



HemiHelp

For Children and Young People with Hemiplegia



Annual report and accounts
2015/16

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Who we are

What is hemiplegia?

Hemiplegia is a lifelong condition caused by injury to the brain. It affects movement on one side of the body to a varying degree – and can also cause other less visible effects such as epilepsy, specific learning difficulties, anxiety or challenging behaviour.

Facts about hemiplegia

- Hemiplegia affects each person in a different way.
- It can occur during pregnancy, at birth or during childhood but it can also be acquired later in life.
- The effects that can't be seen are often more debilitating than the physical effects.
- It affects one person in every 1,000 – the same level of prevalence as Down's Syndrome.

Our vision

People with hemiplegia can lead the life they choose.

Our mission

To support people with hemiplegia and their families at every stage of their lives.

Our role

We provide information, support and guidance on all aspects of living with hemiplegia.

Our values

We are empowering

- We support people with hemiplegia and their families to make informed decisions.
- We help people with hemiplegia and their families to seek the support they need and live a fulfilled life.
- We work within the social model of disability to remove barriers to full inclusion in society.
- We enable people with hemiplegia and their families to grow in confidence and celebrate their achievements.

We are experts

- There is no other place where people can find specialist information on hemiplegia.
- Our communications are informative and practical.
- Our information is factual, well researched and all statements are evidenced.
- We are accredited by the Information Standard.

We are responsive

- We are driven by the needs of people affected by hemiplegia and their families.
- We ask for feedback and evaluate our services.
- We tailor our services to the needs of our members.
- We embrace the knowledge and experiences of those who know what it is to live with hemiplegia.

Letter from the CEO

A quarter of a century ago, we were set up by parents who could not find the information they needed when their children were born. Our services are a response to that need and since then people with hemiplegia and their families have always been at the heart of our organisation. We pride ourselves on this responsive approach.

As we look forward to celebrating the achievements of the charity over our first 25 years, we've also been looking back to see how we can improve over the next 25 years. Evaluation was a key focus for us in 2015-16. We analysed our core services to make sure they were still meeting the needs of families and people affected by hemiplegia and to identify ways we can make what we do in the future even better. The forthcoming strategic review will demonstrate the process that we undertook and the initiatives we will take forward.

We've also been taking care of our day to day business. The wider environment in which we operate is changing. It's not yet clear what impact changes to welfare, education and healthcare systems will have in the long term. We've already seen an increase in demand for support to negotiate these statutory services and HemiHelp's specialist knowledge is bridging the gap for people with hemiplegia and their families.

Here are some of the ways in which our support has made a difference:

- Lack of school resources, lack of access to statutory services and lack of experience in teaching students with SEND (special educational needs and disability) can be barriers to inclusion, so our family and school advisers are providing training to schools and SENCOs (special educational needs coordinators).

"We are the UK's specialist hemiplegia information charity; no one else provides high quality information and support that is specific to hemiplegia."

- Young disabled people are nearly four times as likely to be unemployed or involuntarily out of work than non-disabled people of the same age, so our transitions adviser and helpliners provide information and support on how to access employment opportunities.
- Parents don't always find it easy to get the information they need, so we have produced new information products such as the Secondary Education Pack and new information on upper limb splinting to make sure they are informed and can get the support they need.

We are the UK's specialist hemiplegia information charity; no one else provides high quality information and support that is specific to hemiplegia. To understand our impact and how important it is, imagine a world where we don't exist.

Thankfully, we do exist and we're here to stay. On the following pages you will read about the many initiatives we've undertaken and the various stories which illustrate our determination to achieve our strategic objectives. None of this would be possible without the unwavering contributions made every day by our supporters, volunteers and staff. Without them everything we've done, and will do, would be impossible. It's another thing to be very grateful for.

Trustees' report

A strategy for the future

During 2015/16 the trustees and the senior management team undertook a comprehensive strategic review of the charity. As a result of this, the charity has redefined its strategic objectives. This has led to a clearer vision of the outcomes and outputs we are aiming to achieve between 2016-18, and importantly, we have the framework in place to measure this impact.

The new strategy required changes to the staff structure to make sure we are able to better integrate our operations and communications functions. This change will equip us with the coordinated approach and digital skills necessary to extend our reach further.

HemiHelp's new strategic objectives are to:

- Make sure that specialist information and support services are available to people with hemiplegia and their families.
- Provide opportunities for people with hemiplegia and their families to connect with each other.
- Make sure that professionals engaged with people with hemiplegia and their families know about HemiHelp and have access to specialist information.



Strategic objectives

Make sure that specialist information and support services are available to people with hemiplegia and their families.

Our Early Years Conferences are a lifeline for many parents who are coming to terms with their child's diagnosis. Lynette and Stephen Hilton have joined us at two conferences so that they can find out more about their daughter Kathryn's condition and how to access the services and support they need to help Kathryn fulfil her potential.

Two year old Kathryn, a cheeky and determined girl, is the youngest of three siblings. She was formally diagnosed with left-sided hemiplegia when she was seven months old. Kathryn had a skull fracture at birth which resulted in hydrocephalus requiring surgery. Later she had another surgery to repair the fracture. The operation took seven hours and, as you might expect, was a very worrying prospect for Lynette and Stephen. Like many stories parents tell us, the point of diagnosis isn't a single appointment; it's a long and difficult process with many worried and anxious moments.

