

# The Ménière's Society

## Annual Report and Financial Statement 2015-16



Registered charity number: 297246

Cover picture from a watercolour by Barbara Bromley

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**The Mènière's Society**

**Registered number: 297246**

**Report and Financial Statements**

**Year ended 31 March 2016**

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## The Ménière's Society

### Trustees and Advisers

#### Trustees:

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

#### 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  
Elstead  
Surrey GU8 6LB

#### Accountants

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

## **The Mènière'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 2016**

#### **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 Ménières syndrome and other balance related conditions. It also continued to finance research into the Syndrome and further research is currently being planned. Hosting of an annual conference and the publication of the magazine Spin provide both support and feedback on the research. Membership, at 3541 on 31 March 2016, has remained at a similar level to last year. However with more sufferers seeking free information through the internet, finances are challenging

#### **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 continued development of the Society's on-line and social media.

#### **Financial review**

During the year normal income was lower than previous years; legacy income being particularly down from an exceptional 2015. The Trustees are grateful for all the fundraising and encourage similar recognition from other beneficiaries of the activities of the Society. Adequate assets are held to fund current and expected requirements.

#### **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 Mérière's Society**

### **Report of the Trustees - Continued**

**Year ended 31 March 2016**

#### **Risk**

The Trustees are undertaking a 'root and branch' review of their attitude to risks to the Society whether, financial, operational, governance, environmental or external factors and compliance.

#### **Reserves policy**

- a) The Society's General 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 General 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 General 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:

**The Mènière's Society****Report of the Trustees - Continued****Year ended 31 March 2016**

- 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.

A handwritten signature in dark ink, consisting of a large, stylized 'D' followed by a horizontal line that extends to the right and then loops back under the 'D'.

David Renton (Chair of Trustees)

## **Report of the Independent Auditor**

### **To the Trustees of The Mènière's Society**

#### **For the year ended 31 March 2016**

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 2016, 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 2016 (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

20 September 2016

# The Mènière's Society

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## Statement of financial activities for year ended 31 March, 2016

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Total 2015
<b>Income &amp; Expenditure</b>		£	£	£	£
<b>Income</b>					
Incoming Resources					
Membership subscriptions		55,770		55,770	57,464
Donations & gifts		40,514		40,514	50,834
Legacies		31,666		31,666	99,495
Fund raising activities		33,797	7,268	41,065	39,976
Gift Aid tax recovery		16,874		16,874	22,397
Investment income and interest received	2	13,726		13,726	15,926
Total incoming resources		192,347	7,268	199,615	286,092
<b>Operating Expenditure</b>					
Information service & helpline		27,795		27,795	24,184
SPIN magazine		12,066		12,066	16,300
Conference		12,428		12,428	10,721
Salaries	3	109,068		109,068	95,898
Fund raising and publicity		10,844		10,844	12,477
Management and administrative	4	46,942		46,942	45,513
Governance costs (independent audit)		2,300		2,300	2,200
Web site development		545		545	570
Total operating expenses		221,988	0	221,988	207,863
<b>Net incoming / (outgoing) operating resources</b>		(29,641)	7,268	(22,373)	78,229
Research expenditure		64,706	7,268	71,974	137,900
<b>Net incoming / (outgoing) resources</b>		(94,347)	0	(94,347)	(59,672)
<b>Realised and unrealised gains on investments</b>		(26,001)		(26,001)	37,078
<b>Net movement in funds</b>		(120,348)	0	(120,348)	(22,594)
Fund balances brought forward		548,801	0	548,801	571,394
<b>Fund balances carried forward</b>		428,452	0	428,452	548,801

## Balance Sheet as at 31 March, 2016

		March 31, 2016		March 31, 2015	
		£	£	£	£
<b>Fixed Assets</b>					
Office equipment & computers	6		2,726		4,778
Investments	7		380,662		493,147
			383,388		497,925
<b>Current Assets</b>					
Stock of consumable & promotional items		8,459		5,610	
Debtors & prepayments	8	13,538		18,939	
Bank current accounts & cash		19,408		40,254	
Bank deposit accounts		26,376		36,166	
Total current assets		67,781		100,968	
<b>Current Liabilities: payable in one year</b>					
Creditors and accruals	9	19,392		47,643	
HM Revenue & Customs		3,325		2,450	
Total current liabilities		22,717		50,092	
<b>Net Current Assets</b>			45,064		50,876
<b>Net Assets</b>			428,452		548,801
<b>Funds</b>					
Unrestricted					
General	10		240,000		60,786
Programme	10		188,452		488,015
Restricted					
Research			-		-
<b>Total Funds</b>			428,452		548,801

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

The financial statements were approved by the Trustees on

20 September 2016

David Renton (Chair of Trustees)

Iain Bromley (Treasurer)

## The Mènière's Society

### Notes to the accounts

#### Year ended 31 March 2016

#### 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, and a general fund, which is the Operating Reserve of the Society.

