

MATRIX Neurological CIO

**ANNUAL REPORT AND FINANCIAL STATEMENTS
For the period 1 April 2016 to 31 March 2017**

Registered Charity Number 1159973

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2017.

The financial statements comply with the Charities Act 2011, the Memorandum and Articles of Association, 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 (FRS 102) (effective 1 January 2015)

Reference and Administrative Details of the Charity, its Trustees and Advisors

Charity Name MATRIX Neurological CIO

Registered Charity
Number 1159973

Operational address

Suite 115
Cleveland Business Centre
Watson Street
Middlesbrough
Teesside
TS1 2RQ

Trustees	Mrs Jan Rock	Founder & Chair
	Mrs Ann Dale	Secretary
	Ms Emma Gaudern	Resigned March 2017
	Mr John Davis	From October 2016
	Mrs Iona Leigh Jones	From January 2017

Independent Examiner

Jim Dodds
Ellison Services
Higham House
Higham, Place
Newcastle upon Tyne
NE1 8AF

Bankers

The Co-operative Bank p.l.c.
P.O. Box 101
1 Balloon Street
Manchester
M60 4EP

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

Structure, Governance and Management

How the charity is constituted

Charitable Incorporated Organisation - Foundation Model - whereby the only voting members are the charity Trustees. We have adopted the Charity Commissions Model Constitution to ensure we comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. This helps us to ensure we:

- Reflect recommended best practice; and
- Are legally compliant

Appointment of Trustees

Trustees are appointed for their individual knowledge, experience and skills that are considered essential to ensure the charity's effective administration and its continued sustainability, growth and development. Trustees are appointed by the Board of Trustees in a properly convened meeting.

There are no 'connected persons'. There are no person's carrying out business in partnership with the charity trustee.

Trustees are also screened using a needs and skillsets assessment. This approach enables us to:

- a) Ensure we have the right skills mix on the Board to meet the administrative needs of the charity
- b) Ensure we do have a range of Trustees from diverse professional backgrounds to build knowledge and skills
- c) Mitigate any potential risks or threats to the charity, as far as possible; and
- d) Reduce, as far as is possible, the potential for any conflicts of interest with each Trustee and their existing professional occupations.

Additional Governance information

The first Trustees have created a Trustee Agreement which also states our Quality Standards and our Code of Conduct. This ensure that all Trustees are aware of our expectations of them.

There are a number of quality standards that we felt are applicable to Matrix Neurological as an organisation as well as to its Trustees and Staff.

These are:

- Good Governance: A code for the Voluntary and Community Sector
- The Hallmarks of an Effective Charity
- The Nolan Principles of Public Life
- Codes of conduct for Trustees (based on the Nolan Principles)
- Trustees and Management Committee – National Occupational Standards

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

All of the above have been taken into consideration in:

- Structuring the Governance model
- Stating the responsibilities of Trustees
- Setting out a 'Statement of Intent' pertaining to Governance and setting priorities for the Board
- Stating our behavioural expectations of Trustees, staff volunteers and partners;
- Establishing a framework to enable Trustees to perform their duties competently, confidently and professionally;
- Telling Trustees what they need to know to do their job well.

Objects and Activities

Our charitable objects are as follows:

The advancement of education by:

- Providing tailored educational support to children and young people living with an acquired brain injury.
- Educating parents on the complexities of acquired brain injury.
- Raising public awareness of issues related to acquired brain injury.

The advancement of health (or the saving of lives) by:

- Providing community based neuro-rehabilitation services and support for children and young people recovering from acquired brain injuries.

Main activities

It has been an extremely busy year for us this year and we have made significant progress in our growth and development. Although we only commenced in January 2015 we are starting to make an impact locally and make a real difference to the families we exist to serve. We have been extremely lucky to have been awarded the levels of funding that we have to enable the charity to commence delivering its services. We cannot thank our funders enough for having the belief and confidence in our capability to deliver. We hope we have made you proud.

