



## **ANNUAL REPORT 2019/20**



**SUFFOLK'S EMERGENCY MEDICAL CHARITY**

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## **Reference & Administrative Information**

### **Charity Name**

Suffolk Accident Rescue Service (SARS)

### **Company Number**

CE008550

### **Charity Registration Number**

1168764

### **Headquarters**

Unit 1b Woolpit Business Park

Windmill Avenue, Woolpit, Bury St Edmunds, IP30 9UP

### **Trustees who have served since 1<sup>st</sup> April 2019**

Dr Karol Silovsky (Chair), Dr Pam Chrispin, Mr Tim Daniels, Mrs Anne Daultrey, Mr Mike Hild, Mr Harold Richardson, Mr James Whatling, Mr Paul Hockey

### **Key Personnel**

Operations Manager - Mr Ben Hall

### **Independent Examiner**

Price Bailey LLP, Tennyson House, Cambridge Business Park, Cambridge, CB4 0WZ



## Report from the Chair

The past year has once again been an incredibly busy time for SARS. All our wonderful volunteers, be they fundraising or clinical, have gone the extra mile and have contributed huge amounts for the benefit of people in and around Suffolk. It should not go unnoticed that our responders are often called out in the middle of the night, or are asked to drop everything at a moment's notice, leaving their families to go to the aid of patients at the request of our statutory partner, the East of England Ambulance Service NHS Trust. Our responder's expertise, along with the equipment to support it, is provided at no cost to the patient or the taxpayer. To some, this may seem an onerous undertaking on top of already busy professional careers - however if you get the opportunity to speak with any of our volunteers, you are sure to be bowled over by their enthusiasm, professionalism and sheer dedication in wanting to use their expertise to save lives, reduce disability and ease the suffering of those who find themselves in need during what might be their darkest hour. I am humbled to work alongside individuals such as these.

SARS continues to engage with youth and community groups delivering vital lifesaving training around the county, as well as working with local primary schools where children learn about the work of SARS whilst at the same time gaining valuable life skills. All of this activity requires strategic oversight and direction, we are fortunate to have a group of dedicated individuals forming our Trustee board, who work relentlessly in the background to ensure that the charity has a solid foundation and robust governance upon which to build our future activity. This year we welcomed Mr Paul Hockey to the board of Trustees. Paul brings a wealth of experience and expertise from the commercial training and human resource sectors and has already made a significant impact to the charity - we are stronger and more resilient as a result.

It was a great honour to take over the chair from Dr Karol Silovsky in November 2019 and I would like to take this opportunity to thank Karol for the enormous contribution that he has made to SARS over many

decades. Karol embodies the characteristics of kindness and fortitude and his wisdom has very much shaped the charity as we see it today.

At our AGM we were able to celebrate the achievements of the charity and also to recognise the efforts some of our volunteers who have gone above and beyond in their support of SARS. It was a pleasure to see Matthew Ashford and Dr Ben Peirce being recognised for their endeavours.

The dedication of our volunteers does not go unnoticed by the wider community, Dr Pam Chrispin was presented with a BASICS award for outstanding support given to the association. We are extremely proud of Pam and are pleased that her services spanning many decades has been recognised.

In order for us to grow and be able to help more patients, we need to recruit new clinicians. I'm delighted to report that during the past year we have been able to increase our numbers of clinical volunteers. Liam Sagi and Joe Dowsing are both Critical Care Paramedics in their day jobs and have become operational solo responders. They are joined by Dr Drew Welch who brings a wealth of immediate & critical care experience to our team response.

It is also essential to highlight the work of our charity volunteers who work tirelessly, in all weathers to raise funds to support our life saving activity. These are some of the most hardworking and enthusiastic people you could ever hope to meet and join our clinicians in being the faces of our charity. We owe them a debt of gratitude for all that they do in support SARS. As a direct result of our fundraising programmes we have been able to purchase a portable ultrasound unit which can be used at the roadside to assist in the assessment of the most critically injured patients.

