



# Annual Report and Financial Statements For the year ended 31 March 2019

Matrix Neurological

Registered Charity Number 1159973

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## Contents

Trustees Annual Report .....	4
Introduction .....	4
Reference and Administrative Details of the Charity, its Trustees and Advisors .....	4
Structure, Governance and Management .....	5
How the charity is constituted .....	5
Appointment of Trustees .....	5
Additional Governance Information .....	5
Objects and Activities.....	7
The advancement of education by: .....	7
The advancement of health (or saving of lives) by .....	8
Our Achievements.....	9
Statement on Public Benefit .....	10
Charitable Objects.....	10
Advancement of Education.....	10
Advancement of Health (or saving of lives).....	10
Our Services .....	11
Case Management .....	11
Outcomes.....	12
Impact .....	13
Family Support Service .....	14
Outcomes.....	15
Impact .....	16
Children and Young People Support Service .....	17
Family Events .....	18
Service Outcomes .....	18
Impact .....	18
Volunteers.....	19
Continuous Professional Development .....	19

## MATRIX Neurological CIO

### TRUSTEES ANNUAL REPORT

For the year ended 31 March 2018

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Ethical Fundraising .....	20
International Funding .....	20
Funding Sources .....	20
Received Grants .....	20
Own Fundraising Activities .....	21
Fundraising Event.....	21
Direct Donations .....	21
Our Fundraising Champion For 2018/19 .....	22
Reserves Policy.....	23
Statement of Trustee Responsibilities .....	23
Independent Examiners Report .....	24
Statement of Financial Activities (Including Income and Expenditure Account).....	25
Balance Sheet.....	26
Notes to the Financial Statements.....	27

## Introduction

The trustees are pleased to present their annual report together with the financial statements of the charity for the period ended 31 March 2019.

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

<b>Charity Name</b>	MATRIX Neurological CIO	
<b>Registered Charity Number</b>	1159973	
<b>Operational Address</b>	TAD Centre Ormesby Road Middlesbrough TS3 7SF	
<b>Trustees</b>	Mrs Jan Rock	Founder & CEO
	Mr John Davis	Chair Resigned 4.4.18
	Mrs Iona Leigh Jones	Secretary to the Board
	Mr D Kay	Chair Appointed 16.8.19
	Dr A Simcox	Appointed 17.4.18
		Resigned 4.12.18
	Mr P Wright	Appointed 1.2.19
	Mr R Farrell	Appointed 20.2.19
<b>Independent Examiner</b>	Nigel Douglass Ellison Services Higham House Higham, Place Newcastle upon Tyne NE1 8AF	
<b>Bankers</b>	The Co-operative Bank p.l.c. P.O. Box 101 1 Balloon Street Manchester M60 4EP	

## Structure, Governance and Management

### How the charity is constituted

Matrix Neurological is a CIO (Charitable Incorporated Organisation) adopting the Charity Commissions Foundation Model whereby the only voting members are the charity Trustees. We have adopted this model to ensure we comply with the Charities Act 2011 (the 2011 Act) and the General Regulations. As part of this it 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 persons carrying out business in partnership with the charity trustees.

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 ensures 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:

- The Essential Trustee Guide
- The Charity Governance Code
- The Nolan Principles of Public Life
- Codes of conduct for Trustees (based on the Nolan Principles)
- Trustees and Management Committee – National Occupational Standards

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 and role descriptions 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

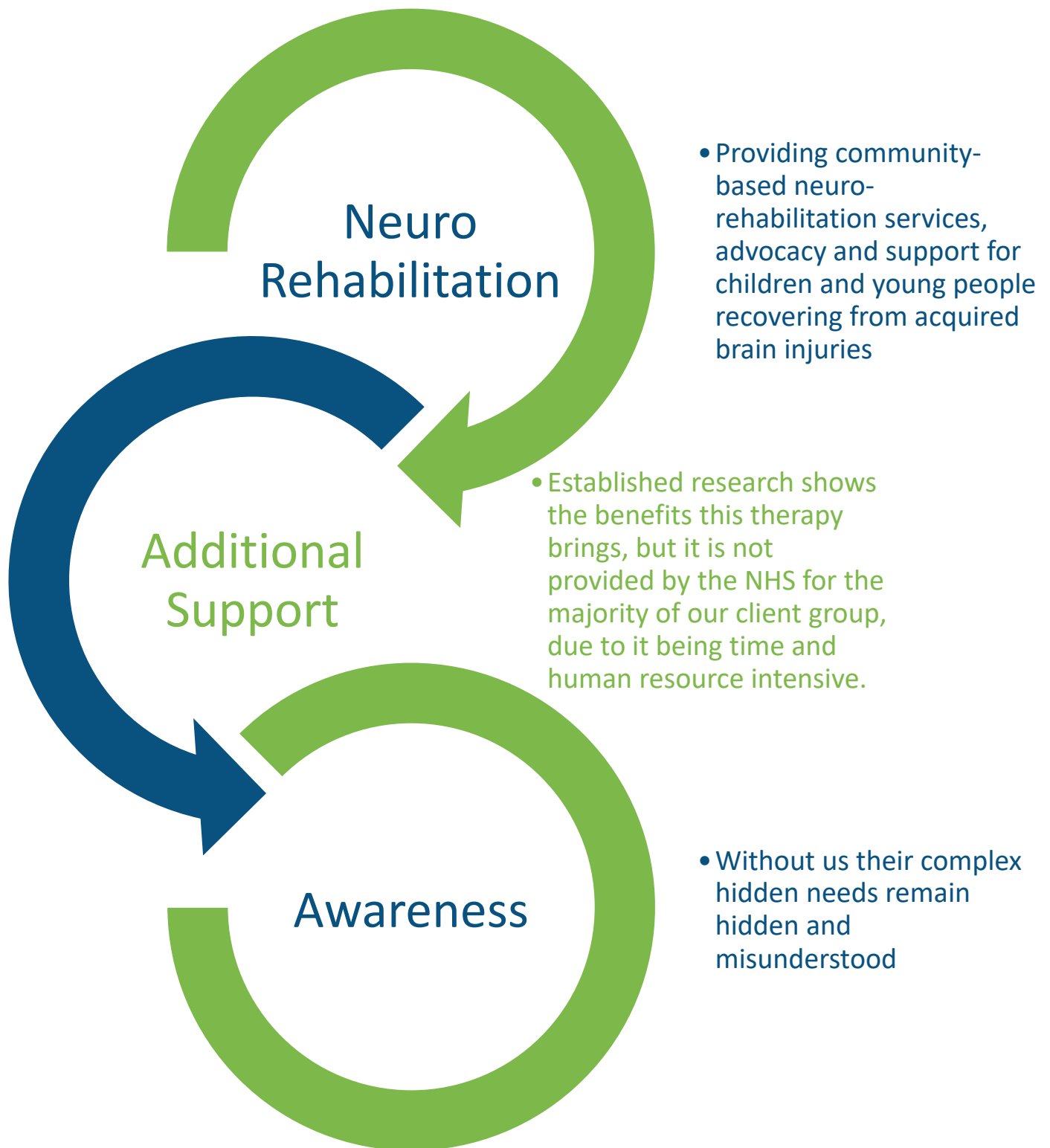
Our charitable objects are the advancement of education and the advancement of health (or saving of lives).

