

Meniere's Society Report and Financial Statements

Year ended 31 March 2014



Ménière's Society
helping people with dizziness and balance disorders

The Mènière's Society

Registered number: 297246

Report and Financial Statements

Year ended 31 March 2014

Pages	Contents
1	Trustees and Advisers
3 - 5	Report of the Trustees
6 - 7	Report of the Independent Auditor
8	Statement of Financial Activities and Balance Sheet
9 - 11	Notes to the Accounts

The Ménière's Society

Trustees and Advisers

Trustees:

Mr David Renton (Chair of Trustees)
 Mr Richard Wheen (Vice-Chair)
 Mr Andrew Munro (Treasurer)
 Dr Humphrey Bowen
 Miss Sara Christopher (co-opted March 2014)
 Mr Andrew Clements
 Mr John Max Coleman
 Mrs Carol Evans
 Mr Robert Goodier
 Mr Geoffrey Howard
 Dr Alan Jacques
 Mr Peter Joiner
 Mr David Riches

Fund managers

Sarasin & Partners LLP
 Juxon House
 100 St Paul's Churchyard
 LONDON EC4M 8BU

and

CCLA Investment Management Ltd
 80 Cheapside
 London EC2V 6DZ

Bankers

Lloyds Bank plc
 12 High Street
 Haslemere
 Surrey GU27 2JG

and

CAF Bank Ltd
 25 Kings Hill Avenue
 Kings Hill, West Malling
 Kent ME19 4JG

Independent examiners

Chamberlains
 Elm House, Tanshire Park
 Shackleford Road
 Godalming
 Surrey GU8 6LB

Accountants

Acquis Limited
 The Bell House
 57 West Street
 Dorking
 Surrey RH4 1BS

The Ménière's Society**Contact address**

The Rookery
Surrey Hills Business Park
Dorking
Surrey RH5 6QT

The Ménière's Society

Report of the Trustees

Year ended 31 March 2014

Objects and Constitution of the Society

The objects of the Society are to promote and provide care and relief for sufferers from Ménière's syndrome and related conditions. Its constitution was adopted on 9 July 1987, it was registered as a charity on 24 July 1987, following which various amendments have been made, most recently on 13 October 2012.

Activities during the year

The Society has continued to provide support for sufferers from Ménière's syndrome and related conditions, including the hosting of an annual conference and the publication of a quarterly magazine, Spin. It continued to finance research into the Syndrome and further research is currently being planned. Membership has remained at similar levels to the previous year.

Public benefit

The objects of the charity are as stated above and the trustees are pleased to have been able to attract a wide membership and to be able to assist them and others as described. The Trustees have therefore complied with the duty in Section 4 of the Charities Act 2011 to have due regard to the Charity Commission guidance published in this respect.

Plans and expectations

As mentioned above, finance and promotion of further research is being planned, as is the further development of the Society's website.

Financial review

During the year normal income remained at a similar level to last year, with the exception of the receipt of legacies which were nearly £75,000 this year, up from £48,000 last year. The Trustees are grateful for these funds and would like to encourage similar recognition from other beneficiaries of the activities of the Society. Adequate assets are held to fund current and expected requirements. Although it is not normally expected that the investments are to be sold in the short term, hence their disclosure as fixed rather than current assets, they are available for use at short notice if required – and £100,000 was withdrawn during the year.

Governance and decision making

The Society is run on behalf of members by a Board of Trustees who control the activities of the Society and meet at least four times a year.

The Mènière's Society

Report of the Trustees

Year ended 31 March 2014

Reserves policy

- a) The Society's Operating Reserve (i.e. a nominal fund available only for the operational activities of the Society and not available for research, other special programmes, long term investment etc.) is set at a minimum target level equal to the Society's annual Operating Expenditure (as defined by the Society's approved budget), rounded to the nearest £10,000.
- b) No commitments will be made by the Trustees that would allow the Operating Reserve to fall below the annual Operating Expenditure of the Society.
- c) With the consent of the Trustees, the Society's unrestricted funds in excess of the Operating Reserve may be used for research, other special programmes, investment etc. and, if practically desirable, transferred to project specific budgets. Such funds, generally referred to as capital funds, are intended for use in driving research and other programmes under the Society's broader objectives.
- d) Subject to the above paragraphs, the Society will generally aim to treat the receipt of "In Memory Of" legacies and donations as capital funds.
- e) Restricted funds will be separately identified and only used for the general or specific purpose stated by whoever donated or bequeathed them.
- f) Income or value arising from deposit or investment of the Society's restricted and unrestricted funds will be added to these funds in proportion to their balances.

Recruitment and training of trustees

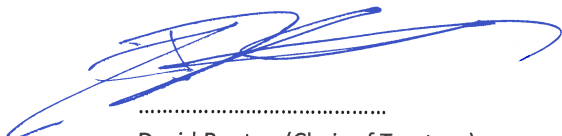
Potential Trustees are identified from active members of the Society. Trustee training is provided by the Investment Managers and by others operating in the general field of "Charity".

