

**Hereford & Worcester Community
First Responders**

**Report of the Trustees and
Financial Statements**

For the Year Ended 31st December 2019

Hereford & Worcester Community First Responders
Contents of the Financial Statements
Year Ended 31st December 2019

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Hereford & Worcester Community First Responders
Report of the Trustees
Year Ended 31st December 2019

The Trustees present their report with the financial statements of the Charity for the year ended 31st December 2017. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by the Charities issued in March 2005

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
1124035

Principal address
7 Holywell Gutter Lane
Tupsley
Hereford
HR1 1XA
Trustees

Mr N Smith Chairman
Mrs S WatkinsSecretary/Treasurer
Mrs C Johnston
Mr C Woods
Mr R Miles
Mrs H Smith

Independent Examiner

Mrs L Shelley
Rose Tree Cottage
Perrystone Hill
Ross-on-Wye
Herefordshire
HR9 7QX

Structure, Governance and Management
Status

The Charity is a charitable trust governed by a trust deed (dated 9th April 2008). The organisation was started in 2006 and was registered with the Charities Commission on May 13th 2008

Trustee recruitment and training

The Trustees for the Charity are members of the Hereford & Worcester First Responders. The original trustees were those who volunteered to become trustees for the charity on its inception.

Advice and guidance was initially given by members of the West Midlands Ambulance Service Trust who have their own charitable trust

All trustees have received the booklet from the Charity commission about becoming a Trustee.

Risk Management

The trustees have a duty to identify and review risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The First Responders' aim is the relief of sickness and preservation of life and good health to the people of Herefordshire and Worcester by providing trained volunteers to attend medical emergencies as directed by the West Midlands Ambulance Service NHS Trust or its successors.

The West Midlands Ambulance Service NHS Trust has the responsibility for training & clinical guidance for the Community First Responders in Herefordshire and Worcestershire.

Currently there are over two hundred volunteers trained as First Responders in the two counties.

Public Benefit

The charity delivers a 'Public Benefit' through the provision of volunteers as First Responders who then attend emergencies as directed by West Midlands Ambulance Service. This is particularly relevant in rural areas where ambulance response times may be extended due to remote locations. A Community First Responder generally operates within a radius of 5 miles from his/her nominated base (home or work) this reduces the time for help to arrive on scene. This is vital in such cases as cardiac arrest, stroke and other life threatening events.

Volunteer recruitment and training

The Trust has recruited through the media in local press, which targets those areas most in need, as well as family, friends and work colleagues. Those interested are scrutinised, invited for interview and have to successfully pass a Data Barring Service check (DBS).

Successful applicants then undergo their training period which will lead to a BTEC Level 2 qualification, the Institute of Health Care Development (IHCD) (Intermediate) First Person on Scene Award. Written knowledge and practical assessment have to be attained. This qualification is valid for 3 years. However, to remain operational there is a CPD(Continued Personal Development) requirement annually and a re-qualification of IHCD every 3rd year.

ACHIEVEMENT AND PERFORMANCE

Achievements and Performance

Ambulance Service performance is measured in accordance with Central Government directives, which are movable.

From local Community perspective it is often the First Responder who arrives at a medical emergency before the 999 Emergency Response arrives. A First Responder can assess and stabilise a patient. This can significantly improve a Cardiac patient's prospects in surviving the event. Early response can also provide reassurance for the patient and family, whilst waiting for the Ambulance service.

Long term investments plans

The charity has no long term investment plans. It is intended that all funds should be utilised as required in the short term to maintain the aims of the Charity. The majority of funds are held in an interest bearing account and transfers are made to a current account as the need arises.

FINANCIAL REVIEW

Summary and Reserves policy

The Charity has no earned income, all receipts are donations, collections and raffles. Total receipts of funds were £35453 (2018 £74012) of which £33746 (2018 £72866) was restricted income and is detailed in the Financial statements.

£3628 (2018 £28129) was spent to provide additional kit and equipment for individual Responder Schemes within Hereford & Worcester.

The net result for the year was an excess of resources expended of (£24881) (2018 £(4249)) excess of incoming resources)

As most donations are made to individual schemes the charity accounts are maintained so that these donations are classed as restricted and can only be used to provide from the local scheme to which the donation has been made.

Reserves Policy

The charity currently has no requirement to hold funds in reserve.

Dissolution of the Charity

If at any future time a decision to wind up the charity is taken, any funds remaining after all liabilities have been met will be donated to The British Heart Foundation, who originally provide the start-up funds and equipment for Hereford and Worcester First Responders.

Approved by order of the board of Trustees on xxxxxxxx 2020 and signed on its behalf by

Mr N Smith
Chairman and Trustee

A handwritten signature in black ink, appearing to read 'N Smith', with a small mark to the right.

Independent Accountant's Report to the Trustees of Hereford & Worcester Community First Responders Year Ended 31st December 2019

We report on the accounts for the year ended 31st December 2019 which comprise Profit and Loss Account and Balance Sheet.

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 required.