The wider community of Suffolk has been extremely supportive once again this year, regrettably the list is too long to mention everyone but to give some idea of the breadth of engagement we have benefitted from I would like to mention the efforts of the Copdock Classic Motorcycle Club, West & Loud Car & Motorcycle Show, Bury Mini Club Suffolk run to Aldeburgh, the South Suffolk Show, The White Stuff, CanbutTri Stradbroke Triathlon, the Woodbridge Inner Wheel, Stowmarket Rotary Club, the PimJam Festival in Haverhill, The Bardwell Tractor Run, Greene & Greene St Edmunds Triathlon and also being asked to participate in a bucket collection when Ed Sheeran visited Ipswich in August. Many smaller community groups came together to support SARS and a very successful Schools Football Festival was hosted in Walsham-le-Willows. SARS was also privileged to be a beneficiary of the Mayor of St Edmundsbury and we would like to thank Margaret Marks for her unwavering support. To everyone who has helped and supported us, we extend a heartfelt 'thank-you'.

In the autumn we were successful in our bid for a grant from the County Air Ambulance HELP appeal; as a result we have been able to purchase a Volvo XC90 to replace our aged Subaru which has faithfully served us for the past 11 years. Once it has been fitted with the necessary reflective body markings and emergency warning devices it will become a prominent sight on the roads of Suffolk and will add to our capability to reach out and help more patients.

As we moved into the last month of our current financial year, along with the rest of the world, SARS was forced to face perhaps one of the most significant global threats of our generation. Whilst COVID19 has

dramatically changed so many aspects of all our daily lives and may continue to have a significant impact on us all for time yet to come - I have been overwhelmed by the determination, kindness and sheer ingenuity of both the local community and our outstanding volunteers. Despite all of the hardships which COVID-19 has brought to our doors - our responders and volunteers have been steadfast in their desire to continue to serve their community - our volunteers are still out working within the community to save lives, reduce disability and ease pain and suffering.

We have a small number of extremely dedicated staff who work quietly in the background, supporting all our volunteers in every aspect of our charity's work. We simply could not do what we do, without their efforts – on behalf of all our volunteers I would like to extend my thanks to you all.

James Whatling  
Chair



## **TRUSTEES' REPORT**

### **Introduction**

SARS is Suffolk's emergency medical charity. Established in 1972, the Charity provides a voluntary emergency response to the people of Suffolk and the wider East Anglian region. SARS clinical volunteers provide prehospital care to patients suffering a serious medical emergency or trauma. Our service is provided free of charge and is available to everyone based on clinical need.

SARS receives no Central Government funding and relies on voluntary grants and donations to maintain its life-saving activity.



### **Public Benefit**

The Trustees have taken due regard of the guidance published by the Charity Commission. SARS offers public benefit by providing volunteer clinicians who can offer immediate medical care to patients in need by reason of accident or other emergency in the county of Suffolk and adjoining areas. This benefit is available to anyone in Suffolk, Norfolk, Cambridgeshire & Essex whether they are residents or visitors, and to whom no charge is made.

## Structure, Governance & Management

### Constitution

SARS is governed by a Constitution adopted on the 1<sup>st</sup> April 2017.

### Organisational Structure

The Board of Trustees has overall responsibility for the governance of the Charity and for ensuring that all activities and expenditure are in line with the agreed Aims and Objectives of the Charity. The Board of Trustees meet a minimum of four times a year and receive reports from key personnel, including financial statements and clinical operations updates in order to monitor the day-to-day activity of the Charity. New Trustees are appointed by the Board and are required to complete a 'fit and proper person' declaration.

The SARS Clinical Management Committee (CMC) oversees clinical operations and develops and maintains clinical governance structures to ensure safe, effective care for patients attended by SARS clinicians. The CMC reports to the Board of Trustees, and membership of the committee must consist of at least five SARS clinicians including at least one paramedic and one doctor.

The SARS Operations Manager is responsible for the day-to-day running of the Charity and works with the Trustees to deliver SARS charitable objectives and develop the Charity's strategy.

SARS clinical resources consist of a network of autonomous responders who are mobilised from their own homes or places of work to incidents within their catchment areas. The charity also provides a mobile team resource, normally consisting of at least one doctor and one paramedic, which operates across Suffolk and adjoining areas.

### Risk Management

The Trustees have a duty to identify and review the risks to which the Charity is exposed and to ensure that appropriate controls are in place to provide reasonable protection against fraud and error.

The main risks to the charity are local perceptions of the charity and lack of understanding of its role in the community, the ability to obtain sufficient income from both individual and corporate donors to fund our work and the impact of Covid-19 on our operations and finances as discussed later in this report. The charity has been working hard to increase its public profile to attract more funding and Trustees are meeting monthly as a result of the Covid-19 situation to continuously review the ongoing impact on the charity, its finances and its operations.

The Charity runs regular clinical education, peer review and clinical audit sessions to ensure that a high level of clinical standards is maintained.

