time with community colleagues.

In addition, 17 children were treated as part of the Centre's ongoing teaching programmes.

The therapy team works in a transdisciplinary manner, combining their specialist Bobath skills as well as specific physiotherapy, occupational therapy, and speech & language therapy skills to provide a service tailored to each child's needs. The Family Support Coordinator works closely with the therapy team to ensure a holistic approach to providing support.

Each child attending for a full block or attending an outreach block received a comprehensive report and home programme, to enable them to continue therapy activities at home and build on the progress achieved during their treatment. These reports are also circulated to NHS colleagues and other professionals associated with the child.

We also provided direct support to families through 86 one-to-one sessions with parents, and where appropriate, young adults, provided by the Family Support Coordinator. The FSC also met with 11 families who came in for initial consultations;

As part of the Family Support service, the FSM delivered 4 coffee mornings during the year, attended benefits training, produced a Family Bulletin, delivered a school talk, attended the launch of a Family Fund sleep report at the Welsh Assembly, and liaised with other relevant organisations, including facilitation of three focus groups in partnership with the Stop It Now campaign.

Challenges to the Bobath concept

The purchasers and evaluators of services are constantly reviewing the evidence base for clinical interventions. It is very challenging for systemic concepts like Bobath to produce evidence. Overall, there are many more papers and reviews of the various clinical interventions available but these still tend to be for more linear approaches applicable to narrower more specific client groups.

This lack of high level evidence remains a threat to the Bobath concept. During this year a systematic review of 62 interventions including Bobath was published. This review highlighted the lack of evidence for many interventions including Bobath therapy and stated there was no evidence of it being better than any other intervention for gaining motor function and self-care skills. This paper has encouraged us to increase the priority of our clinical effectiveness work.

Our therapy staff collectively spent time reviewing the articles and exploring the ways in which we could address the issues raised. As part of our ongoing clinical effectiveness work, we strive constantly to produce audits and small-scale research studies that demonstrate the positive results we achieve in the Centre. The added imperative of responding – with the other Bobath Centres – to negative press has meant a thorough and transparent process of reflection on our practices. We are confident that by using structured goal-setting and measurement of results, along with careful listening to the patients' and families' concerns and feedback, we are providing a service that works and can be demonstrated to do so.

Co-production and service user feedback

As a family-centred organisation, we worked hard during the year to consult with families about their needs, and to establish and record the ways in which we provide services in line with recommended family-centred practice. This led to the production of a number of studies and research reports, including an academic poster on this subject that we took to international conferences. It has been shown that family-centred practice increases beneficial outcomes for service users, as well as encouraging more joined-up collaborative working with other service providers.

BOBATH CHILDREN'S THERAPY CENTRE WALES

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2014

Training

Several training opportunities were provided during the year. Each therapist employed at the Centre has an individual learning & development plan which supports their continuing professional development. Training undertaken by therapists during the year included:

- Cross centre transdisciplinary study days
- OT, PT and SLT individual profession study days
- BABTT (British Association of Bobath Trained Therapists) workshops & study days
- Silicon Coach software training (for assessing gait)
- Bobath Advanced Upper Limb course
- Kinesio taping course
- Specialist communication training for SLTs
- Eyegaze computer system for using with clients
- Three therapists studying for MSc's, including one focused on Research methods
- Research Methods in Assessment & Intervention
- Emergency first aid and resuscitation (all staff)
- Synthesising Evidence in Clinical Trials
- Moving through Resistance
- Breathing & postural control

Clinical staff attended conferences and meetings relating to cerebral palsy and paediatrics organised by:

- European Academy of Childhood Disability (Newcastle)
- Association of Paediatric Chartered Physiotherapists annual conference (Bristol)
- South Wales Cerebral Palsy Network

Non-clinical staff undertook learning and development opportunities in a wide range of relevant topics, including

- Personal Independence Payments
- Co-production (NHS conference)
- Sage accounts
- First Aid in the workplace
- Trust funding
- Legacies
- Soft outcomes
- Databases (custom)
- Hosted telephony
- Team working & working styles
- Charity Retail Association annual conference

During the year, three therapists worked towards their Masters degrees in Neurorehabilitation, another therapist is doing a Masters in Occupational Therapy, and a further therapist undertook research modules at Newcastle University. The Therapy Manager and our senior Occupational therapist completed their Masters degrees during this year.