##### **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 2016****Notes to the Accounts - continued**

	<b>2016</b>	<b>2015</b>
	<b>£</b>	<b>£</b>
<b><u>2. Investment Income</u></b>		
Income from Investments	13,516	15,636
Interest on cash deposits	210	290
	<u>13,726</u>	<u>15,926</u>
<b><u>3. Staff costs</u></b>	<b>£</b>	<b>£</b>
Salaries	99,775	88,039
National Insurance	7,047	6,315
Pensions	1,509	1,426
Other staff costs	737	118
	<u>109,068</u>	<u>95,898</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.

	<b>£</b>	<b>£</b>
<b><u>4. Management and administrative</u></b>		
Rent, rates and utilities	16,524	16,378
Accountancy and professional fees	7,615	14,191
Bank charges and commission	2,431	2,778
Postage, stationery and miscellaneous	7,751	3,698
Recruitment costs and staff training	-	-
Trustees' expenses	2,704	1,921
Computer, telephone and internet	6,534	3,912
Depreciation	2,052	2,054
Insurance	1,331	581
	<u>46,942</u>	<u>45,513</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 £3,300 in the year.

**6. Tangible Fixed Assets**

<b>Office equipment and computers</b>	<b>£</b>
<u>Cost</u>	
Cost at 1st April 2015	24,436
Additions	
Disposals	
Cost at 31st March 2016	<u>24,436</u>
<u>Depreciation</u>	
At 1st April 2015	19,658
Charge for the year	2,052
On disposals	0
At 31st March 2016	<u>21,710</u>
<u>Net book value</u>	
At 1st April 2015	<u>4,778</u>
At 31st March 2016	<u>2,726</u>

## The Mènière's Society

Year ended 31 March 2016

## Notes to the Accounts - continued

	<b>Total Investments</b>
	<b>£</b>
Market value at beginning of year	493,147
Acquisitions during the year	13,516
Withdrawal of capital	(100,000)
Unrealised gains in the year	(26,001)
Market value at end of year	<u>380,662</u>
Historical cost as at year end	<u>290,262</u>

All investments are held with Sarasin & Partners LLP in the UK. At the year end £275,332 was in the Alpha Common Investment Fund (CIF) for Endowments and £134,299 was in the Alpha CIF for Income & Reserves. £1,031 was held in cash.

	<b>2016 £</b>	<b>2015 £</b>
Debtors and prepayments	10,283	10,130
Gift Aid Tax refunds due	3,255	8,809
	<u>13,538</u>	<u>18,939</u>

	<b>£</b>	<b>£</b>
Trade creditors	5,510	11,926
Other creditors	13,882	35,717
	<u>19,392</u>	<u>47,643</u>

**10. Funds**

	Unrestricted General £	Unrestricted Programme £	Unrestricted Total £	Restricted £
Balance at 1st April 2015	60,786	488,015	548,801	
Net increase/(decrease)	179,214	(299,563)	(120,349)	-
Balance at 31 March 2016	<u>240,000</u>	<u>188,452</u>	<u>428,452</u>	-
Represented by:				
Bank and cash	45,784		45,784	-
Investments	192,210	188,452	380,662	-
Other net assets/liabilities	2,006		2,006	-
	<u>240,000</u>	<u>188,452</u>	<u>428,452</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. The unrestricted general fund is the Operating Reserve of the Society.

**11. Trustee remuneration and expenses**

No Trustee received any remuneration from the charity. Expenses incurred in respect of meetings, travel and minor administrative expenses, totalling £2,394 were reimbursed to 10 trustees in the year.

**12. 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

*7th September 2016*





[www.menieres.org.uk](http://www.menieres.org.uk)