

BAY SEARCH & RESCUE

ANNUAL ACCOUNTS

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

CHARITY NO. 1090880

BAY SEARCH & RESCUE  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE FINANCIAL YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

<b>Charity Number</b>	1090880
<b>Company Number</b>	4329355
<b>Trustees (and Company Directors)</b>	G J Parsons M Hodgson S Stebbings S M Balderstone D T Spencer-Barnes J S Spencer-Barnes
<b>Office Address</b>	49 Beetham Road Milnthorpe Cumbria LA7 7QN
<b>Independent Examiner</b>	Andrew Lishman Jackson & Graham Lynn Garth, Gillinggate Kendal Cumbria LA9 4JB

## **Trustees Report**

### **BAY SEARCH & RESCUE**

#### **FOR THE YEAR ENDED 30TH NOVEMBER 2019**

#### **Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 27th November 2001 and registered as a charity on 4th March 2002. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association which have been updated in line with the model articles as recommended by and under the guidance of the Charity Commission.

#### **BSAR and Continued Commitment to the Community**

BSAR continues to operate directly in line with its core principles, objectives and values in ensuring that life-saving support can be provided in support of our statutory emergency services at any time of day or night 365 days a year. In addition recent protective measures have been implemented to ensure full operational capability during the pandemic.

#### **Recruitment and Appointment of Management Committee**

The BSAR structure, governing document and governance plan ensure that the charity is effectively managed in line with required national and legislative requirements.

#### **The Board of Trustees**

The board membership has remained stable during this reporting period with six trustees of which those who stood down due to required annual rotation have been re-elected at the AGM.

Trustees Report

BAY SEARCH & RESCUE

FOR THE YEAR ENDED 30TH NOVEMBER 2019

**In Summary**

A stable and highly functional year for BSAR in which we have developed our governance requirements, extended our charity membership to include all staff and volunteers and added to our fleet to extend our operational response capabilities. Our two shops have increased revenue income for the charity for the reporting period and are currently in the process of reopening following closure due to the pandemic. Financial support from both Government and the local authority during the pandemic have ensured that BSAR has been able to continue to discharge its financial obligations and fully function as a life saving search and rescue charity.

Steve Stebbings  
On behalf of Bay Search and Rescue

**Statement of Trustees/Directors' Responsibilities**

The trustees (who are also directors of the charity for company law) are responsible for preparing the Trustees' report and the Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law 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 charitable company and of the incoming resources and application of resources during the year. In preparing those financial statements, the trustees/directors should follow best practise and are required to:

- select suitable accounting policies and then apply them consistently,
- observe the methods and principles in the charity SORP,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures and explained in the financial statements, and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees/directors are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are responsible for safeguarding the assets of the charitable company and hence for taking reasonable step for the prevention and detection of fraud and other irregularities.

BAY SEARCH & RESCUE

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE FINANCIAL YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

	Note	2019 Unrestricted Funds	2019 Restricted Funds	2019 Total Funds	2018 Total Funds
<b>INCOMING RESOURCES</b>					
Incoming resources from generated funds					
<u>Voluntary Income</u>					
Donations and Grants	2	20,478	40,000	60,478	92,858
<u>Activities for Generating Funds</u>					
Shop and Internet Sales		<u>239,533</u>	-	<u>239,533</u>	<u>200,918</u>
<b>TOTAL INCOMING RESOURCES</b>		<b>£260,011</b>	<b>£40,000</b>	<b>£300,011</b>	<b>£293,776</b>
 <b>RESOURCES EXPENDED</b>					
Cost of generating funds					
<u>Fundraising Trading costs &amp; expenses</u>					
Costs relating to Shop & Internet Sales	3	(129,585)	-	(129,585)	(105,920)
<u>Charitable Activities</u>					
Costs of Activities in furtherance of the Charity's objectives	4	(86,624)	(10,399)	(97,023)	(85,730)
Support costs for the Costs of Activities in Furtherance of the Charity's objectives	5	(35,366)	-	(35,366)	(52,139)
<u>Governance costs</u>	6	<u>(23,571)</u>	-	<u>(23,571)</u>	<u>(27,757)</u>
<b>TOTAL RESOURCES EXPENDED</b>		<b>£ (275,146)</b>	<b>£ (10,399)</b>	<b>£(285,545)</b>	<b>£ (271,546)</b>
 <b>NET INCOMING/(OUTGOING) RESOURCES</b>					
<b>before transfers and other recognised gains/losses</b>		(15,135)	29,601	14,466	22,230
<b>Transfers between Funds</b>		-	-	-	-
<b>NET INCOMING/(OUTGOING) RESOURCES</b>		<b>(15,135)</b>	<b>29,601</b>	<b>14,466</b>	<b>22,230</b>
<b>Net Movement in Funds</b>		(15,135)	29,601	14,466	22,230
Retained Surpluses from previous years		<u>374,318</u>	<u>126,300</u>	<u>500,618</u>	<u>478,388</u>
Retained Surpluses carried forward		<u>£359,183</u>	<u>£155,901</u>	<u>£515,084</u>	<u>£500,618</u>