The advancement of education by:





The advancement of health (or saving of lives) by



## Our Achievements

House of  
Lords  
Recognition

10 Cases  
Closed

42 Families  
Assisted

2 Training  
Sessions  
Delivered

8 Partnership  
Meetings  
Attended

2<sup>nd</sup> Annual  
Fundraiser  
Raised £1,743

Once again it has been an extremely busy year at MATRIX Neurological as we continue to progress our growth and development. We are continuing to expand our impact locally and from the positive feedback we receive from families and other professionals, we continue to make a real difference to the families we exist to serve.

We are extremely grateful to our funders for their support, to enable the charity to continue to deliver its innovative services. Thank you to all our funders for your belief and confidence in our ability to deliver. We hope we have made you proud.

Our main achievements during 2018/19 were:

- Recognition of our innovative work by Lord Ramsbotham in a letter from the House of Lords
- Became a Preferred Supplier for children and young people on a local authority framework
- 10 cases were closed as families were in a better position to understand and cope
- 42 people affected by childhood brain injury have been assisted through our Family Support Service; Case Management Service; and children and Young People's Service
- 2 Continuous Professional Development Training Sessions delivered
- 1 CPD session delivered to paediatric consultants in James Cook University Hospital
- Held our second fundraising event where we raised almost £1,743.00
- Attended 8 Partnership meetings
- Expansion of our own fundraising activities through the distribution of donations boxes
- Analysis of local area data and govt statistics indicating 51,000 local children and young people are potentially living with the effects of an undiagnosed traumatic brain injury which was shared with local multi statutory bodies
- Staff and volunteers completed a range of CPD accredited safeguarding courses focussed on children and young people and vulnerable adults

## Statement on Public Benefit

2018/19 was another busy year for us and during its fourth year the charity continues to progress. The main part of our external work has been for public benefit; including our work with some long-term unemployed volunteers as outlined in the following sections.

### Charitable Objects

#### Advancement of Education

We can state that these have been met as follows:

Our website continues to receive regular 'hits' with the site being interrogated for information. Welcome and Information Packs are still provided to parents free of charge to help them to understand child brain injury and the deficits it has caused. Our leaflets are also displayed in a range of community venues, from GP practices, to libraries and community hubs.

Parents still receive a free copy of our animated DVD entitled 'Me and my brain injury'. This also forms part of the Brain Injury Awareness Training that we offer and organisations who have completed our training receive a free copy so they can use it to inform their wider workforce. We continue to find new uses of our DVD as our target audiences and partners increase, and they become more aware of childhood acquired brain injury and its ongoing impacts on the lives of children, young people and their families.