**"I would like to say a really huge thank you. I really trusted my life with them and I am so, so grateful that they came to my side that day."**

**2020 Patient Feedback**



## **Objectives & Activities**

The objective of the Charity is to provide immediate medical treatment and care to persons in need by reason of accident or other emergency in the geographical county of Suffolk and adjoining areas. The SARS Trustees are committed to significantly increasing SARS clinical resources to enable the charity to help more patients.

SARS operates a network of solo responders who are mobilised from their own homes in and around Suffolk and also runs a mobile team resource (SMED20) that responds all over Suffolk. This team resource also provides an important training platform for new clinicians to join the Charity and gain vital experience under the guidance of experienced SARS responders.

Over the last 12 months, SMED20 continued a high level of activity, with 101 mobilisations to numerous locations across Suffolk.



**SMED20 volunteer critical care team responding to a serious road traffic collision in 2019**

During the past year, SARS called upon the skills of 34 clinical volunteers. The majority of callouts were to patients suffering serious/life-threatening trauma or medical illnesses, including cardiac arrests.

Two doctors recruited by the charity in 2017-18, assumed the duties of lead clinicians on SMED20 and the volume of team shifts increased this year.

In 21% of the incidents attended, SARS clinical volunteers arrived at the scene before any other medical resource.

SARS is committed to sharing knowledge and promoting life-saving initiatives in the local community. In recent years, we have collaborated with many different organisations and charities to help raise awareness of vital issues that are directly relevant to our prehospital work. Patients involved in serious road-traffic collisions or suffering cardiac arrests still represent nearly 50% of SARS callouts that we attend. Over the last year, SARS has worked with schools, companies, groups and individuals undertaking road-safety events and raising awareness of cardio-pulmonary resuscitation (CPR). It is recognised that immediate bystander CPR increases the chances of survival by 60%.



Thurston Community College, CPR session with SARS volunteers 2020

On average this year, SARS responders were mobilised to patients in cardiac arrest around once every week.

***“A fantastic training session which was tailored for our needs with a good mix of theory and practical. Thank you Suffolk Accident Rescue Service for organising everything.”***

Alison Hurren, Beccles and Bungay Harriers Athletics Club, CPR event 2020 feedback.

SARS responders include anaesthetists, consultants in Emergency Medicine and other Critical-Care specialists. The Charity runs clinical education sessions and also funds external courses for its clinical volunteers. The additional skills offered by a SARS responder can help save lives, reduce the chances of permanent disability and provide relief from pain.

SARS continues to invest in setting up new clinical responders and acquiring specialist drugs and equipment to enable our clinicians to make advanced interventions at the incident scene which would not otherwise be possible outside the hospital environment.



**Two new solo responders became operational in 2020. Volunteer critical care paramedics, Liam Sagi and Joe Dowsing.**

**“Thank you to all the team who helped me in my motorbike accident, you helped save my life. I can’t thank you all enough and I will be forever grateful. Keep up the great work there is not enough recognition for what you do.”**

**Patient feedback 2020**

For 48 years our service has been provided on a voluntary basis with SARS clinicians offering their skills and time without charge. These clinical resources are also supported by a dedicated group of charity volunteers who help raise awareness of our work. We are truly grateful for the amazing commitment of all our volunteers without whom we couldn’t exist.





**Dr Ben Pierce was named SARS volunteer of the year for 2019 as a recognition for his outstanding efforts as a SARS team doctor.**