In addition the Centre Director completed her PGC (HE).

BOBATH CHILDREN'S THERAPY CENTRE WALES

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2014

External Bobath tutors visit the Centre regularly to provide expert training and input to treatment sessions. This year we were fortunate to have the opportunity to work with five senior Bobath experts on subjects ranging from neuroscience to early intervention.

Our therapists continue to develop a range of small scale trials and case studies, contributing to evidence building (see below) as well as their own learning.

Research & Sharing Knowledge

As part of the Centre's commitment to increasing knowledge and improving practice, we encourage members of the therapy team to share their expertise via various teaching opportunities and networking events. This year our staff taught on Bobath courses in Belfast, Inverness, Loughborough, London and at our own Centre, where we delivered the 2-day Introductory Bobath course to 13 community therapists.

The Centre Director also delivered workshops in Chailey Heritage, Leeds and Torbay as part of her BABTT commitments, and a presentation to a firm of specialist negligence lawyers in Oxford. In addition an Alumni group was set up for the 24 community therapists who had completed the Bobath Foundation course with us last year, with two reunion and study days delivered during the year. This investment of time will contribute towards one of the original goals of putting on the Foundation course (Big Lottery funded), which was to enhance the availability of specialist therapy in the community.

We hosted study and education days for the British Association of Bobath Trained Therapists, including a debate led by the therapy heads of Bobath from London and Wales.

Three Clinical Leads study days were delivered, covering topics including ataxia, athetosis and upper limb function. This group is an important avenue for sharing Bobath knowledge and developing clinical skills in community therapists.

The Clinical Effectiveness Group within the Centre continues to focus on the important work of evidence development. Continued funding from the Henry Smith Foundation allows us to employ dedicated staff addressing the further development of clinical effectiveness work, demonstrating the value of Bobath therapy and the effectiveness of the Centre in the context of national and international review. The grant funding currently in place will support the project until June 2014. This work helps us ensure we provide the best service and the best therapy possible.

Work supported by this group was presented at the European Academy of Childhood Disability annual conference, in Newcastle, where we presented 3 academic posters. Therapy staff also attended meetings and conferences of the British Association of Bobath Trained Therapists and the Association of Paediatric Chartered Physiotherapists.

The Centre Director is a member of the All-Wales Children and Young People's Physiotherapy Leaders Group and attends meetings on a regular basis, providing an opportunity for mutual knowledge and information sharing and service planning, as well as contributing as a group to Welsh Government Consultations. All therapy staff maintain links with clinical contacts and colleagues both nationally and internationally.

One of our therapists is on the Welsh APCP (Association of Paediatric Chartered Physiotherapists) committee and the Centre is represented on the BABTT (British Association of Bobath Trained Therapists) National committee by the Centre Director and one of our physiotherapists.

BOBATH CHILDREN'S THERAPY CENTRE WALES

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2014

The Centre Director and Therapy Manager attended a meeting at Cardiff University to discuss collaborative research. One of our physiotherapists organised the annual Celtic Kids exhibition of disability equipment in Merthyr Tydfil. The Centre Director attends regular meetings of the Bobath Therapy Heads and Tutor Groups.

Fundraising

The fundraising department continued to raise the profile of the Charity and to secure voluntary income through a wide range of activities. The number of FR staff at March 2014 was 5.8 (FTE). In addition there were 6 (FTE) paid staff working at the Charity shops and warehouse. The team raised a total of £884,431. This represents 73% of all income during the year and over £185,000 in excess of the fundraising income target of £698,510.