And then there is what comes next: life. For Kathryn, at the moment, that means enjoying swimming and floating in water (as long as her hair isn't wet!) But for Lynette and Stephen they have to guide and steer Kathryn through a wider world, keeping her safe and happy. And that's where we come in.

At our Early Years Conferences, parents can hear from health and education professionals on a range of subjects like how to get the most out of physiotherapy or how to choose the right school, as well as how to cope with the emotional impact a diagnosis can have on parents.

And because lots of parents come along there's always the opportunity for open and honest discussions about what's hard and what helps.

We believe that the parents of children with hemiplegia are the people who really know what it's like to live with hemiplegia every day, and that insight can be a great source of support.

We want these events to be as useful as possible so we always ask for feedback and ideas, and use them to shape other events. As a result, we know that the families who have attended are more confident talking about hemiplegia and how it affects them. They also feel empowered to make good choices about health, education and support services.

Looking ahead

In the coming year we will:

- Expand the support we give on a one-to-one basis by increasing the availability of our family and school advisers on our helpline. This service will also be available in the evening to make it more accessible for working parents.
- Increase the use of our support tool, My HemiCheck, to help people advocate for themselves and to help us understand more about the concerns of people with hemiplegia in education and employment.
- Review and produce new information sheets on epilepsy, the effects hemiplegia can have on seeing, as well as emotions and behaviour.
- Update our information on friendships and relationships, and getting into work.



20

families given one-to-one support by our family and school advisers



76

young people given one-to-one support by our transition adviser



99

helpline calls



117

helpline emails



209

people used the My HemiCheck tool



"The most important thing is the knowledge we gained from the professionals who spoke, as it helps us get the most out of the services available. We need to be armed with information to be able to do the best for Kathryn."

Strategic objectives

Provide opportunities for people with hemiplegia and their families to connect with each other.

When people with hemiplegia and their families are given the opportunity to meet up with other people in the same boat it can help to make them feel less isolated and more supported. Last year we helped Peter Stone, a young member, to organise his own meet up.

We provided Peter with advice on starting a group in London, based on our own experience of arranging meet ups in the past. We recommended that Peter join our Facebook group so he could connect with people and see if anyone was interested.

Our Facebook group has over 3,300 members. It's a closed group for people with hemiplegia and their families and we keep an eye on posts and messages to make sure it's a safe space. The group's strength is its members. It's driven by them: they set the agenda, ask the questions and provide the tips and tricks that can make a real difference. Many people don't know anyone else with hemiplegia in their area. A lot of children grow up being the only child in their school with the condition. But online it doesn't matter where you live; if you're logged in, a friendly face is always just around the corner. It's a great place to start if you do want to meet up with people in the real world, and many of our group members do just that.

"I spoke to people on Facebook and got a great response and lots of interest in the get-together."

Peter and his group arranged to meet at a central London location that would be easy for people to get to. It was such a success that there are plans for another meet up and it's also inspired other people to arrange their own.

"We talked about various topics, from our experiences with hemiplegia to general things such as music interests and sport, especially the Olympics and Paralympics."

Sometimes only someone who's going through, or has gone through a similar experience can really understand where you're coming from. They get those frustrations, the highs and lows; they get what's really like without you having to explain it over and over again.

Looking ahead

In the coming year we will:

- Match 10 young people with a mentor to support them finding a job or continuing in education.
- Increase out of hours cover of our Facebook support group.
- Continue with our conference for parents of younger children with hemiplegia and our workshops for young people with hemiplegia.
- Launch our new, more targeted family events, the Primary Years Family Day and the Secondary Years Family Day.



10%

increase in Facebook members



15

families attended our Try It Day in Preston



32

families attended our Parents Conference in Newton Abbot



40

families attended our Early Years Conference in London



81

parents and young people attended one of our Transition Workshops

"As a young person with hemiplegia I'm aware that although I may go about a task in a different way, making adaptations as I go, I succeed in completing the task just as well. I really wanted to meet others with hemiplegia to see how other people get on."



Strategic objectives

Make sure that professionals engaged with people with hemiplegia and their families know about HemiHelp and have access to specialist information.

We work closely with health professionals to deliver a number of our support and information services. Whether it's asking a physiotherapist to speak at a Family Day or working with a neurologist to review an information sheet, we make sure that we're making the most of the expert knowledge and experience that's available. In 2015 we worked with Olivia McLaughlin and the rest of the occupational therapists team in the Northern Ireland Health and Social Care Trust, to help deliver an information and support session for parents of children with hemiplegia.

The idea for the session came out of a larger event that looked at the work around occupational therapy for the upper limb. Its main purpose was to introduce a week long treatment programme that used task-focused bi-manual therapy to improve upper limb function. Parents were invited to an information session so they knew about the treatment, and feedback suggested a greater need for information and support. So Olivia called HemiHelp.

"Feedback was received from parents following the week and one of the aspects was for more information and support. At this stage I approached HemiHelp."

We helped Olivia and the rest of the team arrange a morning session and one of our family and school advisers, Amanda Gray, went along. Amanda spoke about the support and information available and about the impact that hemiplegia can have on a child's education. As the parent of a child with hemiplegia, Amanda can understand what parents

are facing because she's been there too. This insight wasn't just great for parents; the health professionals also gained an understanding of different aspects of the lives of the children and their parents.

"Amanda's information was geared towards parents and I feel was at the perfect level. I have worked with many children with hemiplegia over my career, however I still gained a lot from Amanda's session."