Trustees' responsibilities

The Charities Act 2011 requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Trust and of the surplus or deficit of the Trust for that year. In preparing those financial statements the Trustees are required to:

- a) Select suitable accounting policies and then apply them consistently,
- b) Make judgements and estimates that are reasonable and prudent,
- c) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- d) Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Trust will continue in its activities.

The Trustees are also responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Trust and to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Trust and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



.....
David Renton (Chair of Trustees)

Report of the Independent Auditor

To the Trustees of The Mènière's Society

For the year ended 31 March 2014

We have audited the financial statements on pages 8 to 11. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the Charity's Trustees, as a body, in accordance with Section 44 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the Charity's Trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Trustees and the Charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective Responsibilities of the Trustees and Auditors

As explained more fully in the Trustees' Responsibilities Statement (set out on pages 4 and 5) the Trustees are responsible for the preparation of the financial statements which give a true and fair view.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Annual Report of the Trustees to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2014, and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Report of the Independent Auditor**To the Trustees of The Mènière's Society****For the year ended 31 March 2014 (Continued)****Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or we have not received all the information and explanations we require for our audit.

**Chamberlains, Statutory Auditor**

Chamberlains is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006.

Elm House, Tanshire Park
Elstead, Surrey
GU8 6HT

7 October 2014

The Mènière's Society

8.

Statement of financial activities for year ended 31 March, 2014

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total 2013
		£	£	£	£
Income & Expenditure					
Income					
Incoming Resources					
Membership subscriptions		58,989		58,989	64,523
Donations & gifts		33,616		33,616	40,730
Legacies		74,851		74,851	47,842
Fund raising activities		53,587	9,486	63,073	48,758
Gift Aid tax recovery		15,951		15,951	12,774
Investment income and interest received	2	17,258		17,258	20,581
Total incoming resources		254,252	9,486	263,738	235,208
Operating Expenditure					
Information service & helpline		24,722		24,722	24,638
SPIN magazine		21,827		21,827	34,539
Conference		6,681		6,681	7,907
Salaries	3	93,382		93,382	99,580
Fund raising and publicity		13,439		13,439	16,919
Management and administrative	4	42,839		42,839	38,331
Governance costs (independent audit)		2,150		2,150	2,100
Web site development		4,158		4,158	1,410
Total operating expenses		209,198	0	209,198	225,424
Net incoming / (outgoing) operating resources		45,055	9,486	54,541	9,784
Research expenditure		85,534	9,486	95,020	54,843
Net incoming / (outgoing) resources		(40,480)	0	(40,480)	(45,059)
Realised and unrealised gains on investments		10,834		10,834	44,770
Net movement in funds		(29,646)	0	(29,646)	(289)
Fund balances brought forward		601,040	0	601,040	601,329
Fund balances carried forward		571,394	0	571,394	601,040

Balance Sheet as at 31 March, 2014

		March 31, 2014		March 31, 2013	
		£	£	£	£
Fixed Assets					
Office equipment & computers	6		5,834		1,613
Investments	7		440,434		512,616
			446,268		514,229
Current Assets					
Stock of consumable & promotional items		7,249		6,567	
Debtors & prepayments	8	16,984		15,547	
Bank current accounts & cash		58,961		32,013	
Bank deposit accounts		101,880		69,632	
Total current assets		185,074		123,759	
Current Liabilities: payable in one year					
Creditors and accruals		59,892		36,497	
HM Revenue & Customs		56		451	
Total current liabilities		59,948		36,948	
Net Current Assets			125,126		86,811
Net Assets			571,394		601,040
Funds					
Unrestricted					
General	9		144,739		174,385
Programme	9		426,655		426,655
Total Funds			571,394		601,040

The notes on pages 9 - 11 form part of these accounts.

The financial statements were approved by the Trustees on 10 September 2014.

David Renton (Chair of Trustees)

Andrew Munro (Treasurer)

The Ménière's Society

Notes to the accounts

Year ended 31 March 2014

1. Accounting Policies

Basis of accounting

The accounts have been prepared under the historical cost convention, as modified by the annual revaluation of listed investments to market value, and in accordance with applicable accounting standards, the Charities Act 2011 and the Statement of Recommended Practice on Accounting for Charities, SORP 2005. Realised gains or losses on disposal of investments are shown as the difference between the amount at which they were valued at the beginning of the year, or cost if purchased during the year, and sale proceeds.

Funds structure

The funds of the Society are fully unrestricted and expendable except where they result from donations or activities for specified purposes, in which case they are shown as restricted funds. Unless stated otherwise, restricted funds are specified as being for research and are held within the bank balances. The unrestricted fund includes a capital ("programme") fund which acts as a reserve and quasi endowment fund.

Investments

Investments are stated at mid-market value at the balance sheet date.

Income

Subscriptions from members, which arrive during the course of the year, are recorded in the Statement of Financial Activities when received. Investment income is taken into the accounts on the basis of the amount receivable during the period. Donations, legacies and grants receivable are accounted for as soon as legal entitlement arises, their amount is known with sufficient reliability and ultimate receipt is reasonably certain. Income from fundraising is allocated to general or restricted funds in accordance with the conditions under which it was raised.