Significant achievements in fundraising during the year included:

- £21,383 from Miss Wales "Beauty with a Purpose" initiative as their Charity of the year
- £50,200 from the Henry Smith Charity
- A grant of £25,000 from the Moondance Foundation
- £25,000 from Mr Vincent Tan's "Give a Million" campaign, Cardiff City FC
- Friends of Bobath group donated £22,000
- Children In Need gave a grant of £19,534 for specialist equipment and therapy
- £10,000 from the Garfield Weston Foundation
- Lon Las Bike Ride and various outdoor activities raised over £55,846
- Our Sponsor a Child scheme raised £16,583
- Bake for Bobath raised £7,248
- The annual Birthday Ball, which raised £10,508
- Marathons raised £26,126
- Private donations raised almost £84,000
- Legacies totalled £55,293
- We opened our third charity shop in Cardiff and the three charity shops raised an excellent gross contribution of £323,918
- We took a three year lease on an industrial unit for warehousing, and purchased a used van for deliveries and collections
- Voted Wales' "Most Admired Charity" 2013

Successful events this year included A Question of Women, Summer Ball, Golf Day, Dragon Boat racing, Vintage Teas, Bake for Bobath, Welly Walks, a race night, Christmas market, summer fete, and carol concert. The fundraising team also gave talks to many clubs, associations and schools across Wales.

Volunteers

The Centre benefits from the support of a number of volunteers, both individuals and corporate groups. Volunteers make a huge difference to the impact of our work and we wish to recognise and thank them for their efforts over the year.

Around 40 volunteers help out at the Centre with office administrative tasks, fundraising, gardening, painting & decorating, and help at events. We also have a growing team of around 170 volunteers who help out at our charity shops in Llanishen and Cathays.

Several volunteer groups made a significant contribution to the Centre's work, especially Friends of Bobath, the Cwm Crafters, and the 151 Club.

Campaigning and influencing

In October 2013 we again ran our Cerebral Palsy Awareness Month. CPAM aims to raise awareness and understanding of cerebral palsy and how it affects families in Wales. With a 'welly' theme running throughout the month the campaign ran with a variety of events. Events included Welly Walks in Cardiff, Swansea and Aberdare, a Vintage Afternoon Tea, a Horse Race Night and a Corporate Networking Breakfast. Many schools and businesses also embraced the month's activities by arranging their own welly walks and 'wear your wellies' to school or work days.

We continue to engage with politicians and key stakeholders whenever possible in order to raise awareness of the needs of children with cerebral palsy in Wales. During the year we welcomed a number of visitors to the Centre, including representatives from the NHS, Health Boards, National Assembly for Wales, various funders, and other stakeholders. We were pleased to welcome local councillors Jayne Cowan and Adrian Robson, Assembly Member David Melding, and newly-appointed Health Minister Mark Drakeford to view the facilities at the Centre.

We produced a short in-house 'Thank You' film addressed to all our supporters as part of our 21st Birthday celebrations. This is available on our website and on YouTube.

Plans for the Future

The Trustees will continue to work to the stated aims and objectives of the Charity, with new and existing strategies in place to ensure delivery of key priorities. Effective and timely treatment of children with cerebral palsy remains our priority, together with improving our knowledge and understanding of the condition in order to deliver the best possible specialist service and to disseminate that knowledge and understanding in the wider community for the benefit of all children who have cerebral palsy.

No families are asked to contribute to the cost of treatment and the services are free at the point of delivery.

The Trustees continue to be committed to developing a service for young adults, particularly for young adults who have received treatment at our Centre throughout their childhood and have now reached adulthood. There is little statutory provision for these young people. During 2013-14 we provided a block of treatment to 10 young adults and we hope to increase this number, subject to funding and capacity constraints.

Staff training and research activity will continue, with therapists continuing their professional development and work on clinical evidence building. All staff will be supported to continue appropriate professional learning and development.

Fundraising will continue to work to ambitious targets. New initiatives for 2014-15 will include:

- A development plan is being prepared to establish the necessary infrastructure to open fourth, fifth and sixth shops over the next three years
- Working with volunteer groups to establish a presence in West Wales
- Maintain the momentum of our Legacy campaign
- Support individuals who want to do sporting challenges on our behalf and increase income from events such as marathons, cycling & other challenge events.