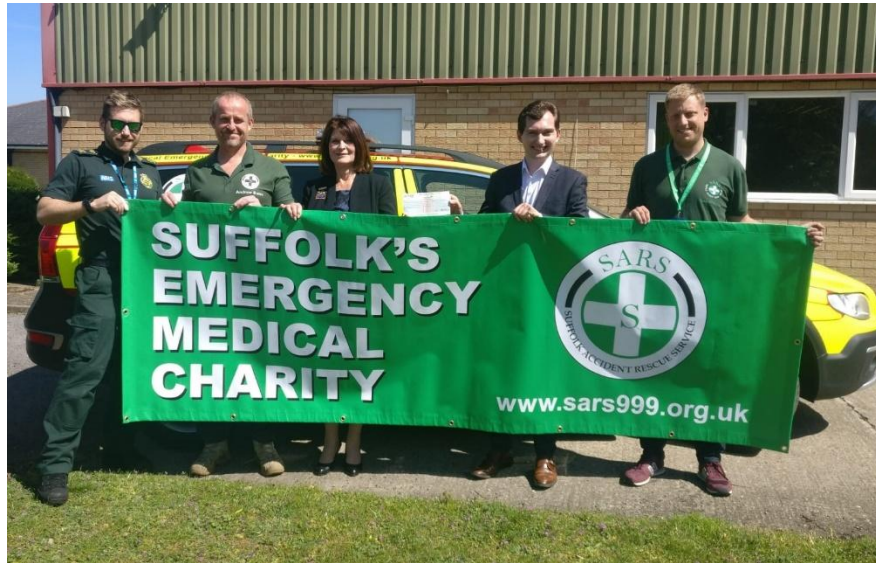


**Dr Jeremy Mauger was celebrated for his long term commitment to SARS and for the hundreds of volunteer clinical hours he provides each year.**



**SARS Charity Volunteer, Matthew Ashford attended multiple events on behalf of SARS this year and was recognised for his amazing dedication to spreading awareness of CPR as a vital life-saving skill which anyone can learn!**

SARS receives no Central Government funding and relies on the efforts of its charity volunteers, friends and supporters to raise the necessary funds to help the Charity maintain and expand its life-saving resources. We are truly grateful for all the hours and pounds donated in 2019-20 to help ensure we continued to help patients in their time of greatest need.



**Margaret Marks raised a total of £10500 for SARS during her tenure as Mayor of St Edmundsbury**



**The Copdock Motorcycle Club donated £1500 to SARS in 2019-20**



**The SARS Garden Party was a great success due to the efforts of our charity volunteers**





**Recipients of Help Appeal funding at the BASICS conference in 2019 (SARS volunteer doctors, Jeremy Mauger and Pam Chrispin (5<sup>th</sup> from Right, 2<sup>nd</sup> from Right)**

In late 2019, we were delighted to receive a grant of £40,000 from the Help Appeal to enable the acquisition of an additional rapid response vehicle for our team responders. The new vehicle, a Volvo XC90, was sourced and purchased and after blue light conversion and an emergency vehicle wrap will be ready for operations later in 2020.



**SARS volunteer responders, Dr Ben Peirce and Paramedic Kevin Breitsprecher with the new SARS rapid response vehicle (left) which will soon be operational.**



## **Future Plans**

The global COVID-19 outbreak at the end of this financial year will present challenges both operationally and financially. The Trustees immediate priorities are the welfare of our volunteer clinicians and the patients they treat and the long-term financial security of the charity.

For 48 years, our service has been provided on a voluntary basis with SARS clinicians offering their skills and time without charge. Our charitable activity has been facilitated by the consistent support and generosity of donors across Suffolk and beyond. We will need this to continue as many traditional fundraising sources are likely to be restricted in the coming financial year.

The 50<sup>th</sup> anniversary of SARS will fall on the first of May 2022 – the Trustees intend to make this a focal point for celebration. By that point we want to have two team vehicles crewed and operating regularly in and around Suffolk and an increased number of solo responders providing critical care resources in the local community.

We also want to continue to cultivate public engagement and educational activity around life-saving skills in Suffolk.

In the short term COVID-19 may curtail our ability to do some things in the ways we have traditionally relied upon; however the Trustees are confident that we will continue to deliver and develop our life-saving service in the coming years.



## **Financial Review**

### **Financial Summary**

During this financial year 2019-20, donations to the charity have increased to £120,276 (2019: £103,643) continuing the upward trend of income from freewill donations across the past three years. In addition to this, we have been successful in obtaining specific funding of £62,425 (2019: £7,041) for the purchase of a new rapid response vehicle and three items of medical equipment.

Our fundraising income has also increased by £3,889 to £14,331 (2019: £10,442), partially due to a popular football event for primary school teams. Our fundraising team also hosted a garden party and a pamper evening in addition to attending county shows and town firework events to name but a few. Although the financial impact of our participation in local events is relatively small, it is essential that we attend these events to increase the awareness of our charity in the community.

Due to the amount of equipment required to participate in some of these events, it was decided to purchase a 'support van' which also allows storage of the tables and tents. The van will also provide mobile advertising of the charity when it has been sign-written. The cost of running this van during 2019-20 was £1,373 which has been offset by the additional fundraising income.