Our main activities during 2016/17 have been under the following work streams:

Family Support

This year our new Family Support Service has really taken off as a result of the NHS funding we obtained from South Tees CCG. For such a new charity, this was a huge vote of confidence in our abilities to deliver this new service and we are extremely grateful for the trust placed in us to successfully deliver it. The project was created from the lived experiences of our Founder and through the outcomes we are demonstrating we are evidencing that we do 'make a real difference to those we exist to support. That is what makes Matrix Neurological so unique.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

We have provided assistance not only to families within the Tees Valley area, but also to families as far away as Gateshead and the Oxfordshire area. The overarching aims of our Family Support Service is to improve parent/carer health and wellbeing and build family knowledge to improve family resilience.

Family feedback

When we evaluated our service families said:

"It is a refreshing change to speak to someone who actually 'gets it' and knows what I am talking about. We have been left in limbo and despair for many years. I cannot explain the massive difference you have made."

"The therapies you provide are really beneficial and I now get time to relax which is really helping me."

Case Management

All of our families have requested Case Management so this has been provided on a voluntary basis. Families experiencing extreme pressure and emotional distress need lots of help and support to try to alleviate as much perceived 'burden' as possible. Our Founder knows how stressful life is for family's post-discharge and was determined that they had a very different experience to her family. It is this lack of understanding and practical help and support that wears families down and undermines parent/carer psychological wellbeing. We understand that to alleviate family burden and tension, signposting is not the right pathway for these vulnerable families.

When we evaluated our Case Management service families said:

"Thank you for your valuable help. You have been very kind and have put us in touch with the right people. You do wonderful work for head injured people and you understand them."

"You are the only organisation that puts itself out to provide much needed help and support for people with acquired brain injury. You have been enormously helpful. We cannot thank you enough for your help".

Children and young people advocacy and support

Through regular interaction with community professionals and families it is apparent that there is a lack of knowledge and understanding about acquired brain injury. Unfortunately, one of the consequences of this is that brain injured children and young people experience discrimination every day.

In response, we have developed an innovative brain injury assessment tool which combines medical information provided by medical professionals and our brain injury knowledge.

This assessment document helps families and non-medical professionals to understand what has happened inside a child's head and to understand the complex effects the brain injury has had on the child or young person. It is only through understanding the problems the individual is facing that the right solutions tailored to their needs can be found to help and support them in their ongoing recovery.

The document has enabled children to be referred back into appropriate NHS services and some of our children are now receiving medical treatment for problems that have never been treated before.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

We have seen the benefits of tailor-made information and treatment rather than generic brain injury information and support. Our brain injury assessment tool has also assisted building knowledge and understanding in schools and for other community professionals.

With our innovative assessment forms, for the first time, families can visualise what has happened and they have a clear understanding of why a child is behaving in a particular way. More importantly the document highlights areas of potential vulnerability and risk facing the child, as well as raising awareness of related issues that may emerge in the future. When families understand, they feel more confident, empowered and able to cope.

When we evaluated our service, our families said:

"We appreciate your input into our lives. Now things are slowly turning around for us".

"We are so happy to have found this service. We are getting so much more help and support – more than we have had in 11 years."

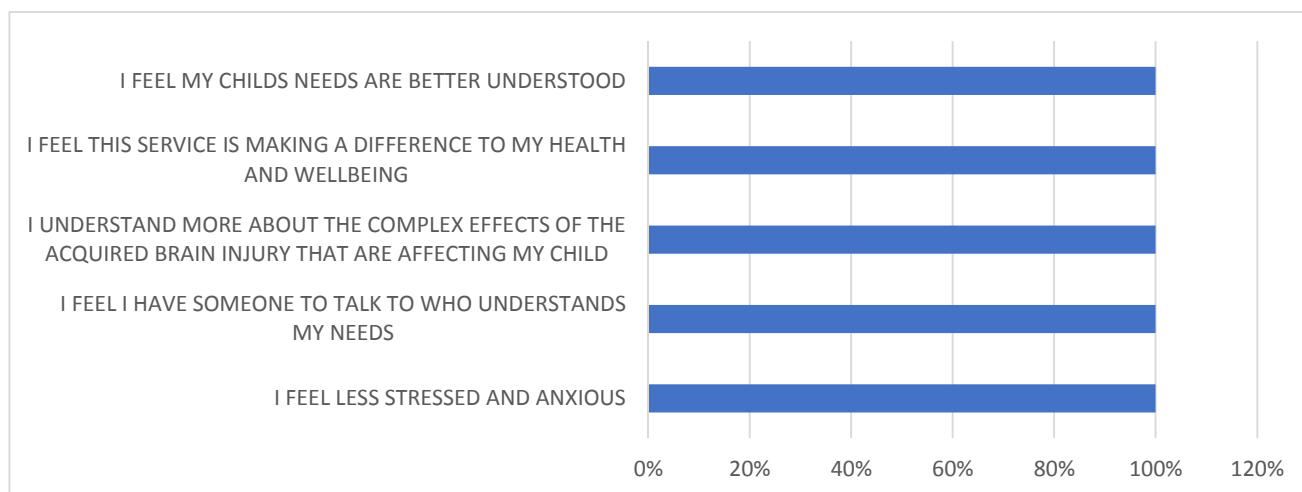
We work hard to support our families who are often left distraught following such a traumatic life changing experience. The following table shows the level of support we have provided to families.