The relationship between parents and health professionals is really important. A good understanding can make a very real difference to how children progress. One of the things parents have told us helps is being informed. Understanding what a term like 'neuroplasticity' means, or having a sense of what happens to messages in the brain in epilepsy, for example. And one of the things that health professionals have told us is that it's a two way street. They work better when they have an insight into the everyday realities of living with hemiplegia.

Looking ahead

In the coming year we will:

- Develop our training for education professionals by running two group sessions to SEND specialists
- Distribute 175 education packs.
- Organise a Professional Conference in Birmingham.
- Implement a new communications strategy targeting new professional members so we help them better support more families.



20

SENCOs received specialist training on how to support a child with hemiplegia in education



5

individual school training sessions



56

health professional attended our Professionals Conference



127

new professional members joined HemiHelp



157

Education Packs were distributed

Fundraising review

Community and events

HemiHelp relies on the fundraising commitment and tenacity of people. We don't receive any government funding so all the money we spend on our services is raised by our members and supporters, or provided by grant makers.

Running is always a popular way to raise money. People pounded pavements in London, Manchester, Edinburgh, Sheffield and Paris. There were many different distances completed, someone ran from London to Brighton and we even had two runners in the Spartathlon. That's 153 miles in Greece!

Our own HemiHelp Fun Run was as popular as ever. More than 150 runners of all ages descended on Victoria Park in London to tackle the 10k or 3k course.

On terra firma, there were cyclists, skaters and parachuters; and away from dry land we had swimmers in Lake Windemere and the River Thames.

For those feeling more sociable than sporty, there were a number of parties and functions to encourage people to celebrate and donate. In a year when we didn't host our own gala event, we were grateful to benefit from HemiHelp partners and friends holding the Live@Lloyds concert, the Leadenhall Ball, Marsh & McLennan companies, Young Professionals' Gala Evening and a Mulberry lunch. Big names making a big contribution. We did repeat our successful comedy night at the Comedy Store in London which again tickled many ribs.

Up and down the country our community fundraisers held hundreds of events from cake bakes and ladies nights to country fayres and fun days. Ten schools also played their part in our fundraising successes last year holding a range of fundraising and awareness events, many organised by our young members.

As usual Hemiplegia Awareness Week was a focal point for much of this activity, and again O'Melvney and Myers sponsored the event, continuing to lend us amazing support for which we are incredibly grateful.

Trusts and foundations

In 2015/16 we received generous grants from a number of trusts and foundations, some of which were new supporters and others who had continued to support HemiHelp's work.

The D'Oyly Carte Charitable Foundation part-funded our Family Back Up service enabling one-to-one support for families.

HemiHelp's Transitions Service was supported by the Sobell Foundation, the Sylvia Adams Foundation, Roald Dahl's Marvellous Children's Charity and the W.E. Dunn Charitable Trust.

The Hospital Saturday Foundation and the Freemason's Grand Charity supported our events programme.

HemiHelp also received grants for core costs from the Ian MacTaggart Trust, the Grocers Charity and the Aird Charitable Trust.

These contributions have directly enabled the charity to give support to people with hemiplegia and their families.

"We did repeat our successful comedy night at the Comedy Store in London which again tickled many ribs"



HemiHelp Fun Run

Liberty Jackson ran our 10K fun run in London. Running raised her spirits and raised us money so we can continue to provide our services.

"I've never been into sport, I started running after hearing that my hero, Chris Evans, ran the London Marathon. His tips for getting out there and the Couch to 5K NHS app got me going. In three weeks I went from running two minutes to two miles."

Once I realised that running was something I could do, I wanted to run for HemiHelp to raise money. I contacted them and they told me about the Fun Run. 10K still felt a long way so I roped in my boyfriend and my HemiHelp penpal Harriet to join me. Between the three of us we raised over £600."

On race day everyone was very encouraging and the whole way round I was bursting with pride. It wasn't just the running but knowing that our donation was going to do something really good. The whole event raised £12,000 which is going to make a real difference. Just over a year before running, I would never have imagined myself doing it. It feels like an amazing achievement"

Funding the future

Next year is an important one for HemiHelp, it's our 25th anniversary. We'll be doing a lot to celebrate everything we've achieved and the people that have helped achieve it. It will also be a chance for us to reach out to new people and expand the HemiHelp community.

We'll be launching a new event in 2016, the Grand Challenge. We'll be giving teams £100 seed money and 12 weeks to raise £1,000. Although we'll be providing support and fundraising materials, it will be up to the teams how they do it.

Our website is often our first point of contact with people affected by hemiplegia and since 1999 it's done a great job. Sixteen years is a long time on the internet, almost as old as the web itself, and we desperately need an upgrade. We'll be launching an appeal to raise funds that will enable us to design and build a website fit for the future.

As part of our anniversary activities we'll be holding the 25th Anniversary Ball at the Millennium Hotel in Mayfair. This will be a very glamorous evening to celebrate the last 25 years and to raise the money we need to make sure we're best placed to support people with hemiplegia through the next 25 years.

Structure, governance and management

Public benefit

In shaping our objectives for the year and planning our activities, the trustees have considered the Charity Commission's guidance on public benefit, including the guidance 'Public benefit: running a charity (PB2)'.