Expenditure and allocation of overhead and support costs

Expenditure is included on an accruals basis and is inclusive of VAT where applicable. Costs are allocated between the funds as appropriate. Where they apply to restricted and unrestricted funds, a reasonable proportion is attributed to each. Rentals applicable to operating leases, where substantially all the benefits and risks of ownership remain with the lessor, are charged in the accounts in a straight line basis over the lease term. Contributions in respect of the company's defined pension scheme are charged in the year in which they are payable to the scheme.

Tangible fixed assets

Tangible fixed assets are stated in the balance sheet at cost less depreciation calculated at rates intended to write off the excess of the cost over the anticipated residual value of individual assets over their estimated useful lives. These rates are currently as follows:

Office equipment	25% per annum on the reducing value
Computer equipment	50% per annum on a straight line basis

Stock

Stock is valued at the lower of cost, including irrecoverable VAT, and market value.

The Mènière's Society

Year ended 31 March 2014

Notes to the Accounts

2. Investment Income

	2014 £	2013 £
Income from Investments	16,985	19,703
Interest on cash deposits	273	878
	<u>17,258</u>	<u>20,581</u>

3. Staff costs

	£	£
Salaries	80,626	85,797
National Insurance	8,451	9,034
Pensions	1,389	1,359
Other staff costs	2,916	3,391
	<u>93,382</u>	<u>99,580</u>

During the year there were an average of 3 employees. None received in excess of £50,000. For clarity, staff costs are shown within Indirect expenditure although a proportion relate to charitable activities in the provision of support to members.

4. Management and administrative

	£	£
Rent, rates and utilities	18,129	18,361
Accountancy and professional fees	8,247	9,564
Bank charges and commission	2,143	683
Postage, stationery and miscellaneous	3,995	1,710
Recruitment costs and staff training	-	475
Trustees' expenses	3,894	2,960
Computer, telephone and internet	2,272	2,837
Depreciation	2,222	633
Insurance	1,937	1,109
	<u>42,839</u>	<u>38,331</u>

5. Fund Manager's Fees

The fees of Sarasin & Partners are charged within the Funds at the rate of 0.75% per annum on the value of the portfolio. They are reflected in the movement in the value of the funds and amounted to approximately £3,400 in the year.

6. Tangible Fixed Assets

Office equipment and computers

	£
<u>Cost</u>	
Cost at 1st April 2013	27,165
Additions	6,443
Disposals	<u>(10,169)</u>
Cost at 31st March 2014	<u>23,438</u>
<u>Depreciation</u>	
At 1st April 2013	25,553
Charge for the year	2,077
On disposals	<u>(10,169)</u>
At 31st March 2014	<u>17,460</u>
<u>Net book value</u>	
At 1st April 2013	<u>1,612</u>
At 31st March 2014	<u>5,978</u>

The Mènière's Society

Year ended 31 March 2014

Notes to the Accounts

(Continued)

	Total Investments
	£
Market value at beginning of year	512,615
Acquisitions during the year	18,002
Disposals during the year (at value brought forward)	(97,379)
Unrealised gains in the year	7,196
Market value at end of year	<u>440,434</u>
Historical cost as at year end	<u>276,746</u>

All investments are held with Sarasin & Partners LLP in the UK. At the year end £318,802 was in the Alpha Common Investment Fund (CIF) for Endowments and £120,596 was in the Alpha CIF for Income & Reserves. £1,035 was held in cash.

	2014	2013
	£	£
Debtors and prepayments	13,628	4,762
Gift Aid Tax refunds due	3,356	10,785
	<u>16,984</u>	<u>15,547</u>

9. Funds

	Unrestricted General	Unrestricted Programme	Unrestricted Total	Restricted
	£	£	£	£
Balance at 1st April 2013	174,385	426,655	601,040	
Net increase/(decrease)	(15,510)	-	(15,510)	-
Balance at 31 March 2014	<u>158,875</u>	<u>426,655</u>	<u>585,530</u>	<u>-</u>
Represented by:				
Bank and cash	158,875	1,966	160,841	-
Investments		440,434	440,434	-
Other net liabilities		(15,745)	(15,745)	-
	<u>158,875</u>	<u>426,655</u>	<u>585,530</u>	<u>-</u>

The Programme fund constitutes a capital fund for use in future research to which legacies and other capital balances are from time to time credited as deemed appropriate by the Trustees.

10. Trustee remuneration and expenses

No Trustee received any remuneration from the charity. Expenses incurred in respect of meetings, travel and minor administrative expenses, totalling £3,894 were reimbursed to 9 trustees in the year.

11. Approval of accounts

The Mènières Society is a recognised charity registered with the Charity Commissioners under registered number 297246. The accounts and Trustees' report were approved by the Trustees on 10th September 2014.

The Meniere's Society

helping people with dizziness
and balance disorders

Benign Paroxysmal Positional Vertigo

Endolymphatic Hydrops

Labyrinthitis

Ménière's Disease

Migraine Associated Vertigo

Ototoxicity

Perilymph Fistula

Semicircular Canal Dehiscence

Vestibular Neuritis



Ménière's Society, The Rookery, Surrey Hills Business Park, Wotton, Surrey RH5 6QT



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