We will work towards equitable provision of specialist therapy for all those children across Wales who could benefit, continues to be a priority and we will continue to lobby, with the support of service users, to bring the needs of these children to the attention of key influencers.

BOBATH CHILDREN'S THERAPY CENTRE WALES

TRUSTEES' REPORT (continued)

FOR THE YEAR ENDED 31ST MARCH 2014

Projected therapy activity for 2014-15 includes:

- Continue to provide full blocks of treatment in Centre
- Continue to deliver Outreach service in West Wales and Mid-Wales
- Deliver modified outreach blocks for North Wales children, with some treatment at the Centre and some at the child's home
- Deliver Problem-solving days in outreach locations by arrangement with local community therapy teams
- Deliver single consultations at the Centre, aimed at helping families maintain good practice in managing their child's condition whilst waiting for a full block of therapy
- Provide initial consultations, led by senior staff, for children newly referred, to address parents' initial concerns
- Exploration of further initiatives to reduce the waiting list
- Development of further new models of delivery as part of the continuing evolution of our services
- Continue working closely with NHS colleagues for the benefit of children who have cerebral palsy
- Deliver 3 Clinical Leads days
- Maintain the alumni group for those who completed the Lottery funded Bobath Foundation course and provide them with study days
- Deliver an Introduction to the Bobath Concept 3 day course.
- Deliver a magic camp (therapy oriented) for children who have hemiplegia in collaboration with Breathe Arts

Directors' Responsibilities

Company Law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the directors are required to: -

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The directors are responsible for keeping proper accounting records which 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 Companies Act 2006. 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.

Auditors

The auditors, Messrs. Clifton House Partnership, are willing to continue in office and a resolution to re-appoint them will be proposed at the annual general meeting.

Signed on behalf of the board

.....
Director / Trustee

 J.F. Holmes

Date: 31/10/14.....

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
BOBATH CHILDREN'S THERAPY CENTRE WALES**

We have audited the financial statements of BOBATH CHILDREN'S THERAPY CENTRE WALES for the year ended 31st March 2014, which comprise the Statement of Financial Affairs, Balance Sheet and related Notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters that we are required to state to them in an auditor's report, and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITOR

As explained more fully in the Trustees' Report, the charitable company's directors, who also act as trustees for the charitable activities of Bobath Children's Therapy Centre Wales, are responsible for the preparation of the financial statements, and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: the reasonableness of significant accounting estimates made by the directors in the preparation of the financial statements; whether the accounting policies are appropriate to the charitable company's circumstances, and have been consistently applied and adequately disclosed; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' Report to identify material inconsistencies with the audited financial statements, and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

(continued)

**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF
BOBATH CHILDREN'S THERAPY CENTRE WALES (continued)**

OPINION ON THE FINANCIAL STATEMENTS

In our opinion the financial statements:

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, and
- give a true and fair view of the state of the charitable company's affairs as at 31st March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended.

OPINION ON OTHER MATTERS PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion, the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies' regime, and take advantage of the small companies exemption in preparing the Trustees' Annual Report.

.....*Philip Bolton*.....
Philip Bolton FCA (Senior Statutory Auditor)

**For and on behalf of Clifton House Partnership
Chartered Accountants and Statutory Auditors
Clifton House
Four Elms Road
Cardiff
CF24 1LE**