The expenditure for raising funds has risen by £4,507 to £21,321 (2019: £16,814) partially due to the cost of running the van and by a change in how the cost of raising funds via fundraising platforms e.g. JustGiving are treated. In previous years these fees, which are deducted from donations by the platforms, were unrecorded, the donations were recorded net of the fees. The donations are now recorded in full with the fees being recorded as an expense.

SARS is responding to the increased use of card payments by utilising online and card payment facilities but these do incur charges as highlighted in the previous paragraph. Consequently, an online donation facility needed to be added to our website. As always, when attempting to update programs, it became obvious that the existing website could not be adapted and during the year a new website has been designed and now allows for online donations and purchase of merchandise. The new website cost £3,300 but under the current Covid-19 restrictions it offers an opportunity for buying goods and to donate.

As a result of the expenditure on the new website, no upgrade to the computer and office equipment under the agreed rolling program took place during the year but it is expected that this will recommence in 2020-21. Consequently, no further funds have been transferred to the Property Fund during this year.

Charitable activities expenditure has increased to £121,202 (2019: £102,413) partially due to the decision taken at the end of the last financial year to employ an additional person in HQ and also the cost of the new website. Gina Saunders joined SARS as a part time employee in April 2019 and quickly became an important part of the charity's administration team.

As the financial year end approached so did the restrictions imposed by Covid-19. The financial implications to the charity are unknown at present but the trustees are holding regular virtual meetings to consider all risks to the charity in the current pandemic. Applications for funding are being made under government and non-government schemes which will enable us to maintain our ability to continue to meet our objective of providing immediate medical treatment and care to persons in need by reason of accident or other emergency. By the end of March 2020, we have already received almost £10,000 of additional

funding for the emergency from local charity funding sources and our regular supporters and hope this will continue into the coming year.

## **Reserves**

The Board of Trustees has formulated a policy to achieve a reserve of the total annual fixed costs of the charity by the end of the financial year 2020-21.

The reserves target for this financial year ended 2020 are 10 months of the annual fixed costs (£85,453) i.e. £71,211. (In 2019 it was 8 months of £68,996 i.e. £45,997.) This is to allow sufficient funds for the charity to continue to operate on a day to day basis whilst making any necessary strategic changes and is particularly relevant during the current Covid-19 situation as Trustees are regularly reviewing income streams and will reduce expenditure accordingly, if necessary, in order to ensure that there are sufficient funds available to continue the charitable objectives. The amount of free reserves, excluding fixed assets at the year-end was £69,967 (2019: £64,607). This is 2% (£1,244) below the target for the year but the trustees do not consider this material although it will be subject to scrutiny over the coming year.

The Board of Trustees reviews the reserves policy annually but during the Covid-19 emergency will review it at each quarterly meeting or more often if necessary.

Approved by the Board of Trustees on 19th September 2020 and signed on its behalf by:



Mr James Whatling (Chair of Trustees)

## **INDEPENDENT EXAMINERS' REPORT TO THE MEMBERS OF SUFFOLK ACCIDENT RESCUE SERVICE FOR THE YEAR ENDED 31 MARCH 2020**

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2020 which are set out on pages 19 to 29.

### **Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Michael Cooper-Davis FCCA ACA**

For and on behalf of

**Price Bailey LLP**

Tennyson House  
Cambridge Business Park  
Cambridge  
CB4 0WZ

Date:



**SUFFOLK ACCIDENT RESCUE SERVICE****STATEMENT OF FINANCIAL ACTIVITIES  
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)****FOR THE YEAR ENDED 31 MARCH 2020**

	Note	Unrestricted £	Restricted £	2020 Total £	2019 Total £
<b>INCOME</b>					
Donations	2	120,276	62,425	182,701	110,684
Other trading activities	3	14,331	-	14,331	10,442
Investments		116	-	116	51
Other income		24	-	24	430
<b>Total income</b>		<b>134,747</b>	<b>62,425</b>	<b>197,172</b>	<b>121,607</b>
<b>EXPENDITURE</b>					
Raising funds		(21,321)	(50)	(21,371)	(16,814)
Charitable activities	4	(116,243)	(4,959)	(121,202)	(102,413)
<b>Total expenditure</b>		<b>(137,564)</b>	<b>(5,009)</b>	<b>(142,573)</b>	<b>(119,227)</b>
<b>Net (expenditure) / income in the year</b>		<b>(2,817)</b>	<b>57,416</b>	<b>54,599</b>	<b>2,380</b>
Transfers		54,612	(54,612)	-	-
<b>Net movement in funds</b>		<b>51,795</b>	<b>2,804</b>	<b>54,599</b>	<b>2,380</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		106,664	2,550	109,214	106,834
<b>Total funds carried forward</b>	10	<b>158,459</b>	<b>5,354</b>	<b>163,813</b>	<b>109,214</b>