As its main activity, the charity must have charitable purposes or 'aims' that are for the public benefit. The Charities Act 2011 provides specific descriptions of charitable purposes that are for public benefit and the category that our work falls into is the 'relief of those in need because of youth, age, ill-health, disability, financial hardship or other disadvantage'. The benefit is to a specific group, namely people with hemiplegia and their families.

Hemiplegia affects one person in every 1000, the same level of prevalence as Down's Syndrome.

Trustee recruitment and appointment

An annual review of the trustees' attendance and professional knowledge is carried out to ensure that a broad range of skills and experience is available to guide and govern the charity. Any skills gaps

identified are addressed through the recruitment of new trustees, with positions advertised through the charity's website, its members' magazine and via external channels. One of the aims of selection is to try and ensure that at least half the trustees have some direct experience of hemiplegia as a personal condition or because they are a parent of a child with hemiplegia. Potential trustees meet the chief executive and chair of trustees and submit a CV, which is considered by the board.

New trustees receive an induction pack which includes; a copy of the Charity Commission's information booklet 'The Essential Trustee', a copy of HemiHelp's Memorandum and Articles of Association, the current strategy and business plan and minutes of recent board meetings. New trustees also undergo an induction meeting to brief them on their legal obligations under charity and company law, the committee and decision making processes, the business plan and recent financial performance of the charity. During the induction meeting they meet key staff members and other trustees. Trustees are encouraged to attend appropriate external events where these will facilitate the undertaking of their role and also to attend HemiHelp events to meet with services users.



Volunteers

HemiHelp is grateful to the volunteers that support the charity's work, without which some services could not be delivered. Most of our volunteers have a personal connection with hemiplegia and the charity benefits greatly from their experience. The trustees are especially grateful for the unstinting efforts of the helpers and mentors, whose efforts are necessarily confidential and unsung. For these two services, 10 volunteers have contributed 400 volunteer hours.

Staff

We had a paid workforce of 14 staff in 2015/16, this equates to 8.4 full-time equivalent plus two sessional workers.

A chief executive is appointed by the trustees to handle the day to day management of the charity. The Chief Executive is responsible for facilitating effective operations and has the authority for operational matters including finance, employment and performance relating to agreed objectives.

Key Management Personnel

The Trustees consider the board of trustees and the senior management team comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received remuneration in the year. Details of trustees' expenses and related party transactions are disclosed in note 11 to the accounts.

The pay of the senior staff is reviewed annually and normally increased in accordance with inflation unless significant changes to the role and responsibilities have occurred over the year. In view of the nature of the charity, the directors benchmark against pay levels in other charities of a similar size. The remuneration benchmark is the low to mid-point of the range paid for similar roles.

Risk management

The charity upholds a risk policy, as a formal acknowledgement that the trustee board is committed to maintaining a strong risk management framework. The aim of this policy is to ensure that the charity makes every effort to manage risk appropriately.

The policy outlines the risk management strategy, which comprises:

- A consistent framework and protocol for determining appetite for and tolerance of risk
- An annual review of the risks the charity may face
- The establishment of systems and procedures to mitigate the risks identified
- The implementation of procedures designed to minimise any potential impact on the charity should those risks materialise

Management of risk is an integral part of our planning and project management processes, with risks identified and assessed as we develop our plans each year. The major risks that have been identified and are mitigated are as follows:

- Poor quality service causes death, injury, abuse or harm to a service user or member of staff. Mitigation: Annual assessment of staff training needs with specific focus on safeguarding. The charity now has two members of staff trained as Designated Safeguarding Officers. Event risk assessment template introduced which requires all coaches and staff to obtain a DBS check.
- Insufficient funds raised causing interruption to operational service and progress of strategic aims. Mitigation: Investment in fundraising capacity from 1.4 full time equivalent to 2 full-time fundraisers. We review our reserves policy and long term financial plans annually to ensure that they remain relevant and keep reflecting the charity's current status.

Reserves policy

Trustees recognise that there are risks associated with each stream of income and expenditure being different from that budgeted, which has the potential for significant impact on reserve levels.

Having a reserves policy equivalent to a range of months of operating costs enables trustees to monitor and manage this risk, and allows time to develop new sources of income or cut-back on related expenditure if needed.

The trustees have resolved to keep unrestricted funds in the range of five to eight months of operating costs based on the current year's figures. Five months of operating costs equates to £129,575 and the board will manage expenditure to ensure reserves do not drop below this level. Monthly management accounts are produced and examined by the chief executive, the chair and the treasurer. Further scrutiny of the financial position is monitored via quarterly finance committee meetings and board meetings.

The board believes that reserves should be kept at this level to ensure the charity can run efficiently and meet the needs of its on-going projects. Whilst ensuring that funding is driven to the front line of our work as quickly and readily as possible.

- The charity ended the year with **5 months** of unrestricted reserves.
- The charity also designated **£39,000** towards future projects.

The charity's reserves levels have fallen slightly due to lower trust income than anticipated in 2015/16, resulting in unrestricted reserves being used to fund project expenditure. This is not sustainable and trust income will be a key focus in 2016/17 as the charity looks to reach and support even more people with hemiplegia, balance its income and expenditure and maintains reserves in line with the trustees' policy.

Investment policy

HemiHelp does not currently hold any free reserves in investments, however funds which are surplus to that required for day-to-day expenditure are held in saving accounts up to the sum of £75,000 per account in line with the FSCS savings protection scheme.

Financial review

The year to February 2016 has proved to be a year of excellent delivery and support for people with hemiplegia and their families.