BAY SEARCH & RESCUE

BALANCE SHEET AS AT 30<sup>TH</sup> NOVEMBER 2019

	Note	2019 £	2018 £
<u>Fixed Assets</u>			
Fixed Tangible Assets	7	<u>349,253</u>	<u>286,161</u>
<u>Current Assets</u>			
Debtors	8	17,727	25,499
Cash at Bank	9	<u>161,147</u>	<u>203,980</u>
		178,874	229,479
<u>Creditors: Amounts falling due within one year</u>	10	<u>(13,043)</u>	<u>(15,023)</u>
<u>NET CURRENT ASSETS</u>		<u>165,831</u>	<u>214,456</u>
<u>Total Assets less Current Liabilities</u>		<u>£515,084</u>	<u>£500,618</u>
 <b>Capital &amp; Reserves</b>			
Unrestricted Funds	11	359,183	374,318
Restricted Funds	12	<u>155,901</u>	<u>126,300</u>
		<u>£515,084</u>	<u>£500,618</u>

The Financial Statements on page 1 to 10 were approved by the Board of Trustees on .....  
and signed on its behalf by:

Steve Stebbings  
Trustee

## BAY SEARCH & RESCUE

### NOTES TO THE ACCOUNTS

#### FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

##### 1. Accounting Policies

The financial statements have been prepared under the historical cost convention, with exception of investments which are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP2005) published in 2005, the Financial Reporting Standard for Smaller Entities (effective April 2008) and the Companies Act 2006. The principle accounting policies adopted in the preparation of the financial statements are set out below.

The charity has adapted the Companies Act formats to reflect the special nature of the charity's activities.

##### a) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees/directors names in the Directors Report. 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.

##### b) Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charges against the specific fund. The aim and use of each restricted and is set out in the notes to the financial statements.

##### c) Incoming Resources

- (i) All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### (ii) Donations and Grants

Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers. All grants and voluntary income are accounted for gross when receivable, as long as they are capable of financial measurement.

Gifts in kind are included at valuation and recognised as income when they are distributed to the charity. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers. Retail income from donated goods is accounted for when the sale takes place.

##### d) Resources Expended

All expenditure is accounted for on an accruals basis exclusive of VAT except where it cannot be recovered and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular heading they have been allocated to activities on a basis consistent with use of the resources.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. The costs of fundraising trading do not include any valuation of donated goods sold. Support costs are those costs incurred directly in support of expenditure on the objects of the charity. Governance costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

BAY SEARCH & RESCUE

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

1. Accounting Policies (continued)

- e) Fixed Tangible Assets are included at historical cost,
- f) Depreciation is provided to write off the cost, less estimated residual values, of all fixed tangible assets over their expected useful lives. It is calculated at the following rates and methods:

Buildings	5% straight line
Hagglunds Amphibious Personnel Carriers	10% reducing balance
Sherp ATV	10% reducing balance
Plant, Machinery & Equipment	20% reducing balance
Motor Vehicles	20% reducing balance
Airboat	10% reducing balance

2. <u>Donations &amp; Grants</u> comprise:	<b>2019</b>	2018
	£	£
a) <u>Unrestricted</u>		
Donations	20,338	12,612
Miscellaneous	<u>140</u>	<u>196</u>
	<u>20,478</u>	<u>12,808</u>
b) <u>Restricted</u>		
Sir John Fisher Foundation	40,000	40,050
Prince's Countryside	-	30,000
Frieda Scott Trust (Workshop/Storage Unit rent)	<u>-</u>	<u>10,000</u>
	<u>40,000</u>	<u>80,050</u>
c) Total	<u>£60,478</u>	<u>£92,858</u>