All amounts relate to continuing activities of the company.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes to the accounts are shown on pages 21 - 29

**SUFFOLK ACCIDENT RESCUE SERVICE****CHARITY REGISTRATION NUMBER: 1168764****COMPANY NUMBER: CE008550****BALANCE SHEET  
AS AT 31 MARCH 2020**

	Notes	2020 £	2019 £
<b>FIXED ASSETS</b>			
Tangible fixed assets	7	88,492	39,597
<b>TOTAL FIXED ASSETS</b>		<b>88,492</b>	<b>39,597</b>
<b>CURRENT ASSETS</b>			
Cash at bank and in hand		76,683	75,315
Debtors: amounts falling due	8	3,996	-
<b>TOTAL CURRENT ASSETS</b>		<b>80,679</b>	<b>75,315</b>
<b>LIABILITIES</b>			
Creditors: amounts falling due within one year	9	(5,358)	(5,698)
<b>NET CURRENT ASSETS</b>		<b>75,321</b>	<b>69,617</b>
<b>TOTAL NET ASSETS</b>		<b>163,813</b>	<b>109,214</b>
<b>FUNDS OF THE CHARITY:</b>			
Unrestricted funds:			
General funds	10	158,459	106,664
Restricted funds	10	5,354	2,550
<b>TOTAL FUNDS</b>		<b>163,813</b>	<b>109,214</b>

The attached notes on pages 21 to 29 form part of these financial statements.

The financial statements were approved by the Board of Trustees on 19th September 2020 and signed on their behalf by:



Mr James Whatling (Chair of Trustees)

## **SUFFOLK ACCIDENT RESCUE SERVICE**

### **NOTES TO THE FINANCIAL STATEMENTS**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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#### **1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **a) Basis of preparation and consolidation**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: 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 (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011. The financial statements are prepared on a going concern basis and are presented in sterling, which is the functional currency of the charity.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The charity meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes. The accounts are stated in £ sterling which is the functional currency of the charity.

##### **b) Going Concern**

As the financial year end approached so did the restrictions imposed by Covid-19. As a medical charity, the trustees are extremely aware of the impact of Covid-19 and the necessary restrictions which have been imposed on us all.

The cancellation of public and charity events has had a significant impact on income, although this has been mitigated by some extremely well supported virtual fundraising. The charity has received generous donations from local Trusts and individual supporters and has also been successful in obtaining grants from Community Funds and Local Authorities. Consequently, the charity has income of 55% of that received for the same period in the previous financial year.

The trustees are carefully monitoring expenditure and making savings wherever possible although they decided that it would be inadvisable to furlough staff as this could affect the charity's ability to provide its services.

The trustees took the difficult decision to mothball the new RRV, which was delivered at the end of March 2020, for 3 months until the effect of the epidemic became clear. Our clinical volunteers have been working under extreme pressure and their availability may have been restricted, similarly the restrictions imposed on communities affected the need for the charity's services. As restrictions are now being lifted, the trustees have agreed the modifications should be carried out and the RRV became operational early August 2020. The expenditure of the charity is similar to that for the same period in the previous financial year.

Cont'd

## **SUFFOLK ACCIDENT RESCUE SERVICE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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#### **b) Going Concern – cont'd.**

The trustees have considered the guidance of the Charity Commission in the current crisis and are regularly assessing and monitoring the overall financial position of the charity and are taking steps to ensure that the funds can continue to be used for the purposes for which they were given.

As detailed in the Trustees' Report, the charity has free reserves, excluding fixed assets at the year-end of £69,967 (2019: £64,607). This is sufficient to allow the charity to continue to operate on a day to day basis whilst the Trustees and management team monitor whether there is a need to make any strategic changes in order to ensure that there are sufficient funds available to continue to fulfil the charitable objectives of the organisation and Trustees have been meeting on a regular monthly basis throughout the Covid-19 situation to monitor income and expenditure.

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

#### **c) Fund accounting**

Unrestricted funds 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.

Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose 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 or which have been raised by the charity for particular purposes. The cost of raising and administering 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.