#### Advancement of Health (or saving of lives)

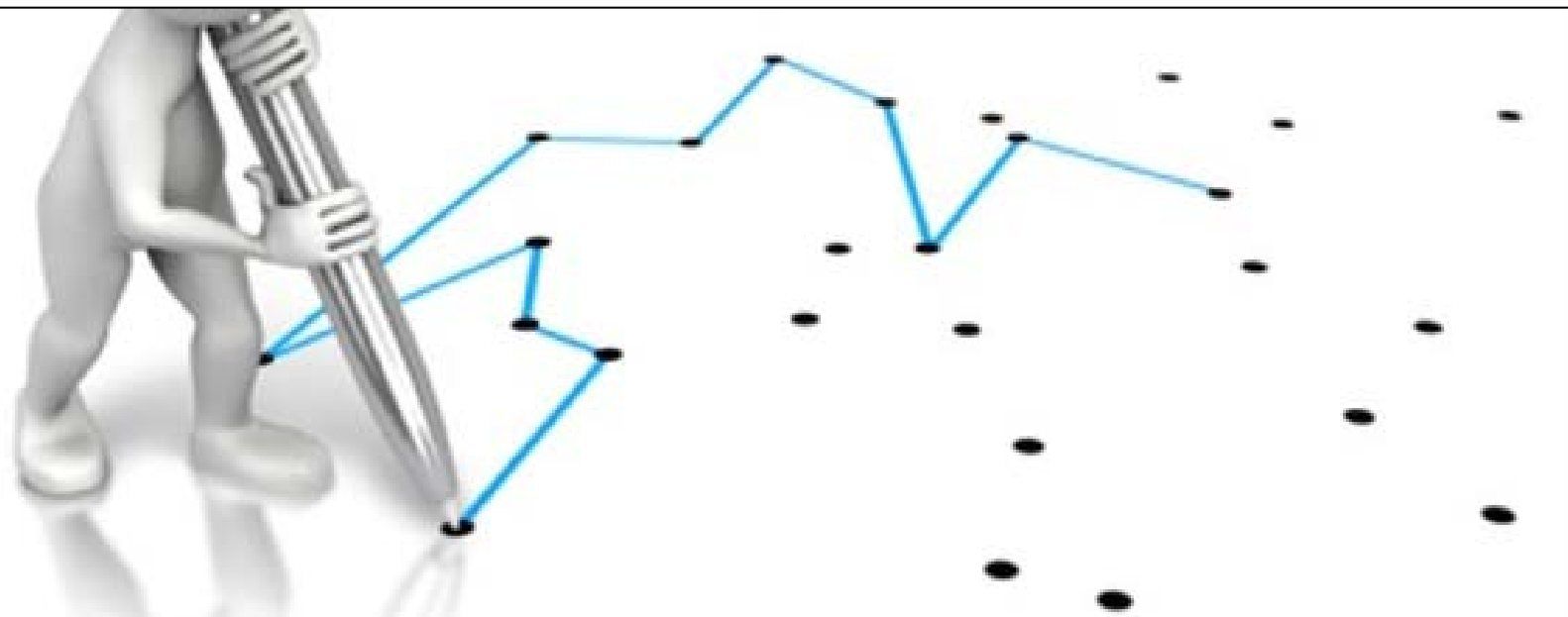
We can state that these have been achieved by the provision of our community-based neurorehabilitation services and therapies for children and young people recovering from acquired brain injuries.

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.

Our Brain Injury Assessment Tool continues to make a significant contribution to ensuring the child's complex needs are understood and provided for. The Assessment Tool also helps children to be referred into appropriate NHS services via their GP. GP Practices, Consultants and other community-based professionals still value the detailed information contained in the report we provide and many have personally thanked us for the information we have provided. Our reports provide GP's with a really good overview of all the individuals needs' which helps everyone to focus in on the important most issues in appointments and ensures the brain injury is not forgotten. This is particularly important where the brain injured person has communication and cognitive and emotional/behavioural difficulties. **One individual we assisted is now receiving specialist medical treatment for the very painful medical issues that we highlighted – which had been left untreated for over ten years.**

## Our Services

### Case Management



Our families continue to request our Case Management Service which again has been provided on a voluntary basis for another year.

We still do not signpost to other providers because we know this is not the right course of action for these vulnerable families; hence we continue to provide coordinated, practical assistance that is tailored to their individual needs.

This year we have assisted 42 people affected by childhood acquired brain injury; which has ensured that everybody's needs are clearly identified and provided for; by some very different but specialist providers.

Our innovative assessment forms and the high-quality Information Packs they receive mean our families have a better understanding of what has happened inside their child's head. More importantly we continue to highlight areas of potential vulnerability and risk facing their child, both in the community, at school or college, and in work placements. We also inform them of related issues that may emerge in the future. This has enabled families to recognise when an issue is related to the brain injury, so the paediatric consultant can make the necessary referral to the appropriate service. This approach ensures that families understand; they feel more confident, empowered and able to understand and cope; and the child receives the most appropriate therapy at the right time.

We continue to advocate for the unmet needs of brain injured children, young people and their families; particularly where 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.

Our Mission is to make a real difference to families, so we asked our families to tell us if we were. When we evaluated our Case Management service families said: "Thank you for the valuable help you gave to us. You put a lot of effort into helping us and we are most grateful".

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*"Thank you for the valuable help you gave to us. You put a lot of effort into helping us and we are most grateful".*

*"Thank you for giving up your time today. I really felt listened to. It finally feels like we are on the right track."*

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## Outcomes

Our unique skills, experience and expertise has enabled the following for children, young people and their families:

### *Children and young people:*

- Triggered 6 EHC Plan requests
- Contributed to the development of 4 EHC Plans for our children and young people
- Attended 26 meetings in school to advocate for the needs of our client group
- Attended 24 meetings with professionals to advocate for the needs of the child or young person
- 1 Benefits Court Appeal following which PIP was reinstated and backdated for our client
- Completed 5 PIP/DLA applications all of which were successful
- 4 children were referred to specialist paediatric consultants by their GP for investigation of their needs
- 4 schools are now better informed about the changed and complex needs of the child

### *Parents and families*

- 1 PIP appeal being upheld with benefits being reinstated and back-dated
- 2 parents have received/are receiving treatment for PTSD
- 2 parents are now receiving carers allowance

## Impact

5 Individuals living with the hidden effects of a brain injury are now in receipt of DLA/PIP

●1 PIP appeal was upheld

●4 schools are now better informed about the changed and complex needs of the child

●4 children or young people now have EHC Plans which were not in place previously

Probably one of our biggest successes this year was being involved in a benefits appeal case that had ascended to court level being overseen by a Judge. The Case Manager produced a detailed report on the effects and impacts a brain injury has had on a brain injured young person and attended the court hearing; which resulted in reinstatement on their benefits which were also back-dated for 18 months, to cover the period from which they ceased.