HemiHelp's successful charity led fundraising events combined with the many inspirational member led fundraising activities across the country and corporate fundraising has contributed £299,724 of unrestricted income for the charity in the year. This is a great achievement and was in line with the charity's business plan. The other critical source of funding for the charity, specifically to support some of the more vital support services like the Family Back Up service, Transitions service and our information events, is trust income. Unfortunately a lower capacity in trust fundraising in the year has resulted in only £30,897 of restricted income, significantly lower than was planned. This unplanned gap in funding was however agreed by the trustees to be covered from unrestricted funds to ensure that these services had full continuity and members could continue to rely on HemiHelp's support.

This has resulted in a £34,295 deficit for the year to February 2016 and results in our unrestricted reserves dropping slightly to £169,066, represented by a £39,000 designated fund and a £130,066 general fund. This is a strong financial platform for the charity, to not only ensure long term viability but to grow its reach and scale to help support even more people with hemiplegia and their families.

Strong financial governance from trustees and management, combined with higher trust income and increasing charity and member led fundraising will be critical in 2016/17 and beyond.

Mike Platten, Treasurer

Preparation of the report

This report has been prepared taking advantage of the small companies exception of section 415A of the Companies Act 2006. It was approved, and authorised for issue, by the Trustees on 28 July 2016 signed on its behalf by:

Simon Crosby, Chair of Trustees



Reference and administrative details

HemiHelp is a company limited by guarantee and is registered as a charity with the Charity Commission. It is governed by its Memorandum and Articles of Association dated 8 February 2001.

Independent Examiners:

JS2, One Crown Square, Woking, Surrey GU21 6HR

Solicitors:

Dixon Ward & Co, 16 The Green, Richmond TW9 1QD

Bankers:

CAF Bank Ltd, 25 Kings Hill Avenue, West Malling, Kent ME19 4JQ
HSBC Bank plc, 117 Balham High Road, London SW12 9AS

Company secretary:

Amy Couture (chief executive)

Registered office:

6 Market Road, London, N7 9PW

Board of trustees

The charity's trustees who served in the financial year and to the date of this report were as follows:

Simon Crosby* (Acting chair)

Jill Baines* (Resigned 31.05.16)

Mike Platten* (Treasurer)

Angus Walker* (re-elected 12.11.15)

Carole Wanless*

John Pottage (re-elected 12.11.15)

Kathryn Palmer-Skillings

Katy Wills (re-elected 12.11.15)

Liz Barnes (re-elected 12.11.15)

Nicola Bullock*

Rosalyn Burbidge (Resigned 14.07.16)

Sheridan Humphreys

Vishal Mehta*

Tessa Wheeler (Retired 12.11.15)

* Members of Finance Committee

Royal Patron:

**Her Royal Highness Princess Alexandra,
The Hon Lady Ogilvy**

Patrons:

The Countess of Bessborough

Sir Dominic Cadbury

Mr and Mrs Paul De Chazal

Mr Richard Fitzalan Howard

Mr Roddie Fleming

Elizabeth Johnson

Mr Sascha Kindred OBE

Lord and Lady Leach

Siobhan McMahon MSP

The Duchess of Norfolk

Mr Paul Pritchard

Mr John Reizenstein

Mr Paul Riseborough

The Dowager Viscountess Rothermere

Clare Smyth MBE

Jacquetta Wheeler

President:

Professor Robert Goodman

Vice Presidents:

Dr Carole Yude

Mrs Hilary Latham

Mrs Josephine Fitzalan-Howard

Mr John Adams OBE

Mrs Tessa Wheeler

Independent Examiners Report to the Members of HemiHelp

I report on the financial statements for the year ended 28 February 2016 set out on pages 20 to 30.

This report is made solely to the trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. My work has been undertaken so that I might state to the trustees matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the trustees for my independent examination work, for this report, or for the statement I have given below.

Respective responsibilities of trustees and independent examiner

The trustees, who are the directors of HemiHelp for the purposes of company law, and the trustees for the purposes of charity law, are responsible for the preparation of the financial statements. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The Charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commissioners under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with the 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 you as 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 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.

John Speed FCA

JS2 Limited
One Crown Square
Woking, Surrey
GU21 6HR
28 July 2016

Statement of financial activities

(Incorporating income and expenditure account)
for the year ended 28 February 2016

		Unrestricted	Restricted	Total	Total
	Notes	Funds	Funds	Funds	Funds
		2016	2016	2016	2015
		£	£	£	£
INCOME					
Donations and legacies		43,282	2,777	46,059	113,579
Income from charitable activities	2	1,000	28,120	29,120	31,346
Other trading activities	3	254,864	-	254,864	138,887
Income from investments: Bank interest		578	-	578	545
TOTAL INCOME		299,724	30,897	330,621	284,357
EXPENDITURE					
Expenditure on charitable activities:					
i. Providing information and support	6	154,896	13,742	168,638	113,403
ii. Connecting people	7	18,697	32,165	50,862	95,308
iii. Working with professionals	8	56,604	8,028	64,632	39,158
Total charitable activities		230,197	53,935	284,132	247,869
Expenditure on raising funds	9	80,784	-	80,784	111,941
TOTAL EXPENDITURE	4	310,981	53,935	364,916	359,810
Net income/(expenditure)		(11,257)	(23,038)	(34,295)	(75,453)
Transfer between funds	15	(17,030)	17,030	-	-
NET MOVEMENT IN FUNDS		(28,287)	(6,008)	(34,295)	(75,453)
TOTAL FUNDS BROUGHT FORWARD		197,353	16,611	213,964	289,417
TOTAL FUNDS CARRIED FORWARD		£ 169,066	£ 10,603	£ 179,669	£ 213,964

All results relate to continuing activities

Further description of the costs of Charitable Activities as set out above:

- Ensuring that specialised information and support services are available to people with hemiplegia and their families.
- Ensuring that there are opportunities for people with hemiplegia and their families to connect with each other.
- Ensuring that professionals engaged with people with hemiplegia and families know about HemiHelp and have access to specialist information.