#### **d) Income**

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the items of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Voluntary income – donations are accounted for as received, Sponsorship income represents amounts receivable. Gifts in kind to the charity are included at the value specified by the donor or, if this is not available, at estimated cost to the charity. Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

Grants – Grants are included as income when these are received / receivable.

Income from trading activities includes income earned from activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

## **SUFFOLK ACCIDENT RESCUE SERVICE**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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**d) Income (continued)**

Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

**e) Expenditure**

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of the resources.

**f) Tangible fixed assets and depreciation**

All assets costing more than £500 are capitalised at their historical cost when purchased.

Depreciation is provided on all tangible fixed assets at rates calculated to write each asset down to its estimated off the cost on a straight line basis over their expected useful economic lives as follows:

Motor vehicles	20% straight line
Computer equipment	20% straight line

Assets are reviewed for any indications of impairment at each balance sheet date.

**g) Cash at bank and In hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**h) Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

**i) Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their fair value which is their cost. Fixed assets are recorded at depreciated historical cost.

**j) Operating leases**

Operating leases are recognised over the period of which the lease falls due.



## SUFFOLK ACCIDENT RESCUE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### k) Pensions

Employees of the charity are entitled to join a defined contribution pension scheme. The charity contribution is restricted to the contributions disclosed in note 6.

#### l) Taxation

The charity is a registered charity and is therefore exempt from corporate taxes, to the extent of operating within its charitable objectives. Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

#### m) Significant accounting estimates and judgements

There were no significant accounting estimates or judgements at the year end which could result in a material change to the financial statements.

## 2 Grants and donations

	2020 £	2019 £
Donations	150,973	92,552
Local authority	31,728	18,133
	<u>182,701</u>	<u>110,685</u>

Income from grants and donations was £150,973 (2019: £92,551) of which £56,525 (2019: £5,901) was attributable to restricted and £94,448 (2019: £86,650) was attributable to unrestricted funds.

Income from local authority grants during the year was £31,728, (2019: £18,133), of which £5,900, (2019: £1,140), relates to restricted funds and £25,828 (2019: £16,993) was attributable to unrestricted funds. There were no unfulfilled conditions of the local authority funding at the year end (2019: none).

## 3 Other activities

	2020 £	2019 £
Fundraising events	12,778	8,144
Merchandise	1,553	2,298
	<u>14,331</u>	<u>10,442</u>

All income received in relates to unrestricted funds.

## SUFFOLK ACCIDENT RESCUE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

#### 4 Analysis of expenditure – current year

	Direct Costs £	Support Costs £	2020 Costs £
<b>Raising funds:</b>			
Fundraising costs	21,371	-	21,371
<b>Charitable activities:</b>			
Rescue services	105,054	16,148	121,202
	<u>126,425</u>	<u>16,148</u>	<u>142,573</u>

#### Analysis of expenditure– prior year

	Direct Costs £	Support Costs £	2019 Costs £
<b>Raising funds:</b>			
Fundraising costs	16,814	-	16,814
<b>Charitable activities:</b>			
Rescue services	88,246	14,167	102,413
	<u>105,060</u>	<u>14,167</u>	<u>119,227</u>

During the year £5,009 of costs (2019: £4,857) relates to restricted funds and £137,564 (2019: £114,370), relates to unrestricted funds.

#### 5 Analysis of support costs

	2020 £	2019 £
Finance and legal	3,897	5,299
Premises	3,379	2,618
General office costs	4,286	5,030
Other	3,534	620
Governance – independent examination	1,052	600
	<u>16,148</u>	<u>14,167</u>

## SUFFOLK ACCIDENT RESCUE SERVICE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 6 Analysis of staff costs and key management personnel

	2020 £	2019 £
Wages and salaries	52,470	40,137
Social security costs	14,549	13,564
Pension	2,287	1,129
	<u>69,306</u>	<u>54,830</u>

The average monthly head count was as follows:

	2020 Number	2019 Number
Charitable activities (FTE – 2.5)	<u>4</u>	<u>3</u>

No employees received more than £60,000 during the year (2019 – £60,000).

No Trustees received any expenses during the year (2019 – nil).