The findings of our Case Management work enable us to compile Case Studies that continue to be shared with professionals; including paediatric consultants in James Cook University Hospital; multi agency partnership boards and Members of Parliament. This includes some startling case history's about local brain injured children and young people, and the poor long-term outcomes that have emerged from the lack of appropriate service provision.

Our work also continues to raise awareness of the unmet needs of local brain injured children and the long-term impact this has, both on the child and their families from other local providers; such as Job Centre Plus.

## Family Support Service



The overarching aims of our Family Support Service is to improve parent/carer health and wellbeing and build family knowledge and understanding of acquired brain injury to improve family resilience.

Our innovative assessment forms continue to enable 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.

One of the most important factors for all the staff and volunteers of MATRIX Neurological is to build positive relationships without families. Our lived experience of childhood acquired brain injuries is a powerful tool to combat feelings of isolation by families. As such families can relate to us based on a shared experience. They know that we understand the extreme pressure and emotional distress our families experience so we try to alleviate as much perceived 'burden' as possible to help to improve parent/carer psychological wellbeing.

During 2018/19:

•Supported 42 people affected by childhood brain injury

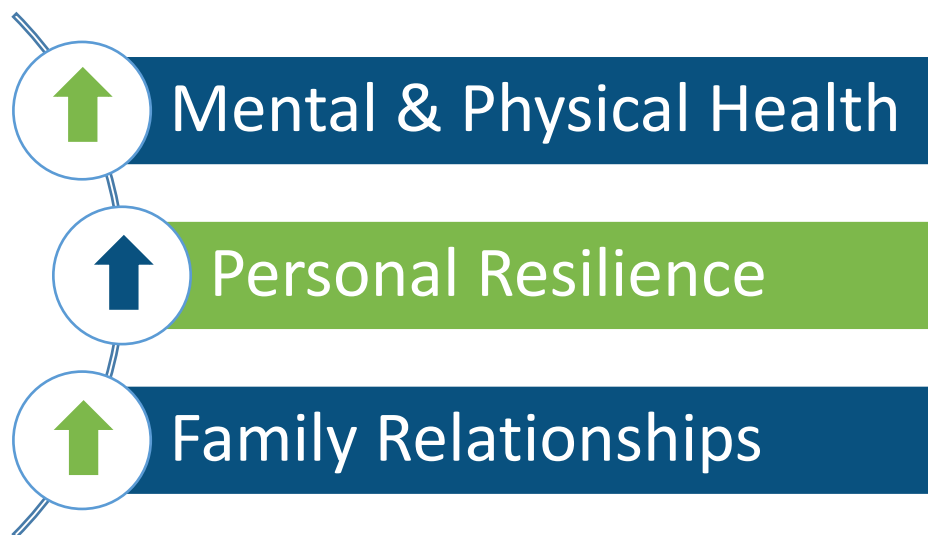
•10 families were in a better position to cope

•118 home visits were undertaken

We have produced a number of self-assessment questionnaires that families complete on a regular basis. These look at key information that align to the service objectives. Our Family Support Staff send these to parents at set intervals. The feedback we receive enables us to track parent/carer wellbeing and monitor their progress. It also helps us to monitor the impact of any new events/incidents that may have occurred and the effect that has had on parents.

### Outcomes

When we analysed the feedback from parents and carers about our Family Support Services, as measured from their baseline assessment, the trends were as follows:



The results clearly show the difference **they say** we have made to them; and evidences that we are getting things right. Listening to them helps to guide the next steps of our growth and development and influences the development of new services. The Family Support Service is maintained through various grant funding streams.

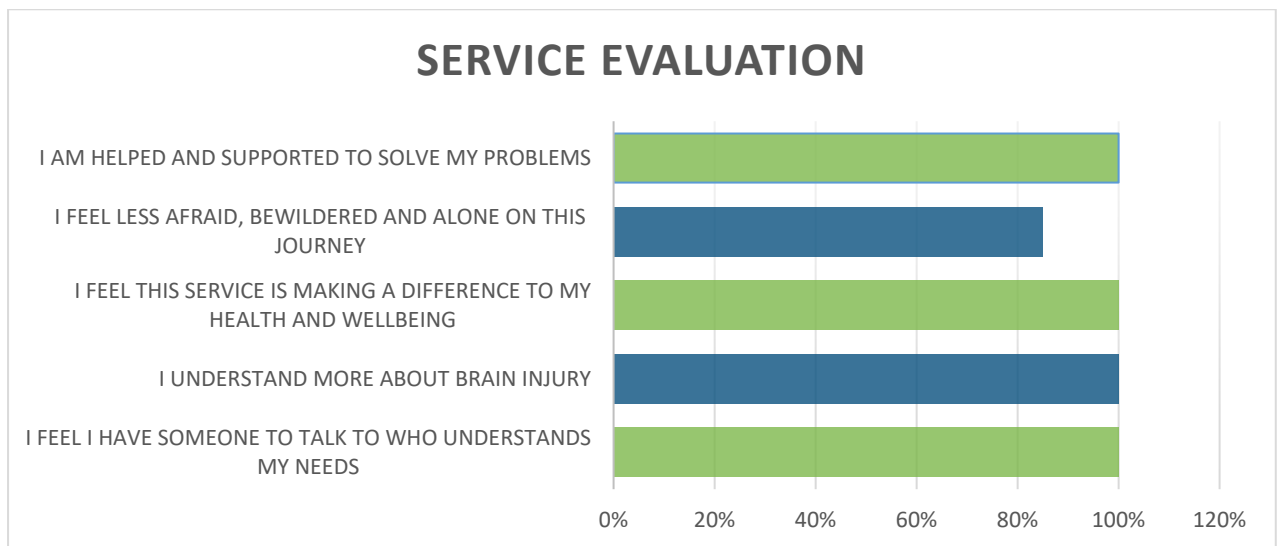
When we collated and reviewed parent views of our service, our families were very positive. One family said:

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*"Thank you for supporting us as a family. We appreciate the help and assistance you have given us".*

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#### Impact

10 cases were closed as families felt more informed and able to cope independently. One comment received was:

*"Matrix has given me a massive confidence boost. I now feel I can speak up more about what my son needs!"*

## Children and Young People Support Service



The lack of knowledge and understanding of childhood acquired brain injury across a range of community professionals continues to astound us. Through regular interaction with community professionals and families we know there is a huge lack of knowledge and understanding about childhood acquired brain injury. Unfortunately, as a result, we have found that brain injured children and young people experience discrimination every day.

Our innovative Brain Injury Assessment Tool, which we developed in 2016, continues to evolve in response to new learning. We are now using Version 4.2; demonstrating how learning and continuous improvement is embedded within our organisational culture.

We undertake some in-depth investigative and analysis work to understand the needs of our children and young people; which involves gathering and collating a range of reports and information across multi-disciplinary areas. We do this because we believe if we do not understand the problem; we will never find the right solution for our clients. Sadly, we see too many professionals who simply treat what they 'think' they see; rather than to take the time to understand the root cause of the problem. The therapy that follows is often inappropriate and unsuccessful. Our Assessment Tool helps us to build a needs profile of the child and helps families to communicate with medical and non-medical professionals because it enables everybody to understand the effects and life impact the brain injury is having on the child in the real world that's sits well outside of the clinical environment. This information also prioritises the child's complex needs; informs EHC Plans; and has enabled the misunderstood needs of brain injured children to be recognised. Unfortunately, as found with our

older clients, SEN services often fail those living with brain injuries and have little or no long-term impact on their recovery and future psychological, social and economic wellbeing.

We continue to provide an Advocacy Service to families; particularly where 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.

Our innovative assessment forms and the high-quality Information Packs they receive mean our families have a better understanding of what has happened inside their child's head. More importantly we continue to highlight areas of potential vulnerability and risk facing their child, both in the community, at school or college, and in work placements. We also inform them of related issues that may emerge in the future. This has enabled families to recognise when an issue is related to the brain injury, so the paediatric consultant can make the necessary referral to the appropriate service. This approach ensures that families understand; they feel more confident, empowered and able to understand and cope; and the child receives the most appropriate therapy at the right time.

#### Family Events

Many of our children and young people also have very few friends and many are socially excluded. **During 2018/19 we held 5 activity and social events for our children and young people and their families.** For safeguarding reasons, we have not provided any photographs of our very vulnerable clients.

#### Service Outcomes

When we collated and reviewed parent views of our service, our families were very positive. One family said:

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*"Our son has been able to return to school on a part-time basis because Matrix have advised both the school and the local council about our son's condition and his changed abilities. The work of Matrix Neurological has been much appreciated by our son's school. We are so lucky to have this team in our area".*

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#### Impact

**The young person has now progressed onto college where we continue to support and advocate for his needs.**

## Volunteers



This year we had 6 volunteers whose support has helped us to achieve so much in 2018/19. Collectively they contributed just over 2222 volunteer hours calculated via their individual timesheets. Their time and commitment to the charity has an equitable financial value of:

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***£41,704.00***

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

## Continuous Professional Development

During 2018 we invested heavily in staff training and development to facilitate growth and CPD. A range of course were completed such as

- Lean Organisation Management
- Team Leading
- Information, Advice and Guidance
- Motivational Interviewing
- Understanding Challenging Behaviour

## Ethical 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. We undertake the majority of our own fundraising activities through Donations Boxes and an annual Fundraising Event which is well supported by local people. Occasionally, a local individual will step forward to undertake some fundraising activity on our behalf.

## International Funding

We do not knowingly obtain any income from international sources.

