

# The Ménière's Society

## Report and Financial Statements

### Year ended 31 March 2020

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**Trustees and Advisors****Year ended 31 March 2020****Trustees**

Mr David Renton (Chair of Trustees)

Mrs Pennie Ford (Vice Chair)

Mr Iain (Spike) Bromley (Treasurer)

Mr Andrew Clements

Mrs Carol Evans

Dr Alan Jacques

Mr Rory MacNeil

Mr Simon Webster

**Fund Managers**

Sarasin &amp; Partners LLP

Juxon House, 100 St Pauls Churchyard, London, EC4M 8BU

and

CCLA Investment Management Ltd

Senator House, 85 Queen Victoria Street, London, EC4V 4ET

**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

**Contact Address**

Ménière's Society

The Rookery, Surrey Hills Business Park, Wotton, Surrey, RH5 6QT

## **The Ménière's Society**

### **Draft Report of the Trustees**

**Year ended 31 March 2020**

#### **Preamble**

It is difficult to realise, as this Report is being prepared for an online Annual General Meeting in October, that the year concerned was not dominated by coronavirus and the pandemic. Lockdown and shielding were just coming into play at the end of March and, whilst there were fears of reductions in donations and fundraising activity, little impact was discernible by the year-end.

#### **Objectives and Constitution of the Society**

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

#### **Public benefit**

The objectives 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 Charities Commission guidance in this respect.

#### **Activities during the year**

##### Information Services and helpline

The Society has continued to provide support for sufferers from Ménière's syndrome and other vestibular conditions, in particular through the Society's telephone/email support service. Further support, as well as feedback on the research projects funded, is provided by the annual conference and the publication of the magazine Spin. Membership, at 3,243 on 31 March 2020, is marginally lower than last year (3,274). Anecdotally the Covid-19 recession has had a negative impact on new members and renewals there may have been even less of a difference in the two years had there been no impact from Covid-19. The year was successful for the local groups supported by the Society, with the establishment of four additional groups during the year and over 1,800 people attending group meetings in 2019.

### Research

The Society continued to finance research into vestibular conditions and further research is currently being planned. At the year-end £277,121 was committed from the unrestricted programme and restricted research reserves to the following research projects:

- Identifying best practice management for acute vertigo in the Emergency Department, University College London, Year One.
- Risk factors for the development of bilateral Ménière's disease and development of a national Ménière's disease registry. Norfolk & Norwich University Hospitals Year 1.
- Vertigo Reduction by Sensory Attenuation (VERSA), Royal Holloway University of London (RHUL).
- Identifying the inner ear pressure sensor: implications for Ménière's Disease – University College London, Inner Ear Institute.
- Using A Big Data Approach to Understand Ménière's Disease - University of Exeter Medical School.
- Travel bursary to teach BSc Audiology in Malawi. Manchester University.

### Management and administration.

During the year the computer and telephone systems were updated to ensure continued compliance with General Data Protection Regulations (as support for Windows 7 was withdrawn at the start of the calendar year); thanks in large part to a grant from M&G Limited Staff Charity Fund, whom we thank. The Trustees reviewed the Society's accountancy service provision during the year. After receiving bids, the Trustees agreed to continue with the present accountancy practice but to bring in-house most data entry.

### **Plans and expectations**

Following the above-mentioned review of the Society's accountancy service the Society will be in a position to manage most of the day-to-day bookkeeping within the office team. Consequently, this will ensure a more consistent approach, as well as generating savings in administrative time and costs. The financing and promotion of further research is planned going forward, as is the continued development of the Society's online and social media presence. Expanding the number of local groups continues to be a focus, as well as reaching a wider network of users.

### **Financial review**

Thanks to a number of very generous bequests (received, and notified but not yet received), the operating surplus for the year was considerably greater than recent years, more than compensating for a slight downturn in other income streams. There was little impact of the Covid-19 lockdown by the year end but it is evident since then that the Covid-19 recession and postponement and/or cancelling of

both small and large-scale events will have an effect. The Trustees are extremely grateful for all the fundraising activity of members and supporters and, while expressing condolences to the bereaved, are very appreciative of generous mentions in wills. Thanks to such generosity the Society is very well placed to withstand the continued impact of Covid-19 and to be able to finance further research.

### **Fundraising**

The Society's fundraiser concentrated on building awareness and relationships, as well as the encouragement of individuals and groups to support a broad range of activities from low profile activities such as coffee mornings to high profile events such as the London Marathon. Although not currently a member, the Society follows the guidance of the Fundraising Regulator and, as such, the Society believes it is successful in fostering a responsible fundraising approach. The information packs provided to volunteers, and organisers of such events, to assist their activities have been updated and include guidance on responsible fundraising.