Statistics

Number of family support visits made since July 2016.	162
Number of family support hours provided	337
Number of hospital appointments attended/supported since May 2016	12
Number of hospital appointments enabled through transport provision	10
Number of issues resolved for families	87
Number of Multi-Disciplinary Team meetings attended	1
	2

What difference have we made?

Matrix set out to make a real difference to families so we asked our families to tell us if we were. We received some very positive feedback, as shown in the following chart. They said:



MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

We still have some improvements to make in some other areas but we were pleased with their positive feedback. For such a new and innovative charity it is testament to how much we understand their needs.

Statement on Public Benefit.

2016/17 was a busy year for us and Matrix Neurological has come a long way considering it is only in its second year. The main part of our external work has been for public benefit; including our work with some long term unemployed volunteers.

Our animated DVD that was created for children and young people to help them to understand their hidden disability and what has happened inside their head has been much appreciated and has been well received by a range of professionals. All the families we work with or whom have contacted us for advice have received free copies of our DVD.

Where possible now we start to engage with families in the very early stages post injury, whilst they are still in Paediatric Intensive Care. However; we also receive referrals from other families who are struggling to cope and need the unique information, help and support that we provide.

During the year, we saw increased demand for our services and we now receive referrals from:

- James Cook University Hospital
- Other community professionals
- Self-referrals
- Local authority staff and social workers
- Other local VCS organisations

This year we have developed a range of innovative assessment forms that is enabling us to demonstrate positive and clear outcomes for our funders as evidence of the real difference our service makes to families. The documents provide a range of valuable data that is used to track performance and includes both qualitative and quantitative information.

We have also developed some innovative brain injury assessment forms that provide valuable information to parents and other professionals. They also help parents to understand how the brain injury is affecting their child specifically. This information is then used by parents to go back to their GP to obtain the necessary referrals back into NHS services as and where required. Some of our children are now receiving treatment for issues that were unknown and thus never treated previously.

Our assessment forms have also been used in benefits appeals cases as working with parents as we can explain acquired brain injury and the complex effects any deficits are having on the individual, in simple terms that other non-medical professionals can understand.

We have also intervened in social services cases whereby the complex needs of brain injured children and young people have been misunderstood, ignored or misinterpreted leaving their needs unmet and their families being punished. Through our advocacy work we have been able to challenge poor decisions and prevent potential unnecessary emotional trauma for both children and their families.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

In relation to the **Advancement of Education** we can state that these have been met as follows:

Our website has expanded and we have expanded our range of information leaflets that are provided to parents free of charge. Our high-quality leaflets are used to educate parents and teachers and a range of other professionals on the complex effects of acquired brain injury pertaining to an individual child.

This year we launched our animated DVD entitled 'My brain injury and me'. The innovative DVD was created with grant funding from the Goshen Foundation

We obtained sponsorship for our DVD from organisations such as Irwin Mitchell LLP, Middlesbrough Council and Heerema. Copies were also sold to NHS and private sector neurorehabilitation providers. They have also been used for staff training purpose in some organisations, assisting professionals to learn about the effects an injury to the brain has on the individual child or young person.

All the funds raised from sponsorship of the DVD contributed to our fundraising activities and everything raised was reinvested back into the charity and helped to support our running costs.