It is our 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 the independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements 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 to comply with the accounting requirements of the 2011 Act

Have not been met; or

- (2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Lesley Shelley ACMA

Rose Tree Cottage
Perrystone Hill
Ross on Wye
Herefordshire
HR9 7QX

 23/11/20

Hereford & Worcester Community First Responders
Statement of Financial Activities
Year Ended 31st December 2019

		Unrestricted fund	Restricted funds	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	1617	33746	35363	73974
Investment income	3	90		90	38
Other incoming resources					
Total incoming resources		1707	33746	35453	74012
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income		5795	54039	59834	77762
Charitable activities					
General					
Governance costs			500	500	500
Total resources expended		5795	54539	60334	78262
NET INCOMING/(OUTGOING) RESOURCES					
		-4088	-20793	-24881	-4249
RECONCILIATION OF FUNDS					
Total funds brought forward					
		11440	108910	120350	124106
TOTAL FUNDS CARRIED FORWARD					
		6753	88726	95479	120350

Hereford & Worcester Community First Responders
Balance Sheet
Year Ended 31st December 2019

		Unrestricted Fund £	Restricted funds £	2019 Total funds £	2018 Total funds £
	Notes				
FIXED ASSETS					
Tangible assets	6			43881	56256
CURRENT ASSETS					
Debtors	7				
Cash at bank		226	51372	51598	64094
				51598	64094
CREDITORS					
Amounts falling due within one year		0	0	0	0
NET CURRENT ASSETS				51598	64094
TOTAL ASSETS LESS CURRENT LIABILITIES				95479	120350
NET ASSETS				95479	120350
FUNDS	8				
Unrestricted funds				6753	11440
Restricted funds				88726	108910
TOTAL FUNDS				95479	120350

The financial statements were approved by the Board of Trustees on xx November 2019 and were signed on its behalf by:

Mr N Smith - Trustee

N Smith

Mrs S Watkins - Trustee

S Watkins

Hereford & Worcester Community First Responders

Notes to the Financial Statements

Year Ended 31st December 2018

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Satellite Navigations	-	33% on cost
First aid equipment	-	25% on cost
Motor vehicles	-	25% on cost

Taxation

The charity is exempt from tax on its charitable activities

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements

2. **VOLUNTARY INCOME**

	2019	2018
	£	£
Donations	35,363	73,974
Donated services and facilities		
Total	35,363	73,974

3. **INVESTMENT INCOME**

	2019	2018
	£	£
Deposit account interest	90	38

4. **TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2019 nor for the year ended 31st December 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2019 nor for the year ended 31st December 2018.

5. **DONATED SERVICES**

No charge was made for accountancy and the independent examination in 2014, however in 2015 the appointment changed and a charge of £500 was made, this was the same for 2016, 2017, 2018 and 2019.

6. TANGIBLE FIXED ASSETS

	Satellite Navigations £	First aid equipment £	Motor Vehicles £	Totals £
COST				
At 1st January 2019	13,366.00	299,638.83	41,384.99	354,389.82
Additions				<u>3,628.31</u>
At 31st December 2019	<u>13,366.00</u>	<u>299,638.83</u>	<u>41,384.99</u>	<u>358,018.13</u>
DEPRECIATION				
At 1st January 2019				298,123.42
Charge for the year				<u>16,013.51</u>
At 31st December 2019				<u>314,136.93</u>
NET BOOK VALUE				
At 31st December 2019				<u>43,881.20</u>
At 31st December 2018				<u>56,256.40</u>

7. DEBTORS: AMOUNTS FALLING DUE WITHING ONE YEAR

	2019 £	2018 £
Prepayments	0	0

8. MOVEMENT IN FUNDS

	At 01.01.2019	Net movement	At
	£	in funds	31.12.19
	£	£	£
Unrestricted funds			
General fund	11,440	-4,682	6,753
Restricted funds			
Defib/AED Funds	-11,007	-2,140	-13,147
Bartestree	327	-41	286
Bromsgrove	348	-35	313
Bromyard	7,531	-1,005	6,526
Dilwyn-Rural West	1,754	-194	1,560
SW Hereford (EH)	13,589	-47	13,542
Droitwich	2,386	-249	2,137
Golden Valley	401	-58	343
Hereford	4,076	-600	3,476
Inkberrow	8,729	-1,844	6,885
Kington	15,977	-2,451	13,526
Ledbury	2,779	-1	2,778
Malvern	2,861	-260	2,601
Redditch	1,836	-364	1,472
Ross-on-Wye	14,760	-4,892	9,868
Worcester	17,559	-2,083	15,476
Tenbury	14,593	-1,147	13,446
Leominster	7,539	-1,293	6,246
Stourport-Wyre Forest	1,444	-1,386	58
Wickhamford	178	0	178
Wyre Forest	1,259	-110	1,149
	108,909	-20,200	88,726
TOTAL FUNDS	120,349	-24,882	95,479

8. MOVEMENT IN FUNDS – continued

Net movement in funds, included in the above are as follows:

	Incoming Resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	1,707	-6,389	-4,682
Restricted funds			
Defib/AED Funds	19,635	-21,775	-2,140
Bartestree		-41	-41
Bromsgrove		-35	-35
Bromyard		-1,005	-1,005
Dilwyn-Rural West		-194	-194
SW Hereford (EH)		-47	-47
Droitwich		-249	-249
Golden Valley		-58	-58
Hereford		-600	-600
Inkberrow	380	-2,224	-1,844
Kington	1,680	-4,131	-2,451
Ledbury		-1	-1
Malvern		-260	-260
Pershore - Eckton			0
Redditch		-364	-364
Ross-on-Wye	5,610	-10,502	-4,892
Worcester	1,246	-3,329	-2,083
Tenbury	4,475	-5,622	-1,147
Leominster	720	-2,013	-1,293
Stourport-Wyre Forest		-1,386	-1,386
Wickhamford		0	0
Wyre Forest		-110	-110
	33,746	-53,946	-20,199
TOTAL FUNDS	35,453	-60,334	-24,881