### **Governance and decision making**

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

### **Reserves Policy**

- a) The Society's General Reserve is considered an 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 investments 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 commitment 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" gifts, 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 sought 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 the affairs of the Society and of the surplus or deficit of the Society 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 Society will continue 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 Society and to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Society and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Safeguarding**

The Ménière's Society recognises the importance of safeguarding to ensure anyone engaged in our work or using our services is safe from harm, abuse or neglect. The Society has a designated safeguarding lead within the office team and a lead trustee for safeguarding and provides an update at every Trustee meeting. There have been no safeguarding concerns during the year. The Society's Safeguarding Policy is available on request



David Renton (Chair of Trustees)

*2 September 2020*

**Report of the Independent Auditor**

**To the Trustees of The Ménière's Society**

**For the year ended 31 March 2020**

We have audited the financial statements on pages 8 to 12. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice)

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2020, 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.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material

**Report of the Independent Auditor**

**To the Trustees of The Ménière's Society**

**For the year ended 31 March 2020 (Continued)**

misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard

**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.

**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.

**Use of our report**

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.

 4 October 2020

Paul Chamberlain (Senior Statutory Auditor) Date:

For and on behalf of Chamberlains Statutory Auditors and Chartered Accountants  
Elm House, Tanshire Park  
Shackleford Road, Elstead  
Godalming, Surrey  
GU8 6LB



# The Ménière's Society

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## Statement of financial activities for year ended 31 March, 2020

	Note	Unrestricted Funds	Restricted Funds	Total Funds	Unrestricted Funds 2019	Restricted Funds 2019	Total 2019
		£	£	£	£	£	£
<b>Income &amp; Expenditure</b>							
<b>Income</b>							
Incoming Resources							
Membership subscriptions		56,068		56,068	56,376		56,376
Grants and corporate sponsorship		13,253	1,802	15,055	550		550
Donations & gifts		44,158	5,822	49,980	47,880	6,536	54,416
Legacies		404,941	605,343	1,010,284	111,093		111,093
Fund raising activities		50,619	8,191	58,810	30,356	13,202	43,558
Gift Aid tax recovery		18,399		18,399	15,535		15,535
Investment income and interest received	2	15,127		15,127	13,317		13,317
Total incoming resources		<u>602,565</u>	<u>621,158</u>	<u>1,223,723</u>	<u>275,107</u>	<u>19,738</u>	<u>294,845</u>
<b>Operating Expenditure</b>							
Information service & helpline		17,727		17,727	21,434		21,434
SPIN magazine		21,811		21,811	19,930		19,930
Conference		11,328		11,328	10,812		10,812
Salaries	3	146,984		146,984	128,096		128,096
Fund raising and publicity		9,566		9,566	12,076		12,076
Management and administrative	4	52,988	563	53,551	42,895		42,895
Governance costs (independent audit)		2,750		2,750	2,600		2,600
Web site development		4,220		4,220	3,347		3,347
Total operating expenses		<u>267,374</u>	<u>563</u>	<u>267,937</u>	<u>241,190</u>	<u>0</u>	<u>241,190</u>
<b>Net incoming / (outgoing) operating resources</b>		<u>335,191</u>	<u>620,595</u>	<u>955,786</u>	<u>33,917</u>	<u>19,738</u>	<u>53,655</u>
Research expenditure			15,270	15,270	0	18,727	18,727
<b>Net incoming / (outgoing) resources</b>		<u>335,191</u>	<u>605,325</u>	<u>940,516</u>	<u>33,917</u>	<u>1,011</u>	<u>34,928</u>
<b>Realised and unrealised (losses)/gains on investments</b>		<u>(10,990)</u>		<u>(10,990)</u>	<u>4,825</u>		<u>4,825</u>
<b>Net movement in funds</b>		<u>324,201</u>	<u>605,325</u>	<u>929,526</u>	<u>38,742</u>	<u>1,011</u>	<u>39,753</u>
Fund balances brought forward		595,599	1,011	596,610	556,857	0	556,857
<b>Fund balances carried forward</b>		<u>919,800</u>	<u>606,336</u>	<u>1,526,136</u>	<u>595,599</u>	<u>1,011</u>	<u>596,610</u>

# The Mènière's Society

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## Balance Sheet as at 31 March, 2019

		March 31, 2020		March 31, 2019	
		£	£	£	£
<b>Fixed Assets</b>					
Office equipment & computers	6		2,525		997
Investments	7		381,241		378,528
			<u>383,766</u>		<u>379,525</u>
<b>Current Assets</b>					
Stock of consumable & promotional items		7,730		7,378	
Debtors & prepayments	8	644,348		21,504	
Bank current accounts & cash		61,031		63,794	
Bank deposit accounts		453,127		151,870	
Total current assets		<u>1,166,236</u>		<u>244,546</u>	
<b>Current Liabilities: payable in one year</b>					
Creditors and accruals	9	19,790		23,266	
HM Revenue & Customs		4,076		4,195	
Total current liabilities		<u>23,866</u>		<u>27,461</u>	
<b>Net Current Assets</b>			<u>1,142,370</u>		<u>217,085</u>
<b>Net Assets</b>			<u>1,526,136</u>		<u>596,610</u>
<b>Funds</b>					
Unrestricted					
General	10		290,000		240,000
Programme	10		629,800		355,600
Restricted					
Research	10		569,747		1,010
West Yorkshire	10		35,849		
Telephone project	10		740		
<b>Total Funds</b>			<u>1,526,136</u>		<u>596,610</u>