The sponsored copies have also been used to raise further awareness of acquired brain injury and its complex effects in children and young people with free copies being given to all GP practices in our area. Several copies have been donated to the Great North Children's Hospital and James Cook University Hospital both to the adults and children's wards.

The advancement of health (or the saving of lives) **by:** Providing community based neurorehabilitation services and therapies for children and young people recovering from acquired brain injuries.

This year we have established some important partnerships and relationships through networking locally to raise awareness of our existence. This is ongoing and enables us to use our networks to better support our families.

We were also extremely pleased to have obtained some NHS funding from South Tees CCG to commence delivery of our Family Support Service. We felt this demonstrated a belief in our work and has resulted in us demonstrating that the charity is a responsible and credible provider of services, information and advice for brain injured children, young people and their families.

We have also developed an innovative brain injury assessment tool that includes medical information.

This enables families to understand what has happened inside their child's head but also highlights problem areas. The document has enabled children to be referred back into appropriate NHS services and some of our children are now receiving medical treatment for problems that have never been treated before.

Feedback from parents also tells us that our Family Support Service is making a difference to their health and wellbeing

Volunteers

Additionally, we created a number of volunteer roles that were filled by 7 volunteers whose support has helped us to achieve so much in 2016/17. Collectively they contributed almost **2650** volunteer hours calculated via their individual timesheets. Their time and commitment to the charity has an equitable financial value of **£49,728**.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

The Trustees wish to thank our volunteers for generously giving their time, dedication and skills. We cannot do this without you.

Achievements and Performance

- Chosen as charity of the year by Broadacres Housing
- Awarded NHS funding to launch our Family Support Service for child brain injury families
- Referrals commenced
- Commenced our own fundraising activities
- Employed our first staff member
- Attended several conferences on neurorehabilitation innovations
- Expanded our website
- Monitoring the delivery of outcomes and recording the 'real difference' we make
- Commenced evaluating our services
- Spoke at a regional conference
- Our Chair led a workshop for emerging leaders on behalf of Common Purpose
- Charity was featured on BBC Look North
- Contributed to a successful PIP appeal

Timeline of progress

April – June

We were excited to receive NHS funding to commence our Family Support Service and Broadacres Housing chose us as their 'charity of the year'. We also moved into a larger office in central Middlesbrough. This has enabled families to visit us in the office and make us more accessible to those people who need us. We also received our first referral from James Cook University Hospital and the charity was publicised in their staff magazine to raise awareness of our services. During this period our Chair was interviewed on Zetland FM to help raise awareness of the charity and our work. Our first Family Support Worker also commenced and our service was promoted to all local GP practices. Our Chair was also invited to lead a workshop that was delivered to emerging regional leaders. We also undertook some advocacy work for a brain injured child which resulted in a positive outcome for a child in a Child Protection /conference.

July - September

In July we were asked to help a brain injury family with a PIP appeal. During this period we also donated five copies of our brain injury DVD to James Cook University Hospital and the Great North Children's Hospital. We have received positive feedback from medical staff and the DVD is now being watched by families with brain injured children and young people in both hospitals.

August was a busy month in which we raised concerns about child safeguarding procedures to the Chair of the local Safeguarding Children Board based upon the learning that came out of the Child Protection case we had been involved with. **We are aware that stated 'behaviours demonstrated by a child that is being abused', could also be the 'behaviours of a brain injured child who is not being abused'**. The lack of awareness and understanding of the effects of acquired brain injury outside of the medical profession is very concerning. We highlighted to our local Safeguarding Children Board, how errors of judgement could

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

be made, stressing how they could inadvertently prejudice brain injured children. We asked the local Safeguarding board to review the Tees Valley procedures.

October – December

This month our Chair was a speaker at the Northern Acquired Brain Injury Forum's Regional Conference. Her presentation 'Navigating the Matrix' received some excellent feedback from delegates.

We were also excited to have been approached by BBC Look North who featured us in a news article.

They spent many hours filming with us and the item was broadcast on 23 October during the 6:30 regional news.

In November, we received some Big Lottery funding to be used for capacity building activity for the charity.