## Funding Sources

TYPE	SOURCE	2018/19	2017/18	2016/17	2015/16	2014/15
<b>RESTRICTED</b>	GRANTS	<b>28%</b>	55.82%	28.27%	67%	96%
<b>RESTRICTED</b>	DONATIONS	<b>0%</b>	0.93%	8.00%	17%	3.20%
<b>RESTRICTED</b>	COMMISSIONING	<b>0%</b>	36.56%	53.89%	0.00%	0.00%
<b>RESTRICTED</b>	CONTRACTS	<b>0%</b>	0.00%	0.00%	0.00%	0.00%
<b>UNRESTRICTED</b>	FUNDRAISING	<b>7%</b>	4.53%	6.14%	4.07%	0.00%
<b>UNRESTRICTED</b>	DONATIONS	<b>19%</b>	2.18%	11.63%	1.47%	4.00%
<b>UNRESTRICTED</b>	<b>PAYMENT FOR SERVICES *</b>	<b>46%</b>	0%	0%	0%	0%

\*New income source

## Received Grants

During 2019/19 we were pleased to receive the following grants and donations:

Funder	Amount
Big Lottery Awards for All	£9,970
Goshen Fund	£4, 927
NHS Health Education England	£1,500
The Children's Foundation	£1,000
Sir Jules Thorn Charitable Foundation	£750
<b>TOTAL</b>	<b>£ 18,417</b>

During 2018/19 we were also awarded £9,979 Children in Need funding for three years, but we were unable to draw this down until we had the 50% match funding. This caused an unfortunate delay to our innovative service for children and young people. However, this was drawn down during 2019/20.

All of the funding provided has been used to support:

- children, young people and their families that have been affected by childhood acquired brain injury;

- provide volunteering opportunities for local people or
- strengthen the capacity of the charity.

### Own Fundraising Activities

The Trustees acknowledge that we cannot rely on grant funding alone to support the work of the charity and that we have a responsibility to undertake fundraising activities ourselves. However, the charity does not have a dedicated Fundraiser, so the staff and Trustees currently do this in their own time and on a voluntary basis.

Due to the success of our current collection boxes, during 2018/19 we invested in another 20 collection boxes to help raise awareness of the charity and encourage local businesses and the local community residents to support us.

We now have 40 Collection boxes in various locations, and we thank every organisation and their patrons who regularly support us.

Through the support of local businesses and the generosity of local people we raised £982.25 in 2018/19. We are grateful of their support and generosity.

### Fundraising Event

In May 2018 we held our second fundraising evening in the Dorman's Club on Oxford Road in Middlesbrough. Approximately 200 people attended, and we raised £1,743.00. Our guests were entertained by a popular duo act called Fiktion. Everyone had a very enjoyable evening.

We wish to thank the local community, Fiktion, the Members, Staff and Management Committee at the Dorman's Club; and all our raffle and auction prize donors for their generous support.

### Direct Donations

People can also make donations via a number of portals; as shown below:

- 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
- Charity Car – whereby companies and individuals can donate the value of their car
- GoRaise – an online shopping donor scheme
- Give As You Live – an online shopping donor scheme
- Donations boxes – in various locations

Occasionally, cheque donations are also directly submitted to the office highlighting the importance of having a presence in the community.

We also thank every individual who took the time to make a financial contribution towards our valuable work through one of our donation portals. We remain deeply moved by your support and generosity.

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***THANK YOU!***

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### **Our Fundraising Champion For 2018/19**

We must also give a special mention Sandy Millington who despite being very unwell herself, held a fundraising evening for us in memory on her son Ricky who sadly passed away in 2017.

Sandy discovered MATRIX Neurological purely by chance and expressed a wish to help us. Sadly, Sandy found herself in a similar unsupported position, in trying to understand what had happened and dealing with a range of unsupportive statutory services in the community.

Like our Founder, she does not wish another family to experience such a traumatic experience alone. Sandy's fundraising night was held on the anniversary of Ricki's passing and despite it being a difficult day for her, she raised just over £2,000, with £1,169 being donated to MATRIX.



## Reserves Policy

MATRIX Neurological CIO has maintained a small level of free reserves (unrestricted funds not invested in fixed assets) currently £500 aimed at meeting 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. The Trustees know what this figure is.

At 31 March 2019 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.

## 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 29/11/2019 and signed on their behalf by:

Jan Rock .....

CEO



## **MATRIX Neurological CIO**

### **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

For the year ended 31 March 2019

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I report on the financial statements of MATRIX Neurological CIO for the year ended 31 March 2019, which are set out on pages 25 to 35.

#### **Respective responsibilities of trustees and examiner**

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

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 material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Nigel Douglass  
Ellison Services Limited  
Higham House  
Higham Place  
Newcastle upon Tyne  
NE1 8AF  
Date: 11/12/2019

**STATEMENT OF FINANCIAL ACTIVITIES**

For the year ended 31 March 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b><u>Income from:</u></b>					
Donations and legacies	6	18,135	-	<b>18,135</b>	14,413
Charitable activities					
Grants and contracts	7	-	17,397	<b>17,397</b>	13,932
Other trading activities	8	-	-	-	130
<b>Total income</b>		<b>18,135</b>	<b>17,397</b>	<b>35,532</b>	<b>28,475</b>
<b><u>Expenditure on:</u></b>					
Charitable activities					
Operation of the charity	9	17,913	11,014	<b>28,927</b>	46,854
<b>Total expenditure</b>		<b>17,913</b>	<b>11,014</b>	<b>28,927</b>	<b>46,854</b>
<b>Net income/(expenditure)</b>		<b>222</b>	<b>6,383</b>	<b>6,605</b>	<b>( 18,380 )</b>
Transfers between funds		3,785	( 3,785 )	-	-
<b>Net income/(expenditure) and net movement of funds</b>		<b>4,007</b>	<b>2,598</b>	<b>6,605</b>	<b>( 18,380 )</b>
<b><u>Reconciliation of funds</u></b>					
Total funds brought forward		461	14,532	<b>14,993</b>	33,373
<b>Total funds carried forward</b>		<b>4,468</b>	<b>17,130</b>	<b>21,598</b>	<b>14,993</b>

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 27 to 35 form an integral part of these accounts.