Balance sheet

As at 28 February 2016

	Notes	2016	2015
		£	£
FIXED ASSETS			
Tangible assets	12	4,249	5,075
CURRENT ASSETS			
Debtors	13	53,029	3,630
Cash at bank and in hand		147,430	218,038
		200,459	221,668
CREDITORS: amounts falling due within one year	14	(25,039)	(12,779)
NET CURRENT ASSETS		175,420	208,889
TOTAL ASSETS LESS CURRENT LIABILITIES		179,669	213,964
NET ASSETS / TOTAL ASSETS LESS CURRENT LIABILITIES		£ 179,669	£ 213,964
FUNDS			
Restricted funds	15	10,603	16,611
Unrestricted funds:			
Designated funds	15	39,000	67,575
General funds	15	130,066	129,778
		169,066	197,353
		£ 179,669	£ 213,964

For the year ended 28 February 2016 the Charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge the irresponsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime. They were approved, and authorised for issue, by the directors on 28 July 2016 and signed on their behalf by:-

SIMON CROSBY, Chair

MIKE PLATTEN, Treasurer

Statement of cash flows

For the year ended 28 February 2016

	2016		2015	
	£	£	£	£
Cash flows from operating activities:				
Net income/(expenditure) for the year	(34,295)		(75,453)	
Depreciation charges	4,840		4,792	
Interest	(578)		(545)	
(Increase)/decrease in debtors	(49,399)		(1,518)	
Increase/(decrease) in creditors	12,260		(9,770)	
Net cash provided by (used in) operating activities		(67,172)		(82,494)
Cash flows from investing activities:				
Interest	578		545	
Purchase of tangible fixed assets	(4,014)		(3,057)	
Net cash provided by (used in) investing activities		(3,436)		(2,512)
Change in cash and cash equivalents in the year		(70,608)		(85,006)
Cash and cash equivalents at the beginning of the year		218,038		303,044
Cash and cash equivalents at the end of the year		£ 147,430		£ 218,038

Notes to the financial statements

For the year ended 28 February 2016

1. ACCOUNTING POLICIES

Basis of preparation of financial statements

These financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). The Charity is a public benefit entity for the purposes of FRS 102 and therefore has also prepared the financial statements in accordance with the 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 (The FRS 102 Charities SORP) and the Charities Act 2011.

FRS 102 has been adopted for the first time when preparing these financial statements. The transition date to FRS 102 was 1 March 2014 and the last financial statements prepared under the previous financial reporting framework were prepared for the year ended 28 February 2015. In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

The trustees have assessed whether the use of the going concern basis is appropriate and have considered possible events or conditions that might cast significant doubt on the ability of the Charity to continue as a going concern. The trustees have made this assessment for a period of at least one year from the date of approval of the financial statements. In particular, the trustees have considered the Charity's forecasts and projections. After making enquiries the trustees have concluded that there is a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. The Charity therefore continues to adopt the going concern basis in preparing its financial statements.

Company status

HemiHelp is a company limited by guarantee. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objects of the Charity and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors which have been raised by the Charity for particular purposes. Where allowable by the funder, the cost of raising such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements. Statutory grants which are given as contributions towards the Charity's core services are treated as unrestricted.

Income

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Accounting Policies, continues on page 24

Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Support costs, which cannot be directly attributed to particular activities, have been apportioned proportionately to the direct staff costs allocated to the activities. Governance costs include the costs of servicing Trustees' meetings, scrutiny of the accounts and a fair allocation of management's time.

Tangible fixed assets and depreciation

All assets costing more than £200 are capitalised.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture/fittings	-	5 years
Office equipment	-	3 years

2. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Grants:				
Boshier-Hinton Foundation	-	-	-	2,000
D'Oyly Carte Charitable Trust	-	3,750	3,750	-
Freemasons' Grand Charity	-	3,000	3,000	-
Goldman Sachs Gives	-	-	-	3,000
Hospitality Saturday Fund	-	4,000	4,000	-
John Ackroyd Charitable Trust	-	-	-	2,000
PF Charitable Trust	-	-	-	2,500
R S MacDonald Charitable Trust	-	2,500	2,500	-
Roald Dahl Foundation	-	2,870	2,870	5,740
Simon Whitbread Charitable Trust	-	-	-	2,000
Sobell Foundation	-	5,000	5,000	5,000
Swire Charitable Trust	-	-	-	2,500
The Sylvia Adams Charitable Trust	-	5,000	5,000	-
Grants of under £2,000 each	1,000	2,000	3,000	1,300
Total grants	1,000	28,120	29,120	26,040
Conference income	-	-	-	5,306
	£ 1,000	£ 28,120	£ 29,120	£ 31,346