BAY SEARCH & RESCUE

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

3. <u>Costs relating to Shop &amp; Internet Sales</u>	<b>2019</b>	2018
	£	£
Other Staff Costs	4,824	6,453
Salaries & National Insurance	75,313	49,450
Rent, Rates & Insurance	32,085	30,390
Heat, Light and Water	2,556	4,886
Repairs, Cleaning and Sundry Expenses	8,274	6,565
Stationery, Printing, Postage & Telecommunications	1,241	2,331
Till & Internet Sales Costs	3,755	3,404
Shop Set-up Expenses	594	1,237
Equipment Depreciation	<u>943</u>	<u>1,204</u>
	<u>129,585</u>	<u>105,920</u>
4. <u>Cost of Activities in furtherance of the charity's objectives</u> comprise:	<b>2019</b>	2018
	£	£
Repairs & Maintenance of Equipment	20,564	16,589
Depreciation	54,148	47,298
Loss/Profit on FA Disposal	(2,793)	-
Protective Clothing	4,062	1,187
Motor Expenses	<u>21,042</u>	<u>20,656</u>
	<u>97,023</u>	<u>85,730</u>
5. <u>Support Costs</u> for the Costs of Activities in furtherance of the charity's comprise:	<b>2019</b>	2018
	£	£
Insurance	19,204	17,200
Rent, Utilities and Other Premises Costs	12,639	17,187
Advertising & Fund Raising	935	3,446
Training, Subscription & Medicals	2,309	14,100
Clothing, Uniforms etc	<u>279</u>	<u>206</u>
	<u>35,366</u>	<u>52,139</u>
6. <u>Governance Costs</u> of the charity comprise:	<b>2019</b>	2018
	£	£
Telecommunications	3,397	3,273
Stationery & Postage	494	901
General Administrative Expenses	3,108	3,273
Hire of equipment	1,176	-
Travel, Subsistence & Entertaining	6,177	1,361
Bank Charges	1,138	60
Book-keeping, Accountancy & Independent Examination Fees	3,315	840
Legal & Professional Fees	<u>4,766</u>	<u>18,049</u>
	<u>23,571</u>	<u>27,757</u>

BAY SEARCH & RESCUE

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

7. Fixed Tangible Assets comprise:	Hagglund Carrier £	Airboat £	Motor Vehicles £	Sherp ATV £
Cost				
At 1 <sup>st</sup> December 2018	111,910	48,829	225,613	-
Additions	10,450	-	21,000	78,915
Disposals	<u>-</u>	<u>-</u>	<u>(9,050)</u>	<u>-</u>
At 30 <sup>th</sup> November 2019	<u>122,360</u>	<u>48,829</u>	<u>237,563</u>	<u>78,915</u>
Depreciation				
At 1 <sup>st</sup> December 2018	56,621	22,329	105,576	-
Charge in Year	6,575	2,650	29,456	658
On Disposals	<u>-</u>	<u>-</u>	<u>(7,843)</u>	<u>--</u>
At 30 <sup>th</sup> November 2019	<u>63,196</u>	<u>24,979</u>	<u>127,189</u>	<u>658</u>
Net Book Value				
At 1 <sup>st</sup> December 2018	<u>55,289</u>	<u>26,500</u>	<u>120,037</u>	<u>-</u>
At 30 <sup>th</sup> November 2019	<u>59,164</u>	<u>23,850</u>	<u>110,374</u>	<u>78,257</u>
	Plant & Equipment £	Station Buildings £	Shop Equipment £	Total £
Cost				
At 1 <sup>st</sup> December 2018	169,068	40,158	17,582	613,160
Additions	9,025	-	-	119,390
Disposal	<u>-</u>	<u>-</u>	<u>-</u>	<u>(9,050)</u>
At 30 <sup>th</sup> November 2019	<u>178,093</u>	<u>40,158</u>	<u>17,582</u>	<u>723,500</u>
Depreciation				
At 1 <sup>st</sup> December 2018	114,528	15,078	12,867	326,999
Charge in year	13,487	1,322	943	55,091
On Disposal	<u>-</u>	<u>-</u>	<u>-</u>	<u>(7,843)</u>
At 30 <sup>th</sup> November 2019	<u>128,015</u>	<u>16,400</u>	<u>13,810</u>	<u>374,247</u>
Net Book Value				
At 1 <sup>st</sup> December 2018	<u>54,540</u>	<u>25,080</u>	<u>4,715</u>	<u>286,161</u>
At 30 <sup>th</sup> November 2019	<u>50,078</u>	<u>23,758</u>	<u>3,772</u>	<u>349,253</u>

The Cost of Station Buildings is recorded at cost of materials actually paid for. Labour and materials were also donated and these were not capable of quantification.