**BALANCE SHEET**

As at 31 March 2019

	Notes	£	Total 2019 £	£	Total 2018 £
<b><u>Fixed assets</u></b>					
Tangible assets	16		-		443
<b><i>Total fixed assets</i></b>			<b>-</b>		<b>443</b>
<b><u>Current assets</u></b>					
Debtors	17	852		6,332	
Cash at bank and in hand	18	21,929		9,007	
<b><i>Total current assets</i></b>		<b>22,781</b>		<b>15,339</b>	
<b>Creditors:</b> amounts falling due within one year	19	<b>( 1,181 )</b>		<b>( 790 )</b>	
<b><i>Net current assets</i></b>			<b>21,598</b>		<b>14,549</b>
<b><i>Total assets less current liabilities</i></b>			<b>21,598</b>		<b>14,993</b>
<b><i>Total net assets or liabilities</i></b>			<b>21,598</b>		<b>14,993</b>
<b><u>Funds of the charity</u></b>					
Unrestricted income funds			4,468		461
Restricted income funds			17,130		14,532
<b><i>Total funds</i></b>			<b>21,598</b>		<b>14,993</b>

The notes on pages 27 to 35 form an integral part of these accounts.

These financial statements were approved by the Board on:

29/11/2019

and are signed on its behalf by:

Mr Daniel Kay  
Chair

**1 Accounting Policies**

The principal 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 £4,468 and has said they are working to secure more 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 of the provision of a specified service is deferred until the criteria of income recognition are met.

**3.4 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.

**3.6 Volunteer help**

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

### **3.5 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.

### **3.7 Fund accounting**

Unrestricted funds are available to spend on activities that further any of the purposes of the 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 charity's 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 providing practical help and support to children, young people and their families who are living with the effects of childhood acquired brain injury and other activities

### **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.

## **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 2019

### Analysis of income

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>6 Donations and legacies</b>				
Donations and gifts (GASDS)	615	-	<b>615</b>	2,796
Donations and gifts	4,169	-	<b>4,169</b>	5,986
The Jules Thorn Foundation	750	-	<b>750</b>	-
Services provided	12,601	-	<b>12,601</b>	5,631
	<u>18,135</u>	<u>-</u>	<u><b>18,135</b></u>	<u>14,413</u>
<b>7 Charitable activities</b>				
<u>Income from grants</u>				
Big Lottery Awards for All	-	9,970	<b>9,970</b>	-
County Durham and Darlington CCG	-	-	-	9,797
Goshen Fund	-	4,927	<b>4,927</b>	-
NHS Health Education England	-	1,500	<b>1,500</b>	-
Middlesbrough Council Public Health Grant	-	-	-	3,800
Middlesbrough Council Community Chest	-	-	-	335
The Childrens Foundation	-	1,000	<b>1,000</b>	-
	<u>-</u>	<u>17,397</u>	<u><b>17,397</b></u>	<u>13,932</u>
<b>8 Other trading activities</b>				
Other	-	-	-	130
	<u>-</u>	<u>-</u>	<u>-</u>	<u>130</u>

Income was £35,532 (2018: £28,474) of which £18,135 was unrestricted or designated (2018: £14,877) and £17,397 was restricted (2018: £13,597)

# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### Analysis of expenditure on charitable activities

	Unrestricted Funds £	Restricted Funds £	Total 2019 £	Total 2018 £
<b>9 Charitable activities</b>				
<u>Direct costs</u>				
Advertising and PR	224	-	<b>224</b>	388
Travel and subsistence	520	1,080	<b>1,600</b>	2,234
Meeting costs	92	-	<b>92</b>	-
Project activities	515	444	<b>959</b>	946
Project salaries	1,228	8,122	<b>9,350</b>	22,524
Volunteer expenses	221	774	<b>995</b>	1,679
Other	-	114	<b>114</b>	54
<u>Support costs</u>				
Office costs	3,829	120	<b>3,949</b>	3,244
Premises costs	7,221	-	<b>7,221</b>	6,878
IT	188	-	<b>188</b>	526
Insurance	1,676	-	<b>1,676</b>	670
Legal and professional fees	1,078	360	<b>1,438</b>	1,491
Depreciation	443	-	<b>443</b>	4,986
<u>Governance costs</u>				
Independent examiner's fees for reporting on the accounts	660	-	<b>660</b>	660
Trustee expenditure	18	-	<b>18</b>	574
	<b>17,913</b>	<b>11,014</b>	<b>28,927</b>	<b>46,854</b>

Expenditure on charitable activities was £28,927 (2018: £46,854) of which £17,913 was unrestricted or designated (2018: £14,958) and £11,014 was restricted (2018: £31,896)

### 10 Fees for examination of the accounts

	2019 £	2018 £
Independent examiner's fees for reporting on the accounts	<b>660</b>	660
Other accountancy services paid to the examiner	<b>506</b>	603
	<b>1,166</b>	<b>1,263</b>

## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

#### 11 Analysis of staff costs, and the cost of key management personnel

	2019 £	2018 £
Salaries and wages	9,273	22,525
Pension costs (defined contribution pension plan)	77	37
	<b>9,350</b>	<b>22,562</b>

No employee received remuneration above £60,000 (2018: £nil)

The key management personnel of the charity, comprise the trustees and the charity manager. The total employee benefits of the key management personnel of the charity were £nil. (2017: £nil)

#### 12 Staff Numbers

The average monthly head count was 2 staff (2018: 3 staff) and the average monthly number of full-time equivalent employees during the year were as follows:

	2019 Number	2018 Number
The parts of the charity in which the employee's work		
Charitable activities	1.3	1.3
	<b>1.3</b>	<b>1.3</b>

#### 13 Transactions with trustees

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

##### Trustees' expenses

The following detail the expenses incurred by the trustees.

