

British Cardiac Patients Association - Zipper Club

Report and Financial Statements for the Year Ended 28th February 2016

Charity No. 289190

British Cardiac Patients Association - Zipper Club

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British Cardiac Patients Association - Zipper Club

Trustees' Annual Report for the Year Ended 28th February 2016

The British Cardiac Patients Association is a Registered Charity No 289190 and governed by the Charity's Constitution and by applicable law. The Registered Office is at 15 Abbey Road, Bingham, Nottingham, NG13 8EE. The following Trustees served the Charity during the period:

Mr Keith Jackson	Chairman	
Dr Richard Maddison	Vice-Chairman	
Mr Derek Holley	Treasurer	Resigned 16th May 2015
Mrs Beryl Williams	Treasurer	Appointed 16th May 2015
Mrs J Jackson		Deceased 30th July 2015
Mr A Steel		
Mr A Ward		
Miss S Douglass		
Mr K Dean		
Mr E Coxon		
Mrs M Lyth		

The Objectives of the Charity are to sustain and support cardiac patients, their families, carers and others and generally to contribute to charitable work within hospitals and cardiac units. Where appropriate, the Charity provides funds for the purchase of equipment for hospitals to assist in the care of patients. In addition, the Charity provides information on awareness and prevention of coronary heart disease.

All Trustees (the Executive Members) and Area Co-ordinators are volunteers. The Executive Members are elected for three-year terms on a rota basis of one-third of the total number each year at the Annual General Meeting. The Charity's bankers are Lloyds TSB plc, Commercial Banking Centre in Peterborough; and the Independent Examiner is Kevin Green, of Tacconi Green & Co, St Ives, Cambridgeshire.

The Charity is dependent upon member subscriptions, donations and fund raising for its income. In addition it attempts to raise advertising and sponsorship to assist in the production of its in-house magazine, which is distributed free to all members and to hospital patients in cardiac wards. Additional copies are provided for the medical profession and for general promotion purposes. Some of our members undertake hospital visits to reassure patients who have undergone or are awaiting treatment. We also offer a helpline service for those patients and carers who need assistance or re-assurance.

The Charity shows a surplus £2,661 (2015 surplus £5,646). The majority of funds raised are used for member information and support, hospital equipment and patient support. During the past 10 years the Charity has spent over £150,000 on buying equipment and giving donations for various hospitals in the areas where it has support groups.

The Charity operates funds for General Reserve, Area Groups and Papworth Hospital in Cambridgeshire. All these funds have reserves adequate to cover foreseeable expenditure. In addition it holds the Norma Jackson Memorial General Hospital Fund and a Life Membership Reserve Fund. These funds are expended on a needs basis.

The Charity's policy on reserves is to utilise funds on a needs basis to achieve the Charity's Objectives. The Charity does not make investments other than utilising interest bearing bank accounts and the Charities Official Investment Funds.

The Charity does not run any major risks that need to be addressed. The Charity has adequate Employers and Public Liability Insurance for unforeseen events.

The Charity works closely with the cardiac units and rehabilitation programmes in those areas where it has Area Groups functioning. During the year these were located in Cambridge, Halton, Lincoln, Stafford, Peterborough, SE London & Kent, Warrington and Wreccsam. In addition, the Charity has contacts in Bedford, Belfast, Cannock, Chelmsford, Croydon, East Suffolk, Fareham, Havering, Hull, Lowestoft, New Zealand, North Lancashire, Norfolk, Oxfordshire, Redbridge, Scotland, Southend, Swindon, Tyne & Wear, Wirral and Wolverhampton. Area Groups exist to provide support to heart patients and carers and any Area fund raising is incidental to that aim.

Trustees' Responsibilities Statement

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

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

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed for and on behalf of the Trustees by

K Jackson, Trustee/Chairman



Date: 18th May 2016

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Consolidated Statement of Financial Activities Including all Area Groups

For the Year Ended 28th February 2016

	Unrestricted Funds	Restricted Funds	Total Funds		Notes
	2016	2016	2016	2015	
	£	£	£	£	
Incoming Resources					
Donations	12845	22500	35345	13149	
Fund Raising	17696	0	17696	28378	
Subscriptions	4295	0	4295	4785	
Other Income	4925	0	4925	5048	(11)
Interest Received	463	0	463	428	
Total Incoming Resources	40224	22500	62724	51788	(12)
Resources Expended					
Direct Charitable Expenditure:					
Hospital Equipment & Donations	14833	0	14833	298	
Promotion & Information	4743	0	4743	4624	
Total Direct Charitable Expenses	19576	0	19576	4922	
Other Expenditure					
Fund Raising	20652	0	20652	22057	
Magazine Printing & Distribution Costs	10163	0	10163	9909	
Administration & Running Expenses	9672	0	9672	9254	
Total Other Expenses	40487	0	40487	41220	
Total Resources Expended	60063	0	60063	46142	(13)
Net Incoming/(Outgoing) Before Transfers	-19839	22500	2661	5646	
Transfers Between Funds (on Consolidation)	0	0	0	0	
Net Incoming/(Outgoing) After Transfers	-19839	22500	2661	5646	
Accumulated Funds brought forward	165697	4483	170180	164534	
Accumulated Funds carried forward	145858	26983	172841	170180	