3. OTHER TRADING ACTIVITIES

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Community fundraising	214,871	-	214,871	44,591
Fundraising events	30,868	-	30,868	53,985
Concert - Children Helping Children	-	-	-	34,069
Merchandising, advertising & sponsorship	9,125	-	9,125	6,242
	£ 254,864	£ Nil	£ 254,864	£ 138,887

4. EXPENDITURE

	Direct staff costs £	Other direct costs £	Support costs £	Total 2016 £	Total 2015 £
Direct charitable expenditure:					
Providing information and support	98,936	30,990	38,712	168,638	113,403
Connecting people	22,423	19,665	8,774	50,862	95,308
Working with professionals	38,098	11,627	14,907	64,632	39,158
	159,457	62,282	62,393	284,132	247,869
Raising funds	48,461	13,361	18,962	80,784	111,941
Support (see Note 5)	18,192	63,163	(81,355)	-	-
	£ 226,110	£ 138,806	£ Nil	£ 364,916	£ 359,810

Support costs which cannot be directly attributed to any individual activity have been apportioned to activities based on direct staff costs.

5. SUPPORT COSTS

	2016 £	2015 £
Governance		
Fees payable to independent examiner:		
Independent examination	3,000	2,166
Other advice and assistance	200	-
Meeting and Trustee expenses	775	2,356
Other	-	948
	3,975	5,470
Other support costs		
Legal and professional	1,201	2,707
Bank charges	648	598
Premises costs	21,019	17,398
Telephone and information technology costs	5,519	1,328
Print, postage and stationery	4,345	4,298
Staff training, travel and recruitment	14,703	11,414
Payroll services	960	1,411
Depreciation	4,839	4,792
Subscriptions	3,374	3,659
Annual reception	995	-
General office expenses	1,585	327
Staff costs	18,192	13,210
	£ 81,355	£ 66,612

6. PROVIDING INFORMATION AND SUPPORT

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Staff costs	87,919	11,017	98,936	61,445
Family backup	-	2,725	2,725	6,380
Newsletter	22,465	-	22,465	22,436
Other	5,800	-	5,800	3,113
Allocation of support costs	38,712	-	38,712	20,029
	£ 154,896	£ 13,742	£ 168,638	£ 113,403

7. CONNECTING PEOPLE

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Staff costs	9,923	12,500	22,423	58,272
Forward thinking mentoring scheme	-	5,603	5,603	7,918
Events	-	13,845	13,845	9,133
Other	-	217	217	990
Allocation of support costs	8,774	-	8,774	18,995
	£ 18,697	£ 32,165	£ 50,862	£ 95,308

8. WORKING WITH PROFESSIONALS

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Staff costs	37,581	517	38,098	26,505
School pack	-	7,511	7,511	3,300
Conferences	4,116	-	4,116	-
Other	-	-	-	713
Allocation of support costs	14,907	-	14,907	8,640
	£ 56,604	£ 8,028	£ 64,632	£ 39,158

9. EXPENDITURE ON RAISING FUNDS

	Unrestricted Funds 2016 £	Restricted Funds 2016 £	Total Funds 2016 £	Total Funds 2015 £
Staff costs	48,461	-	48,461	55,222
Concert - Children Helping Children	-	-	-	11,297
Direct fundraising costs	12,192	-	12,192	23,584
Merchandising	1,169	-	1,169	3,838
Allocation of support costs	18,962	-	18,962	18,000
	£ 80,784	£ Nil	£ 80,784	£ 111,941

10. STAFF NUMBERS AND COSTS

	2016 £	2015 £
Salaries	213,113	201,118
Social security costs	12,997	13,536
	£ 226,110	£ 214,654

The average headcount during the year was 11.7 (2015: 12.1).

No employee received remuneration of more than £60,000 in the year or the previous year.

The key management personnel of the Charity comprise of the Chief Executive and the Information and Communications Manager. The total employee benefits of the key management personnel of the Charity were £60,708 (2015:£57,958)

11. TRUSTEES

During the year 3 Trustees were reimbursed expenses totalling £362 (2015 - 3 Trustees were reimbursed a total of £323).

12. TANGIBLE FIXED ASSETS

	Furniture and Fittings £	Computer Equipment £	Total £
Cost			
Brought forward	10,571	30,364	40,935
Additions	245	3,769	4,014
Carried forward	10,816	34,133	44,949
Depreciation			
Brought forward	9,588	26,272	35,860
Charge for the year	510	4,330	4,840
Carried forward	10,098	30,602	40,700
Net book value			
Brought forward	£983	£4,092	£5,075
Carried forward	£ 718	£ 3,531	£ 4,249

13. DEBTORS

	2016 £	2015 £
Trade debtors	-	220
Prepayments & accrued income	51,196	3,077
Other debtors	1,833	333
	£ 53,029	£ 3,630

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2016	2015
	£	£
Deferred income	10,454	5,248
Social security and other taxes	5,314	3,946
Net pay	-	1,425
Accruals	9,271	2,160
	£ 25,039	£ 12,779

15. STATEMENT OF FUNDS

SUMMARY OF FUNDS

	Brought forward	Income	Expenditure	Transfers	Carried forward
	£	£	£	£	£
Designated funds	67,575	-	-	(28,575)	39,000
General funds	129,778	299,724	(310,981)	11,545	130,066
	197,353	299,724	(310,981)	(17,030)	169,066
Restricted funds	16,611	30,897	(53,935)	17,030	10,603
	£ 213,964	£ 330,621	£ (364,916)	£ Nil	£ 179,669

DESIGNATED FUNDS

	Brought forward	Income	Expenditure	Transfers	Carried forward
	£	£	£	£	£
Fixed assets fund	12,575	-	-	(2,575)	10,000
Future programmes	55,000	-	-	(26,000)	29,000
	£ 67,575	£ Nil	£ Nil	£ (28,575)	£ 39,000

The fixed assets designated fund represents the carrying value of assets held at the year end of £4,249 and a further balance of £5,751 for future IT investment.