January – March

We heard that our detailed report that we submitted to the court in July, had contributed to having the appeal upheld and the brain injured individual had had their disability benefits reinstated. The family wrote a letter to thank us.

Due to the increased demand for our services we had obtained some additional funding to employ a second Family Support Worker. This would enable us to support brain injury families across the whole of the Tees Valley.

James Cook University Hospital had agreed for two PICU nursing sisters to volunteer for us as dedicated Link Nurses. This is helping to raise awareness of acquired brain injury to nursing staff and raise awareness of the charity. By March we were also planning our first fundraising evening and we held our first Trustee strategic planning review.

Reserves Policy

MATRIX Neurological CIO has maintained a level of free reserves (unrestricted funds not invested in fixed assets) currently £542 to meet the working capital requirements of the charity in the event of a significant drop in funding. It has established a policy whereby the unrestricted funds not invested in fixed assets held by the charity should be between 3 and 6 months of annual expenditure. At 31 March 2017 the free reserves fell short of this target level, the trustees are aware of this and will be building up reserves with planned operating surpluses.

Fundraising

Matrix Neurological do not use any private sector fundraising agencies and aim to use only ethical fundraising practices as stated in our Fundraising Policy.

International Fundraising

We do not knowingly obtain any income from international sources.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

Where did our funding come from?

TYPE	SOURCE	2014/15	2015/16	2016/17
Restricted	Grants	96%	67.37%	28.27%
Restricted	Restricted Donations	3.2%	17.33%	0.08%
Restricted	Commissioning	0%	0%	53.89%
Restricted	Contracts	0%	0%	0%
Unrestricted	Fundraising	0%	4.07%	6.14%
Unrestricted	Donations	0.4%	1.47%	11.63%

Grants and Commissioning

We were extremely pleased to have been awarded funding from the following organisations during 2016/17.

South Tees CCG	£ 38,761
Middlesbrough Masons North York Lodge	£ 300
Middlesbrough Council	£ 500
Awards for all	£ 10,000
Tees Valley Community Foundation	£ 1,000
Sherburn House	<u>£ 2,500</u>
	£ 52,161

All of the funding provided has been used to support families affected by childhood acquired brain injury, provide volunteering opportunities for local people or strengthen the capacity of the charity.

Donations

Direct donations can also be made via the following three portals:

- Our website (via Givey using a donate button)
- Givey – by donating to our charity or creating a fundraising event for us
- Paypal Giving – whereby purchasers are asked to make a small donation.

Alternatively, donations are submitted by cheque. One small group worthy of a mention is the ladies from Acklam Knit and Natter Group. We were so surprised to receive your generous donation raised through the sale of the items that you make. It was such a lovely gesture. Thank you so much for choosing us.

We also thank every individual who took the time to make a financial contribution towards our valuable work through one of our donation portals.

DVD Sponsorship and Sales

This year we launched our animated DVD entitled 'My brain injury and me'. The innovative DVD was created with grant funding from the Goshen Foundation. We now offer sponsorship opportunities to local businesses. Some organisations who have sponsored our DVD include Heerema Fabrication Group, Irwin Mitchell and Middlesbrough Council. To date through sales and sponsorship our DVD has raised almost **£3,500** to support our ever-expanding charitable work.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

The Trustees also acknowledge that we cannot rely on grant funding alone to support the work of the charity so we took the decision to purchase some charity collection boxes to help raise awareness of the charity and encourage local businesses and the local community residents to support us.

Through the support of local businesses and the generosity of local people we raised **£283** in a few months. We are humbled by their support and generosity, which continues to grow.

Fundraisers

We were also extremely humbled to have had several local people step forward to undertake some fundraising activity for us. Through their generosity, dedication and hard work they raised over **£8,000** for us. In particular, we say thank you to;

- Callum Rock – who completed the Yorkshire Three Peaks Challenge for us
- Broadacres Housing – who chose us as their ‘Charity of the Year’ and donated all their fundraising proceeds to us.

We thank them enormously for their incredible support.

Supporters

We are also delighted to have been supported by a number of local businesses who have helped us to move forward at such a pace. These include:

- Highground Design
- NPS Media
- Linthorpe Property Developments
- Tindles Chartered Accountants
- Cherryhill Garden Centre
- Oasis Café
- Local pubs
- Asda in Thornaby

Their ongoing commitment and support is very much appreciated.