BAY SEARCH & RESCUE

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

8. <u>Debtors</u>	<b>2019</b>	2018
	£	£
Trade Debtors	4,413	8,437
Prepayments	<u>13,314</u>	<u>17,062</u>
	<u>17,727</u>	<u>25,499</u>
9. <u>Cash at Bank and In Hand</u> comprises:	<b>2019</b>	2018
	£	£
CAF Bank – Current Account	148,621	194,600
Barclays Bank – Current Account	12,629	9,388
Paypal Account	(561)	(466)
Cash in Hand	<u>458</u>	<u>458</u>
	<u>161,147</u>	<u>203,980</u>
10. <u>Creditors: Amounts falling due within one year</u>	<b>2019</b>	2018
	£	£
Trade Creditors	5,932	8,713
PAYE & NIC	2,001	1,339
Accruals	<u>5,110</u>	<u>4,970</u>
	<u>13,043</u>	<u>15,022</u>
11. <u>Unrestricted Funds</u>	<b>2019</b>	2018
	£	£
Balance at Start	374,318	419,926
Movement in funds for the year	<u>(15,135)</u>	<u>(45,608)</u>
Balance at End	<u>359,183</u>	<u>374,318</u>

BAY SEARCH & RESCUE

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 30<sup>TH</sup> NOVEMBER 2019

12. <u>Restricted Funds</u>	Inflatable Boat £	Hagglund/ Vehicles £	Plant & Equipment £	Projects £	Total £
At 30 <sup>th</sup> November 2017	2,409	19,715	20,056	16,282	58,462
Grants & Donations received in 2018	-	-	-	80,050	80,050
Costs Incurred	-	-	-	-	-
Depreciation	<u>(241)</u>	<u>(1,972)</u>	<u>(4,011)</u>	<u>(5,988)</u>	<u>(12,212)</u>
At 30 <sup>th</sup> November 2018	<u>2,168</u>	<u>17,743</u>	<u>16,045</u>	<u>90,344</u>	<u>126,300</u>
At 30 <sup>th</sup> November 2018	2,168	17,743	16,045	90,344	126,300
Grants & Donations received in 2019	-	-	-	40,000	40,000
Costs Incurred	-	-	-	-	-
Depreciation	<u>(217)</u>	<u>(1,774)</u>	<u>(3,209)</u>	<u>(5,199)</u>	<u>(10,399)</u>
At 30 <sup>th</sup> November 2019	<u>1,951</u>	<u>15,969</u>	<u>12,836</u>	<u>125,145</u>	<u>155,901</u>

The Equipment Fund arises from grants and donations to the Charity which are used to purchase equipment for use by the Charity. This equipment is depreciated and a transfer is made from the Fund each year to Unrestricted Funds so as to write off the fund balance at the same rate as the underlying assets.

The Projects Fund arises from grants and donations to the Charity for specific purposes. When these purposes have been fulfilled (including incurring costs and expenses) the funds are transferred to Unrestricted Funds so as to reduce the costs and expenses incurred by that Fund for that purpose.

13. Transactions with Trustees/Directors and connected persons

- a) The trustees neither received nor waived and emoluments during the year (2018: £NIL)
- b) There were no out of pocket expenses reimbursed to trustees during the year (2018: £NIL)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
BAY SEARCH & RESCUE

I report on the accounts of the Trust for the year ended 30<sup>th</sup> November 2019 which are set out on pages 4 to 11.

**Respective Responsibilities of Trustees and Examiner**

The Charity's Trustees are responsible for the preparation of the accounts. The Charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

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

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a view 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 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting Requirements of the 2011 Act

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.

A E LISHMAN .....

DATE .....

Fellow Member of the Association of Accounting Technicians  
Jackson & Graham, Lynn Garth, Gillingsgate, Kendal, Cumbria, LA9 4JB