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

The financial statements were approved by the Trustees on

23 September 2020



David Renton (Chair of Trustees)



Iain Bromley (Treasurer)

## Cashflow statement for year ended 31 March, 2020

	Note	2020	2019
		£	£
<b>Cashflow from operating activities</b>	12	<u>288,551</u>	<u>34,473</u>
<b>Cashflow from investing activities</b>			
Purchase of fixed assets	6	(2,471)	(1,134)
Interest received		1,424	10
Other investment income		13,703	13,308
Gains on investments	7	(2,713)	(17,674)
Net cash from investing activities		<u>9,943</u>	<u>(5,490)</u>
Net increase in cash and cash equivalents		298,494	28,983
Cash and cash equivalents at beginning of the year		215,664	186,681
<b>Cash and cash equivalents at end of the year</b>		<u>514,158</u>	<u>215,664</u>

## The Ménière's Society

### Notes to the accounts

#### Year ended 31 March 2020

#### 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 2015. 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 Ménière's Society

Year ended 31 March 2020

## Notes to the Accounts - continued

**2. Investment Income**

	2020 £	2019 £
Income from Investments	13,703	13,307
Interest on cash deposits	1,424	10
	<u>15,127</u>	<u>13,317</u>

**3. Staff costs**

	£	£
Salaries	131,250	114,572
National Insurance	10,350	8,742
Pensions	3,200	1,712
Other staff costs	2,184	3,071
	<u>146,984</u>	<u>128,097</u>

During the year there were an average of 4 employees (2019: 4). None received in excess of £60,000. 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	20,685	18,599
Accountancy and professional fees	10,091	8,283
Bank charges and commission	2,099	2,269
Postage, stationery and miscellaneous	9,802	4,293
Travel costs	2,800	2,032
Computer, telephone and internet	5,416	5,448
Depreciation	943	309
Insurance	1,715	1,662
	<u>53,551</u>	<u>42,895</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 £2,700 in the year.

**6. Tangible Fixed Assets (office equipment and computers)**

	£
<u>Cost</u>	
Cost at 1st April 2019	25,792
Additions	2,471
Disposals	<u>(14,432)</u>
Cost at 31st March 2020	<u>13,831</u>
<u>Depreciation</u>	
At 1st April 2019	24,795
Charge for the year	943
Eliminated on disposals	<u>(14,432)</u>
At 31st March 2020	<u>11,306</u>
<u>Net book value</u>	
At 1st April 2019	997
At 31st March 2020	<u>2,525</u>

**7. Investments**

	£
Market value at beginning of year	378,528
Acquisitions during the year	13,703
Unrealised losses in the year	<u>(10,990)</u>
Market value at end of year	<u>381,241</u>
Historical cost as at year end	<u>313,368</u>

All investments are held with Sarasin & Partners LLP in the UK. At the year end £116,853 was in the Endowments Fund Class A Acc and £263,348 was in the Income and Reserves Fund Class A Acc. £1,040 was held in cash.

## The Ménière's Society

Year ended 31 March 2020

## Notes to the Accounts - continued

	2020	2019
	£	£
<b>8. Debtors</b>		
Debtors and prepayments	12,201	13,796
Legacies due	628,100	0
Gift Aid Tax refunds due	4,047	7,708
	644,348	21,504

	£	£
<b>9. Creditors</b>		
Trade creditors	10,079	20,378
Other creditors	9,711	2,888
	19,790	23,266

	Unrestricted General £	Unrestricted Programme £	Unrestricted Total £	Restricted £
<b>10. Funds</b>				
Balance at 1st April 2019	240,000	355,600	595,600	1,010
Net increase	50,000	274,200	324,200	605,326
Balance at 31 March 2020	290,000	629,800	919,800	606,336
Represented by:				
Bank and cash	150,861		150,861	606,336
Investments	(251,272)	629,800	378,528	-
Other net assets/liabilities	390,411	-	390,411	-
	290,000	629,800	919,800	606,336

## Restricted funds

	Research £	West Yorkshire £	Telephone Project £	Total £
Balance at 1st April 2019	1,010	0	0	1,010
Income	584,007	35,849	1,302	621,158
Expenditure	(15,270)	0	(562)	(15,832)
Balance at 31 March 2020	569,747	35,849	740	606,336

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 £399 (2019: £1,708) were reimbursed to 3 trustees in the year.

**12. Reconciliation of net movement in funds to net cashflow from operating activities**

	2020	2019
	£	£
Net movement in funds	929,526	39,753
Add back depreciation charge	943	303
Deduct interest income	(1,424)	(10)
Deduct other investment income	(13,703)	(13,307)
(increase) in debtors	(622,844)	(3,699)
(Increase) in stock	(352)	(919)
(Decrease)/increase in creditors	(3,595)	12,352
Net cash used in operating activities	288,551	34,473

**13. Approval of accounts**

The Ménière's 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 .....

*2 September 2020*