MATRIX Neurological CIO

TRUSTEES ANNUAL REPORT

For the year ended 31 March 2017

Statement of Trustee Responsibilities

The charity trustees are responsible for preparing a trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The charity trustees are required to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of incoming resources and application of resources. In preparing financial statements, the trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures 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 operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. 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 29 September 2017 and signed on their behalf by:

Jan Rock
Chair

MATRIX NEUROLOGICAL CIO

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

For the year ended 31 March 2017

I report on the financial statements of MATRIX Neurological CIO for the year ended 31 March 2017, which are set out on pages 14 to 23.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for the year under section 144(2) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, 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:

(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 Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities 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 accounts to be reached.

Jim Dodds FCIE
Ellison Services Limited
Higham House
Higham Place
Newcastle upon Tyne
NE1 8AF
Date: 4 October 2017

MATRIX NEUROLOGICAL CIO

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 March 2017

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Income from:					
Donations and legacies	6	7,560	-	7,560	21,708
Charitable activities					
Grants and contracts	7	500	52,262	52,762	24,050
Other trading activities	8	3,465	-	3,465	583
Investments	9	12	-	12	2
		<u>11,536</u>	<u>52,262</u>	<u>63,798</u>	<u>46,343</u>
Total income					
Expenditure on:					
Raising funds	10	110	17	127	-
Charitable activities					
Operation of the charity	11	20,458	25,744	46,202	30,440
		<u>20,568</u>	<u>25,761</u>	<u>46,328</u>	<u>30,440</u>
Total expenditure					
Net income/(expenditure) and net movement of funds		(9,031)	26,501	17,470	15,903
Reconciliation of funds					
Total funds brought forward		9,573	6,330	15,903	-
		<u>542</u>	<u>32,831</u>	<u>33,373</u>	<u>15,903</u>
Total funds carried forward					

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities

The notes on pages 16 to 23 form an integral part of these accounts.

BALANCE SHEET

As at 31 March 2017

	Notes	£	Total 2017 £	£	Total 2016 £
Fixed assets					
Tangible assets	16		5,428		9,163
Total fixed assets			5,428		9,163
Current assets					
Debtors	17	25		600	
Cash at bank and in hand	18	28,764		7,144	
Total current assets		28,789		7,744	
Creditors: amounts falling due within one year	19	(845)		(1,004)	
Net current assets			27,944		6,740
Total assets less current liabilities			33,373		15,903
Total net assets or liabilities			33,373		15,903
Funds of the charity					
Unrestricted income funds			542		9,573
Restricted income funds			32,831		6,330
Total funds			33,373		15,903

The notes on pages 16 to 23 form an integral part of these accounts.

These financial statements were approved by the Board on:

29 September 2017

and are signed on its behalf by:

John Davis
Trustee

MATRIX NEUROLOGICAL CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

1 Accounting Policies

The principle accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

2 Basis of accounting

2.1 Basis of preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with 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 (FRS 102) (effective 1 January 2015) – Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

MATRIX Neurological CIO meets the definition of a public benefit entity under FRS 102.

2.2 Preparation of the accounts on a going concern basis

The charity reported total unrestricted funds at the year end of £542 and has already secured a significant amount of funding for the current year. The trustees are of the view that the immediate future of the charity for the next 12 to 18 months is secure and that on this basis the charity is a going concern.

3 Income

3.1 Recognition of income

Income is recognised when the charity has entitlement to the resources, any performance conditions attached to the item(s) of income have been met, it is more likely than not that the resources will be received and the monetary value can be measured with sufficient reliability.

3.2 Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by FRS102 SORP or FRS102.

3.3 Grants and donations

Income from government and other grants, whether 'capital' grants or 'revenue' grants, is recognised when the charity has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance or provision of other specified service is deferred until the criteria of income recognition are met.

MATRIX NEUROLOGICAL CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

3.4 Donated goods and services

Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided that the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with the equivalent amount recognised as an expense under the appropriate heading in the SoFA.

3.5 Volunteer help

The value of volunteer help received is not included in the accounts but is described in the trustees' annual report.