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Consolidated Balance Sheet

For the Year Ended 28th February 2016

	Unrestricted Funds	Restricted Funds	Total Funds		Notes
	2016	2016	2016	2015	
	£	£	£	£	
Fixed Assets – Tangible	67	0	67	100	(2)
Debtors & Prepayments	1254	0	1254	0	(3)
Charities Official Investment Fund	98991	0	98991	98547	(5)
Bank Accounts	49503	26983	76486	76375	(5)
Current Assets	149748	26983	176731	174922	
Creditors: Amounts falling due within one year	-3957	0	-3957	-4842	(4)
Net Current Assets	145791	26983	172774	170080	
Total Assets less Current Liabilities	145858	26983	172841	170180	
Funds					
Unrestricted Funds					
General Reserve	61362	0	61362	66177	(6)
Area Group Funds	45989	22500	68489	50863	(7)
	107351	22500	129851	117040	
Designated Funds					
Life Membership Account	4297	0	4297	4297	(8)
Norma Jackson General Hospital Fund	34210	0	34210	44360	(9)
	38507	0	38507	48657	
Restricted Funds					
Papworth Hospital Fund	0	4483	4483	4483	(10)
	0	4483	4483	4483	
Total Funds	145858	26983	172841	170180	

These accounts were approved by the Board of trustees on 18th May 2016 and signed on their behalf by K Jackson.



British Cardiac Patients Association - Zipper Club

Notes to the Accounts

Year Ended 28th February 2016

1. Accounting Policies

The financial statements are prepared in accordance with the Statement of Recommended Practice *Accounting by Charities* and applicable accounting standards. The particular accounting policies adopted by the Trustees are described below.

Accounting Convention

The financial statements are prepared under the historical cost convention and on an accruals basis. Payments between Area Groups and Head Office accounts are eliminated on consolidation.

Charity Accounting Structure

The Charity has two distinct accounting groups. The first consists of funds controlled by The Executive Committee (The Trustees). The second consists of the various Area Groups set up within the Constitution of the Charity and operating with their own funds. All accounts are consolidated and shown in this report.

Fund Accounting

The Charity maintains various types of funds as follows.

Unrestricted Funds

General Unrestricted Funds are expendable at the discretion of The Executive Committee in accordance with the Objectives of the Charity and its Constitution. Area Group Funds consist of the accumulated amounts held by groups acting within the Objectives and Constitution of the Charity. (See Note 8 below)

Designated Funds

Designated Funds are amounts that have been set aside out of unrestricted funds at the discretion of The Executive Committee to fund particular types of current and future expenditure. (See Notes 9 to 12 below)

Restricted Funds

Restricted Funds are held for Papworth Hospital.

Income and Donations

All income is recognised in the statement of financial activities where receipt has been made or there is reasonable assurance of receipt. Donations and fundraising receipts are reported gross and the related fundraising costs are reported in other expenditure.

Expenditure

All expenses are allocated to the various funds on an actual basis as and when spent.

Provision has been made for accountancy fees and expenses of £1100 (£1100 in 2015).

Fixed Assets

Assets held by Area Groups are included at valuation.

2. Fixed Assets

COST	2016	2015
	£	£
Equipment at 1 st March	831	831
Additions During Year	100	100
Disposals During Year	0	0
Value at 28th February	931	931
DEPRECIATION		
Depreciation at 1 st March	831	831
Charge During Year	33	0
Disposals During Year	0	0
Depreciation at 28th February	864	831
Net Book Value at 28th February		
Held by Stafford Area Group	67	100
Total	67	100

3. Debtors

Miscellaneous	1254	0
Total	1254	0

4. Creditors

Miscellaneous	1100	1200
AGM	80	190
Subscriptions & Donations in Advance	1290	1965
Held for West Suffolk Area Group	1487	1487
Total	3957	4842

5. Bank Funds

Bank Accounts held by The Executive Committee	7997	25612
Charities Official Investment Fund	98991	98547
Accounts held by Area Groups	68489	50763
Total	175477	174922

6. General Reserve (Unrestricted Fund)

The fund represents the accumulated surplus of income over expenses for the funds controlled directly by The Executive Committee.

7. Area Group Funds (Unrestricted Funds)

There are various Area Groups operating throughout England & Wales. The balances represent funds accumulated by these groups.

8. Life Membership Account (Designated Fund)

Subscriptions received for Life Membership of the Charity are applied to income over a 10 year period. Accumulated interest on the Fund is applied to income annually.

9. Norma Jackson General Hospital Fund (Designated Fund)

Proceeds from the Charity's Annual Draw are held in this account and used to assist Area Groups with the purchase of equipment for hospitals within their areas. Also included are donations for equipment purchases where no hospital is specified.

10. Papworth Hospital Fund (Restricted Fund)

The Charity receives donations, gifts and legacies for specific use at Papworth Hospital. These are used to grant aid or purchase equipment at the request of the hospital management.

11. Other Income

The income from other sources in 2016 was commission from an insurance company.

12. Incoming Resources Analysis

	2016	2015
	£	£
Donations	35345	13149
Fund Raising by Area Groups	14756	24801
National Draw	2940	3577
Insurance Commissions	4925	5048
Interest Received	463	428
Subscriptions	4295	4785
Total Income	62724	51788

13. Resources Expended

Promotion & Information	4743	4624
Hospital Equipment	14833	298
Expenses of Fund Raising	20652	22057
Magazine Printing & Distribution	10163	9909
Meetings	1634	501
Accountancy Fee	1000	1200
Area Group Administration	2311	4004
Other Costs	4727	3549
Total Expended	60063	46142

14. Reserves Policy

The Trustees have agreed to maintain sufficient reserves to cover annual expenses except where funds are raised for a specific purpose. In some cases these funds can be spent over more than 1 year.

15. Payments to Trustees and Related Persons or Parties

There were no payments to Trustees or Related Persons or Parties during the 2015/16.

Independent Examiner's Report to the Trustees of British Cardiac Patients Association – Zipper Club

I report on the accounts of the Trust for the year ended 28th February 2016 which are set out on pages 3 and 4.

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 the independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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
 - proper accounting records are kept 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.

K F Green
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Date: 18th May 2016