Date: *7 November 2014*

BOBATH CHILDREN'S THERAPY CENTRE WALES

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2014

| | NOTE | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2014 £ | Total Funds 2013 £ |
|--|------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| INCOMING RESOURCES | | | | | |
| Incoming Resources from Generated Funds | | | | | |
| Voluntary Income | 2 | 273,262 | 90,036 | 363,298 | 390,133 |
| Activities for Generating Funds | 3 | 521,133 | - | 521,133 | 318,322 |
| Investment Income - | | | | | |
| Bank Interest | | 759 | - | 759 | 803 |
| Incoming Resources from Charitable Activities | | | | | |
| Other Incoming Resources | 4 | 327,606 | - | 327,606 | 335,844 |
| | | 395 | - | 395 | 223 |
| Total Incoming Resources | | 1,123,155 | 90,036 | 1,213,191 | 1,045,325 |
| RESOURCES EXPENDED (Note 5) | | | | | |
| Cost of Generating Funds | | | | | |
| Costs of Generating Voluntary Income | | | | | |
| Retailing Costs | | 209,768 | 1,671 | 211,439 | 195,919 |
| Other Fundraising Trading | | 149,797 | - | 149,797 | 82,690 |
| | | 4,047 | - | 4,047 | 2,345 |
| | | 363,612 | 1,671 | 365,283 | 280,954 |
| Charitable Activities – Therapy Provision | | | | | |
| Courses Held | | 481,930 | 62,262 | 544,192 | 506,997 |
| | | - | - | - | 97,268 |
| | | 481,930 | 62,262 | 544,192 | 604,265 |
| Support Costs | | | | | |
| Governance Costs | 6 | 203,637 | 8,923 | 212,560 | 203,598 |
| | | 15,332 | - | 15,332 | 13,596 |
| Total Resources Expended | | 1,064,511 | 72,856 | 1,137,367 | 1,102,413 |
| NET INCOMING (OUTGOING) RESOURCES IN THE YEAR | | 58,644 | 17,180 | 75,824 | (57,088) |
| Transfers Between Funds | | | | | |
| | | - | - | - | - |
| NET MOVEMENT IN FUNDS | | 58,644 | 17,180 | 75,824 | (57,088) |
| Total Funds at 1st April 2013 | | 533,090 | 261,964 | 795,054 | 852,142 |
| Total Funds at 31st March 2014 | | 591,734 | 279,144 | 870,878 | 795,054 |

The notes set out on pages 14 to 19 form an integral part of these financial statements.

BOBATH CHILDREN'S THERAPY CENTRE WALES

BALANCE SHEET 31ST MARCH 2014

| | NOTE | £ | 2014 £ | 2013 £ |
|---|------|----------|-----------|-----------|
| FIXED ASSETS | | | | |
| Tangible Assets | 8 | | 432,458 | 386,139 |
| CURRENT ASSETS | | | | |
| Stock of promotional items | | 4,707 | | 5,257 |
| Debtors and prepayments | 9 | 31,310 | | 13,954 |
| Cash at bank and in hand | | 423,428 | | 432,605 |
| | | | 459,445 | 451,816 |
| CREDITORS: Amounts falling due within one year | 10 | (21,025) | | (42,901) |
| NET CURRENT ASSETS | | | 438,420 | 408,915 |
| NET ASSETS | | | 870,878 | 795,054 |

Represented By:

ACCUMULATED SURPLUS ON INCOME AND EXPENDITURE ACCOUNT, ALLOCATED AS FOLLOWS:

| | | | | |
|-----------------------------|----|---------|---------|---------|
| Contingency Fund | 13 | | 250,000 | 250,000 |
| Revenue Reserves | | | 341,734 | 283,090 |
| Total Unrestricted Funds | | | 591,734 | 533,090 |
| Restricted Funds - Building | 12 | 222,300 | | 228,209 |
| - Other | 12 | 56,844 | | 33,755 |
| | | | 279,144 | 261,964 |
| | | | 870,878 | 795,054 |

Approved by the Committee:

Director

J.F. Holmes

Director

P.H. Lubas

Date:

31/10/14

Company No: 02691690

The notes set out on pages 14 to 19 form an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2014

1. ACCOUNTING POLICIES

a) **Basis of Accounting**

These financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice relating to Charity Accounts, issued in March 2005 and the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) **Grants and Donations.**

Grant and voluntary income, including charity shop takings, is recognised in full in the Statement of Financial Activities in the financial year in which it is receivable. Income from fundraising events organised by the charity is disclosed net of directly attributable expenditure.

c) **Expenditure**

Resources are allocated to a particular activity where the cost relates directly to that activity. However, certain minor overheads are apportioned on the basis of the estimated applicability to the various activity areas.

d) **Fund Accounting**

Funds held by the charity are either:

- Unrestricted General Funds – these are funds, which can be used in accordance with the charitable objectives at the discretion of the trustees.
- Unrestricted Designated Funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purpose or projects.
- Restricted Funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor, or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of the various funds is included later in these notes.

e) **Depreciation**

Depreciation is calculated to write off cost or valuation, less estimated residual value, of tangible fixed assets over their estimated useful lives. The annual depreciation rates and methods are as follows.

| | | |
|------------------------|---|---------------------------|
| Freehold Buildings | - | 2% on original cost |
| Fixtures and Equipment | - | 20% on written down value |

f) **Stock**

Stock of promotional items is valued at the lower of cost and net realisable value. Cost is determined on a first-in, first-out basis. Net realisable value is based on estimated selling price, less any further costs to realisation.

g) **Assets Leased**

Assets held under finance leases and hire purchase contracts are capitalised in the balance sheet and depreciated over their expected useful lives. The interest element of leasing payments is charged to the Income and Expenditure Account over the term of the lease. All other leases are regarded as operating leases, and payments made under them are charges to the Income and Expenditure Account in the accounting period for which they are due.

BOBATH CHILDREN'S THERAPY CENTRE WALES**NOTES TO THE FINANCIAL STATEMENTS (continued)****FOR THE YEAR ENDED 31ST MARCH 2014****h) Pensions**

Contributions to the charity's defined contribution pension schemes are charged to the Income and Expenditure Account in the accounting period for which they are due.

i) Cash Flow Statements

The charity qualifies as a small company under the Companies Act 1985. The directors have elected to take advantage of the exemption under FRS1 not to prepare a cash flow statement.

| 2. VOLUNTARY INCOME | 2014 | 2013 |
|--|-----------------------|-----------------------|
| | £ | £ |
| Legacies | 55,293 | 26,203 |
| Big Lottery Fund – re “People and Places” Courses | - | 96,722 |
| Henry Smith’s Charity – Clinical Lead Development Post | 50,200 | 50,100 |
| Moondance Foundation | 25,000 | 25,000 |
| Children In Need – Eye-Gaze Equipment | 19,534 | - |
| Cardiff City Football Club | 25,000 | - |
| Garfield Weston Foundation | 10,000 | 10,000 |
| Peacocks Stores Plastic Bag Charges | - | 10,000 |
| Other Trust Funds and Corporate | 77,780 | 74,784 |
| Sponsor A Child | 16,583 | 15,565 |
| Other Private Donations | 83,908 | 81,759 |
| | <u>363,298</u> | <u>390,133</u> |
| | | |
| 3. ACTIVITIES TO GENERATE FUNDS | 2014 | 2013 |
| | £ | £ |
| Annual Ball | 10,508 | 7,782 |
| Marathon Sponsorships | 26,126 | 1,123 |
| Bike Rides and Parachute Jumps | 55,846 | 19,038 |
| Rugby Dinner | - | 11,737 |
| Miss Wales | 21,383 | - |
| Bake 4 Bobath | 7,248 | 10,109 |
| Friends of Bobath | 17,000 | 10,000 |
| Charity Shop Takings | 323,918 | 221,430 |
| Other Merchandise Sales | 7,472 | 6,748 |
| Other Fundraising Events and Activities | 51,632 | 30,355 |
| | <u>521,133</u> | <u>318,322</u> |

BOBATH CHILDREN'S THERAPY CENTRE WALES

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2013

4. ACTIVITIES IN FURTHERANCE OF CHARITY'S OBJECTS

| | 2014 £ | 2013 £ |
|--|----------------|----------------|
| Statutory Funding for Therapy Sessions | | |
| Powys HB | 40,946 | 39,766 |
| Hywel Dda HB | 49,802 | 49,817 |
| Cardiff & Vale UHB | 55,003 | 55,003 |
| Cwm Taf HB | 45,836 | 45,836 |
| Abertawe Bro Morgannwg UHB | 50,929 | 50,929 |
| Aneurin Bevan HB | 75,826 | 75,825 |
| Other | 4,044 | 4,044 |
| | <u>322,386</u> | <u>321,220</u> |
| Therapy Courses | 5,220 | 14,624 |
| | <u>327,606</u> | <u>335,844</u> |

All of the Charity's statutory funding income was allocated to the provision of therapy sessions.