3.6 Interest receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

3.7 Income from membership subscriptions

Membership subscriptions received in the nature of a gift are recognised in donations and legacies.

Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities.

3.8 Investment gains and losses

This includes any realised or unrealised gains or losses on the sale of investment and any gain or loss resulting from revaluing investments to market value at the end of the year.

3.9 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the charities' work or for specific projects being undertaken by the charity.

4 Expenditure and liabilities

4.1 Liability recognition

Liabilities are recognised when it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

4.2 Charitable activities

Expenditure on charitable activities includes the costs of activities undertaken to further the purposes of the charity and their associated support costs.

MATRIX NEUROLOGICAL CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

4.3 Governance and support costs

Support costs have been allocated between governance cost and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

4.4 Irrecoverable VAT

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

4.5 Creditors

The charity has creditors which are measured at settlement amounts less any trade discounts.

4.6 Provisions for liabilities

A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date.

5 Assets

5.1 Tangible fixed assets for use by the charity

Individual fixed assets costing £250 or more are capitalised at cost and are depreciated over their estimated useful economic lives on a straight line basis as follows:

Donated assets	-33% straight line
Office and computer equipment	-33% straight line

MATRIX Neurological CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
6 Donations and legacies				
Donations Individual	2,496	-	2,496	154
Donations (non gift aid)	5,064	-	5,064	3,669
Donations in kind	-	-	-	17,885
	<u>7,560</u>	<u>-</u>	<u>7,560</u>	<u>21,708</u>
7 Charitable activities				
<u>Income from grants</u>				
NHS South Tees CCG	-	38,762	38,762	-
Tees Valley Community TVCF	-	-	-	1,000
Big Lottery Awards for All	-	10,000	10,000	10,000
Tees Valley Philanthropic Society	-	-	-	600
Tees Valley Community Foundation	-	1,000	1,000	4,620
Middlesbrough Council Community Chest	500	-	500	2,000
Comic Relief	-	-	-	2,480
Project Dirt	-	-	-	2,000
M&T Philanthropic Foundation	-	-	-	1,350
Sherburn House Charity	-	2,500	2,500	-
	<u>500</u>	<u>52,262</u>	<u>52,762</u>	<u>24,050</u>
8 Other trading activities				
Training session	-	-	-	200
Sale of DVDs	3,465	-	3,465	275
Other	-	-	-	108
	<u>3,465</u>	<u>-</u>	<u>3,465</u>	<u>583</u>
9 Income from investments				
Bank interest	12	-	12	2
	<u>12</u>	<u>-</u>	<u>12</u>	<u>2</u>

Income was £63,798 (2016: £46,343) of which £11,536 was unrestricted or designated (2016: £22,293) and £52,262 was restricted (2016: £24,050)

MATRIX Neurological CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

Analysis of expenditure on charitable activities

10 Raising funds

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
Fundraising expenses	110	17	127	-
	<u>110</u>	<u>17</u>	<u>127</u>	<u>-</u>

11 Charitable activities

Direct costs

Training project	-	-	-	4,861
Advertising and PR	1,126	984	2,110	6,413
Travel and subsistence	481	684	1,165	1,162
Meeting costs	1,185	59	1,244	179
Project activities	593	1,106	1,699	-
Project salaries	-	13,996	13,996	-
Volunteer expenses	417	180	596	-

Support costs

Office costs	2,557	751	3,309	3,210
Premises costs	4,195	2,644	6,839	4,241
IT	510	334	845	1,033
Insurance	461	333	794	694
Legal and professional fees	3,328	4,673	8,001	3,465
Depreciation	5,005	-	5,005	4,582

Governance costs

Independent examiner's fees for reporting on the accounts	600	-	600	600
	<u>20,458</u>	<u>25,744</u>	<u>46,202</u>	<u>30,440</u>

Expenditure on charitable activities was £46,328 (2016: £30,440) of which £20,568 was unrestricted or designated (2016: £14,464) and £25,761 was restricted (2016: £15,976)

12 Fees for examination of the accounts

	2017 £	2016 £
Independent examiner's fees for reporting on the accounts	600	600
Other accountancy services paid to the examiner	132	-
	<u>732</u>	<u>600</u>

MATRIX Neurological CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

13 Analysis of staff costs, trustee remuneration and expenses, and the cost of key management personnel

	2017 £	2016 £
Salaries and wages	13,996	-
Social security costs	-	-
	<u>13,996</u>	<u>-</u>

No employee received remuneration above £60,000 (2016: £nil)

No trustees were paid expenses during the period. (2016 £559)

The key management personnel of the charity comprise of the trustees.