Key management personnel consists of 2 employees and total remuneration during the year was £43,658 (2019: £41,117) including employer's national insurance and pension contributions of £3,925 (2019: £3,394)

#### 7 Tangible fixed assets

	Medical Equipment £	Computer Equipment £	Vehicles £	Total £
Cost:				
At 31 March 2020	33,616	5,258	28,500	67,374
Additions	22,270	-	44,112	66,382
Disposals	-	-	-	-
	<u>55,886</u>	<u>5,258</u>	<u>72,612</u>	<u>133,756</u>
At 31 March 2020	55,886	5,258	72,612	133,756
Depreciation:				
At 31 March 2020	13,446	1,862	12,469	27,777
Charge for the year	11,177	1,052	5,258	17,487
	<u>24,623</u>	<u>2,914</u>	<u>17,727</u>	<u>45,264</u>
At 31 March 2020	24,623	2,914	17,727	45,264
Net book value:				
At 31 March 2019	20,170	3,396	16,031	39,597
At 31 March 2020	<u>31,263</u>	<u>2,344</u>	<u>54,885</u>	<u>88,492</u>

**SUFFOLK ACCIDENT RESCUE SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**8 Debtors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Social security and other taxes	3,281	-
Other Debtors	715	-
	<u>3,996</u>	<u>-</u>

**9 Creditors: amounts falling due within one year**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade creditors	464	1,872
Social security and other taxes	4,114	3,226
Accruals	780	600
	<u>5,358</u>	<u>5,698</u>

**10 Funds analysis – current year**

	<b>Balance at 01/04/2019 £</b>	<b>Income £</b>	<b>Expenditure £</b>	<b>Transfers £</b>	<b>Balance at 31/3/2020 £</b>
<b>Unrestricted funds</b>					
General fund	103,664	134,747	(137,564)	54,612	155,459
Property fund	3,000	-	-	-	3,000
<b>Total unrestricted funds</b>	<u>106,664</u>	<u>134,747</u>	<u>(137,564)</u>	<u>54,612</u>	<u>158,459</u>
<b>Restricted funds</b>					
Restricted Fund	2,550	62,425	(5,009)	(54,612)	5,354
<b>Total restricted funds</b>	<u>2,550</u>	<u>62,425</u>	<u>(5,009)</u>	<u>(54,612)</u>	<u>5,354</u>
<b>Total funds</b>	<u>109,214</u>	<u>197,172</u>	<u>(142,573)</u>	<u>-</u>	<u>163,813</u>

Restricted funds – these relate to funds received to be spent on specific medical purposes and equipment, including the purchase of a rapid response vehicle.

Transfers relate to restricted funds used to purchase fixed assets, mainly the RRV and some medical equipment. Once purchased the funds become unrestricted as they have been used for the intended purpose.

Cont'd

**SUFFOLK ACCIDENT RESCUE SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

**10 Funds analysis cont'd – prior year**

	Balance at 01/04/2018 £	Income £	Expenditure £	Transfers £	Balance at 31/3/2019 £
<b>Unrestricted funds</b>					
General fund	103,468	114,566	(114,370)	-	103,664
Property fund	3,000	-	-	-	3,000
<b>Total unrestricted funds</b>	<b>106,468</b>	<b>114,566</b>	<b>(114,370)</b>	<b>-</b>	<b>106,664</b>
<b>Restricted funds</b>					
Restricted Fund	366	7,041	(4,857)	-	2,550
<b>Total restricted funds</b>	<b>366</b>	<b>7,041</b>	<b>(4,857)</b>	<b>-</b>	<b>2,550</b>
<b>Total funds</b>	<b>106,834</b>	<b>121,607</b>	<b>(119,227)</b>	<b>-</b>	<b>109,214</b>

**11 Analysis of net assets between funds – current year**

	Restricted funds 2020 £	Unrestricted capital fund 2020 £	Total funds 2020 £
Fixed assets	-	88,492	88,492
Current assets	5,354	75,325	80,679
Creditors due within one year	-	(5,358)	(5,358)
	5,354	158,459	163,813

**Analysis of net assets between funds - prior year**

	Restricted funds 2019 £	Unrestricted capital fund 2019 £	Total funds 2019 £
Fixed assets	-	39,597	39,597
Current assets	2,550	72,765	75,315
Creditors due within one year	-	(5,698)	(5,698)
	2,550	106,664	109,214



**SUFFOLK ACCIDENT RESCUE SERVICE**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2020**

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**12 Leases**

Total future minimum lease payments under non-cancellable operating leases are as follows:

	<b>Equipment 2020 £</b>	<b>Equipment 2019 £</b>
No later than one year	493	482
Later than one year and no later than five years	1,356	1,849
	<hr/> <b>1,849</b> <hr/>	<hr/> <b>2,331</b> <hr/>

**13 Related Parties**

There were no related party transactions in the period (2019: none).