5. TOTAL RESOURCES EXPENDED

| | Costs of Generating Funds £ | Charitable Activities £ | Support Costs £ | Total 2014 £ | Total 2013 £ |
|--|--------------------------------------|-------------------------------|-----------------------|--------------------|--------------------|
| Staff Costs (Note 7) | 229,469 | 471,808 | 148,508 | 849,785 | 760,682 |
| Depreciation | 18,897 | 14,922 | 6,533 | 40,352 | 30,433 |
| Operating Lease Rentals | 36,686 | 3,709 | 2,318 | 42,713 | 48,077 |
| Loss on Disposal of Tangible Fixed Assets | 784 | 6 | 576 | 1,366 | 178 |
| Amounts Paid to Auditors -Payroll Service | - | - | 1,283 | 1,283 | 1,120 |
| "People and Places" Courses | - | - | - | - | 97,268 |
| Other Costs | 79,447 | 53,747 | 53,342 | 186,536 | 151,059 |
| | <u>365,283</u> | <u>544,192</u> | <u>212,560</u> | <u>1,122,035</u> | <u>1,088,817</u> |
| Governance Costs (Note 6) | | | | 15,332 | 13,596 |
| | | | | <u>1,137,367</u> | <u>1,102,413</u> |

6. GOVERNANCE COSTS

| | 2014 £ | 2013 £ |
|-----------------------------------|---------------|---------------|
| Auditor's Remuneration - Audit | 7,980 | 7,980 |
| Other Legal and Professional Fees | 6,210 | 4,178 |
| Bank and Credit Card Charges | 1,142 | 1,438 |
| | <u>15,332</u> | <u>13,596</u> |

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2014

| 7. STAFF COSTS | 2014 £ | 2013 £ |
|----------------------------------|----------------|----------------|
| The cost of employing staff was: | | |
| Wages and Salaries | 735,930 | 666,199 |
| Social Security Costs | 59,551 | 55,528 |
| Pension Costs | 54,304 | 38,955 |
| | <u>849,785</u> | <u>760,682</u> |

The earnings of one employee totalled over £60,000 during the year, and fell within the band £60,001 - £70,000 (2013 – One). The associated pension cost amounted to £9,750.

No trustees received any remuneration, and no expenses were reimbursed to trustees during the year (but see Note 15 for details of other related party transactions).

The average weekly number of employees during the year was:

| | 2014 | 2013 |
|---|-----------|-----------|
| Fundraising and Publicity (Inc. Retail) | 13 | 10 |
| Management and Administration | 8 | 6 |
| Therapy | 12 | 12 |
| | <u>33</u> | <u>28</u> |

8. TANGIBLE FIXED ASSETS

| | Freehold Property £ | Fixtures & Equipment £ | Motor Vehicles £ | Total £ |
|--------------------------------|---------------------------|------------------------------|------------------------|----------------|
| COST | | | | |
| At 1 st April 2013 | 338,367 | 254,525 | 8,916 | 601,808 |
| Additions | - | 72,204 | 15,833 | 88,037 |
| Disposals | - | (3,922) | - | (3,922) |
| At 31 st March 2014 | <u>338,367</u> | <u>322,807</u> | <u>24,749</u> | <u>685,923</u> |
| DEPRECIATION | | | | |
| At 1 st April 2013 | 67,317 | 141,243 | 7,109 | 215,669 |
| Charge for the Year | 5,968 | 30,963 | 3,421 | 40,352 |
| Written Off on Disposals | - | (2,556) | - | (2,556) |
| At 31 st March 2014 | <u>73,285</u> | <u>169,650</u> | <u>10,530</u> | <u>253,465</u> |
| NET BOOK VALUE | | | | |
| At 31 st March 2014 | <u>265,082</u> | <u>153,157</u> | <u>14,219</u> | <u>432,458</u> |
| At 31 st March 2013 | <u>271,050</u> | <u>113,282</u> | <u>1,807</u> | <u>386,139</u> |

The insurance value of the charity's freehold property at 31st March 2014 was £720,338.