The future programmes fund balance represents £20,000 for a project review and implementation of our communications strategy and an investment in our digital communications, this will enable us to reach more families and connect with more people affected by hemiplegia. We are also designating £3,000 for the hardship fund, a critical fund to ensure that financial difficulty doesn't prohibit access to support. Finally, we are aware that we had lower trust fundraising capacity at the end of 2015/16 and have therefore allocated £6,000 to cover this gap in funding for the first two months of the year for two key services – Family Back Up and our Transitions service.

RESTRICTED FUNDS

	Brought forward	Income	Expenditure	Transfers	Carried forward
	£	£	£	£	£
i. Providing information and support					
Family Back up	-	5,245	(13,742)	8,497	-
ii. Connecting people					
Creative art workshops	1,732	-	-	-	1,732
Drama workshops	413	-	-	-	413
Events appeal	4,751	11,719	(13,845)	-	2,625
Forward thinking	3,665	13,933	(18,103)	505	-
Music workshops	2,402	-	(20)	-	2,382
Hardship Fund	1,195	-	(197)	-	998
iii. Working with professionals					
General DVD	2,453	-	-	-	2,453
School pack	-	-	(8,028)	8,028	-
	£ 16,611	£ 30,897	£ (53,935)	£ 17,030	£ 10,603

During the year, the charity transferred £17,030 from designated funds, in order to cover small short-falls in restricted funds of £8,497 in the Family Back-up fund, £8,028 in the School pack fund, and £505 in the Forward thinking fund.

i. Ensure that specialist information and support services are available to people with hemiplegia and their families

One donation was received for £3,750 from the D'Oyly Carte Charitable Foundation for our Family Back Up service which provides one-to-one support to families via a helpline and face-to-face support to families and educational professionals.

ii. Ensure that there are opportunities for people with hemiplegia and their families to connect with each other.

The Hospital Saturday Foundation continued to support HemiHelp making a donation of £2,000 towards the cost of our events programme. The Freemasons Grand Charity also supported this area of work with a donation of £3,000.

HemiHelp's (Forward Thinking) Transitions Service was supported by the Sobell Foundation (£5,000), the Sylvia Adams Foundation (£5,000), Roald Dahl's Marvellous Children's Charity (£2,870) and the W.E. Dunn Charitable Trust (£1,000). The grants enabled specialist one-to-one support for young people with hemiplegia from our Transitions Adviser, ongoing support by trained mentors who are older adults with hemiplegia and two Transition events (London and Birmingham). This service enabled young people to navigate the next stage in their lives (higher education, employment and independent living) with greater support and confidence.

iii. Ensure that professionals engaged with people with hemiplegia and families know about HemiHelp and have access to specialist information.

No restricted income was received in the year. As detailed above, expenditure in the year relating to the School pack was funded from designated funds.

16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Designated funds £	General funds £	Restricted funds £	Total funds £
Tangible fixed assets	4,249	-	-	4,249
Net current assets	34,751	130,066	10,603	175,420
	£ 39,000	£ 130,066	£ 10,603	£ 179,669

17. OPERATING LEASE COMMITMENT

At the year end the Charity had total commitments under the non-cancellable operating lease on its premises repayable as follows:

	2016 £	2015 £
Operating leases which expire: within one year	4,950	3,000

18. STATEMENT OF FINANCIAL ACTIVITIES IN THE PRIOR YEAR

	Unrestricted Funds 2015 £	Restricted Funds 2015 £	Total Funds 2015 £
INCOME			
Donations and legacies	110,677	2,902	113,579
Income from charitable activities	13,606	17,740	31,346
Other trading activities	138,887	-	138,887
Income from investments: Bank interest	545	-	545
TOTAL INCOME	263,715	20,642	284,357
EXPENDITURE			
Expenditure on charitable activities:			
Providing information and support	99,171	14,232	113,403
Connecting people	62,267	33,041	95,308
Working with professionals	30,074	9,084	39,158
Total charitable activities	191,512	56,357	247,869
Expenditure on raising funds	111,941	-	111,941
TOTAL EXPENDITURE	303,453	56,357	359,810
Net income/(expenditure)	(39,738)	(35,715)	(75,453)
Transfer between funds	(6,489)	6,489	-
NET MOVEMENT IN FUNDS	(46,227)	(29,226)	(75,453)
TOTAL FUNDS BROUGHT FORWARD	243,580	45,837	289,417
TOTAL FUNDS CARRIED FORWARD	£ 197,353	£ 16,611	£ 213,964

HemiHelp would like to thank the thousands of individual members, fundraisers and organisations who raise money. HemiHelp receives no government funding and so is reliant entirely on voluntary income to support people with hemiplegia and their families at every stage of their lives. Every penny we receive has been raised through the generosity and commitment of people taking the time and making the effort to support us. **THANK YOU.**

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