	2019 £	2018 £
Travel	787	574
Project mobile phone	50	-
	<b>787</b>	<b>574</b>

##### Transaction(s) with related parties

There has been no related party transactions in the reporting period.

#### 14 Defined contribution pension scheme

The charity operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The employer's pension costs represent contributions payable by the charity to the fund and amount to £37 (2018: £nil). There was £nil outstanding as at 31 March 2019 (2018: £nil)



## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

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#### 15 Corporation Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives.

#### 16 Tangible fixed assets

	Office Equipment £	Total £
<b>Cost</b>		
Balance brought forward	5,878	5,878
Additions	-	-
Disposals	-	-
<b>Balance carried forward</b>	<b>5,878</b>	<b>5,878</b>
<b>Depreciation</b>		
Basis	SL	
Rate	33%	
Balance brought forward	5,435	5,435
Depreciation charge for year	443	443
Disposals	-	-
<b>Balance carried forward</b>	<b>5,878</b>	<b>5,878</b>
<b>Net book value</b>		
<b>Brought forward</b>	<b>443</b>	<b>443</b>
<b>Carried forward</b>	<b>-</b>	<b>-</b>

#### 17 Debtors and prepayments (receivable within 1 year)

	2019 £	2018 £
Trade debtors	109	893
Accrued income	743	5,439
	<b>852</b>	<b>6,332</b>

#### 18 Cash at bank and in hand

	2019 £	2018 £
Cash at bank	21,879	8,989
Cash in hand	50	18
	<b>21,929</b>	<b>9,007</b>



# MATRIX Neurological CIO

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

### 19 Creditors and accruals (payable within 1 year)

	2019 £	2018 £
Trustees expenditure	18	-
Taxation and social security	-	130
Other creditors	503	-
Accruals		
Independent examination of accounts	660	660
	<b>1,181</b>	<b>790</b>

### 20 Events after the end of the reporting period

No events that require adjustment to the accounts have occurred after the end of the reporting period, but before the accounts are authorised.

### 21 Analysis of charitable funds

#### Analysis of movements in unrestricted funds

	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
<b>Unrestricted funds</b>					
General unrestricted fund	461	18,135	( 17,913 )	3,785	<b>4,468</b>
<b>Totals</b>	<b>461</b>	<b>18,135</b>	<b>( 17,913 )</b>	<b>3,785</b>	<b>4,468</b>

#### 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 2019

### 21 Analysis of charitable funds (continued)

#### Analysis of movement in restricted funds

Restricted funds	Fund balances brought forward £	Incoming resources £	Resources expended £	Transfers £	Fund balances carried forward £
Project Dirt	974	-	( 5 )	( 969 )	-
M&T Philanthropic Foundation	438	-	( 5 )	( 433 )	-
Big Lottery Capacity Building	449	-	( 792 )	342	-
Big Lottery Matrix	-	9,970	( 370 )	( 1,000 )	<b>8,600</b>
TVCF FSW	361	-	( 319 )	-	<b>42</b>
County Durham and Darlington CCG	8,782	-	( 5,391 )	-	<b>3,391</b>
Middlesbrough Council Public Health Grant	3,527	-	( 1,817 )	( 260 )	<b>1,450</b>
Goshen Fund	-	4,927	( 1,545 )	( 1,200 )	<b>2,182</b>
Childrens Foundation	-	1,000	( 243 )	-	<b>757</b>
NHS Health Education England	-	1,500	( 527 )	( 265 )	<b>708</b>
<b>Totals</b>	<b>14,531</b>	<b>17,397</b>	<b>( 11,014 )</b>	<b>( 3,785 )</b>	<b>17,130</b>

#### Purpose of restricted funds

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

Big Lottery Capacity Building	Contribution towards our Family Support Workers and Youth Workers
County Durham and Darlington CCG	To improve the emotional health of parents with children with acquired brain injuries in Darlington.
Middlesbrough Council Public Health Grant	To provide practical, emotional and advocacy support to local child brain injury families .
Goshen Fund	Contribution towards our Family Support Workers and Youth Workers

#### Transfers between funds

	Reason for transfer	Amount £
Between unrestricted and restricted funds	To cover cost of overheads and general running of the charity.	<b>3,785</b>

### 22 Capital commitments

As at 31 March 2019, the charity had no capital commitments (2018 -£nil)

## MATRIX Neurological CIO

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2019

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#### 23 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Total 2019 £
Current assets	11,745	11,036	<b>22,781</b>
Other net current assets/(liabilities)	( 7,277 )	6,094	<b>( 1,183 )</b>
	<u>4,468</u>	<u>17,130</u>	<u><b>21,598</b></u>

#### 24 Guarantee

There have been no guarantees given by the charity at 31 March 2019.

#### 25 Debt

There is no debt outstanding which is owed by the charity and which is secured by an excess charge on any of the assets of the charity at 31 March 2019.

#### 26 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.