BOBATH CHILDREN'S THERAPY CENTRE WALES

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2014**

| 9. DEBTORS AND PREPAYMENTS | 2014 | 2013 |
|-----------------------------------|---------------|---------------|
| | £ | £ |
| VAT Repayment Due | 1,912 | - |
| LHB Funding Due | 4,044 | - |
| Event Income Due | 5,862 | 7,741 |
| Gift Aid Tax Refund Due | 11,717 | 2,829 |
| Sundry Debtors and Prepayments | 7,775 | 3,384 |
| | <u>31,310</u> | <u>13,954</u> |

| 10. CREDITORS: Amounts falling due within one year | 2014 | 2013 |
|---|---------------|---------------|
| | £ | £ |
| Sundry Taxes and Social Security | - | 843 |
| Audit and Accountancy | 8,100 | 7,800 |
| Event Income Received in Advance | 4,362 | 25,058 |
| LHB Funding Received in Advance | - | 2,750 |
| Other Creditors and Accruals | 8,563 | 6,450 |
| | <u>21,025</u> | <u>42,901</u> |

11. COMPANY LIMITED BY GUARANTEE

The organisation is a company limited by guarantee, and as such does not have a share capital.

Each member's liability is limited to an amount not exceeding £2.

12. RESTRICTED FUNDS

| | Balance at | <u>Movement In Resources</u> | | Balance |
|--|-------------------|-------------------------------------|-----------------|-----------------|
| | 01.04.13 | Incoming | Outgoing | 31.03.14 |
| | £ | £ | £ | £ |
| Various Grants for Property Extension and Renovation | 228,209 | - | (5,909) | 222,300 |
| Charity of Henry Smith - to Meet Additional Therapy Costs: Children In Need – Eye-Gaze | - | 50,200 | (50,200) | - |
| Equipment | - | 19,534 | (451) | 19,083 |
| Big Lottery Fund – “Awards for All” (AFW/1/010460141) | - | 4,674 | (779) | 3,895 |
| Big Lottery Fund – “Awards for All” (AFW/1/010413962) | 3,021 | - | (604) | 2,417 |
| Sundry Small Specific Grants for the Purchase of Therapy Equipment, etc | 30,734 | 15,628 | (14,913) | 31,449 |
| | <u>261,964</u> | <u>90,036</u> | <u>(72,856)</u> | <u>279,144</u> |

BOBATH CHILDREN'S THERAPY CENTRE WALES

**NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2014**

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible Fixed Assets £ | Net Current Assets £ | Total £ |
|---------------------------|--|-------------------------------------|--------------------|
| RESTRICTED FUNDS | 260,816 | 18,328 | 279,144 |
| UNRESTRICTED FUNDS | 171,642 | 420,092 | 591,734 |
| | <u>432,458</u> | <u>438,420</u> | <u>870,878</u> |

The Charity's current stated policy is to maintain a minimum level of £250,000 unrestricted revenue reserves. This is shown on the Balance Sheet in the form of a Contingency Fund (see Page 5).

14. FINANCIAL COMMITMENTS

a) At 31 March 2014 the Charity had annual commitments under non-cancellable operating leases as follows:

| | 2014 £ | 2013 £ |
|----------------------------|-------------------|-------------------|
| Expiry Date | | |
| Within One Year | - | 7,401 |
| Between One and Five Years | 36,296 | 41,200 |
| After More Than Five Years | <u>15,000</u> | - |
| | <u>51,296</u> | <u>48,601</u> |

b) At 31 March 2014 the Charity had contracted for capital expenditure of £18,599 to upgrade its IT system and £8,528 for the installation of a tracking and hoist system in its therapy rooms. Funds have also been earmarked for the development for a fourth charity shop, due to open in the 2014/15 accounting year.

15. GOING CONCERN

The commercial viability of the organisation is dependent upon continued support through grants, donations and other types of funding support, such as statutory funding from Local Health Boards.