14 Staff Numbers

The average monthly head count was 1 staff (2016: 0 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2017 Number	2016 Number
The parts of the charity in which the employee's work		
Charitable activities	1.0	0.0
	<u>1.0</u>	<u>0.0</u>

15 Transactions with trustees and related parties

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity.

16 Tangible fixed assets

	Donated Assets £	Office Equipment £	Total £
Cost			
Balance brought forward	9,136	4,608	13,744
Additions	-	1,270	1,270
Disposals	-	-	-
Balance carried forward	<u>9,136</u>	<u>5,878</u>	<u>15,014</u>
Depreciation			
Basis	SL	SL	
Rate	33%	33%	
Balance brought forward	3,045	1,536	4,581
Depreciation charge for year	3,045	1,959	5,005
Disposals	-	-	-
Balance carried forward	<u>6,090</u>	<u>3,495</u>	<u>9,586</u>
Net book value			
Brought forward	<u>6,091</u>	<u>3,072</u>	<u>9,163</u>
Carried forward	<u>3,046</u>	<u>2,383</u>	<u>5,428</u>

MATRIX Neurological CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

17 Debtors and prepayments (receivable within 1 year)

	2017 £	2016 £
Trade debtors	25	-
Prepayments	-	600
	<u>25</u>	<u>600</u>

18 Cash at bank and in hand

	2017 £	2016 £
Cash at bank	28,704	7,144
Cash in hand	61	-
	<u>28,764</u>	<u>7,144</u>

19 Creditors and accruals (payable within 1 year)

	2017 £	2016 £
Trade creditors	-	308
Trustees expenditure	22	96
Taxation and social security	223	-
Accruals		
Independent examination of accounts	600	600
	<u>845</u>	<u>1,004</u>

20 Events after the end of the reporting period

No events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

21 Analysis of charitable funds

Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
General unrestricted fund	9,573	11,536	(20,568)	-	542
Totals	<u>9,573</u>	<u>11,536</u>	<u>(20,568)</u>	<u>-</u>	<u>542</u>

Purpose of unrestricted funds

General unrestricted fund The 'free reserves' of the charity

MATRIX Neurological CIO

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2017

Analysis of movement in restricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Restricted funds					
Middlesbrough Council Community Chest	800	-	(409)	-	391
Comic Relief	2,180	-	-	-	2,180
Project Dirt	2,000	-	(926)	-	1,074
M&T Philanthropic Foundation	1,350	-	-	-	1,350
NHS South Tees CCG	-	38,762	(20,041)	-	18,721
Big Lottery Capacity Building	-	10,000	(4,355)	-	5,645
TVCF FSW	-	1,000	(30)	-	970
Sherburn Foundation	-	2,500	-	-	2,500
Totals	6,330	52,262	(25,761)	-	32,831

Purpose of main restricted funds

Restricted funds represent income resources used for a specific purpose within the charity as identified by the donor

NHS South Tees CCG	Family support service to improve parent/carer health and wellbeing and build family knowledge to improve family resilience.
Big Lottery Capacity Building	funding to be used for capacity building activity for the charity

22 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Tangible fixed assets	5,428	-	5,428
Cash at bank and in hand	(4,067)	32,831	28,764
Other net current assets/(liabilities)	(820)	-	(820)
	542	32,831	33,373

23 Guarantee

There have been no guarantees given by MATRIX Neurological CIO at 31 March 2016.

24 Debt

There is no debt outstanding which is owed by MATRIX Neurological CIO and which is secured by an excess charge on any of the assets of MATRIX Neurological CIO at 31 March 2017.

25 Governing Document

The organisation is a Charitable Incorporated Organisation - Foundation registered on 16 January 2015 as a body corporate under part 11 of the Charities Act 2011.