

British Cardiac Patients Association - Zipper Club

Report and Financial Statements for the Year Ended 28th February 2017

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 2017

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 Appointed 14 th May 2016
Mrs Beryl Williams	Treasurer Resigned 14 th May 2016
Mr A Steel	
Mr A Ward	
Miss S Douglass	
Mr K Dean	Resigned 15 th May 2016
Mr E Coxon	
Mrs M Lyth	
Mrs M Rimmer	Appointed 14 th May 2016
Mrs B Rogers	Appointed 14 th May 2016

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 deficit of £20,707 (2016 surplus £2,661). This is attributed to donations and the purchase of equipment for hospitals from funds received in prior years. 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 (FRS 102);
- 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

DP Holley, Trustee/Treasurer



Date: 9th May 2017

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Consolidated Statement of Financial Activities Including all Area Groups

For the Year Ended 28th February 2017

	Unrestricted Funds	Restricted Funds	Total Funds	Notes
	2017	2017	2017	2016
	£	£	£	£
Incoming Resources				
Donations	8156	160	8316	35345
Fund Raising	17297	0	17297	17696
Subscriptions	3915	0	3915	4295
Other Income	2731	0	2731	4925
Interest Received	418	0	418	463
Total Incoming Resources	32517	160	32677	62724
Resources Expended				
Direct Charitable Expenditure:				
Hospital Equipment & Donations	14176	0	14176	14833
Promotion & Information	4825	0	4825	4743
Total Direct Charitable Expenses	19001	0	19001	19576
Other Expenditure				
Fund Raising	16100	0	16100	20652
Magazine Printing & Distribution Costs	9651	0	9651	10163
Administration & Running Expenses	8632	0	8632	9672
Total Other Expenses	34383	0	34383	40487
Total Resources Expended	53384	0	53384	60063
Net (Expenditure)/Income before Transfers	-20867	160	-20707	2661
Transfers Between Funds (on Consolidation)	0	0	0	0
Net (Expenditure)/Income after Transfers	-20867	160	-20707	2661
Accumulated Funds brought forward	145858	26983	172841	170180
Accumulated Funds carried forward	124991	27143	152134	172841

British Cardiac Patients Association – Zipper Club

Consolidated Balance Sheet

For the Year Ended 28th February 2017

	Unrestricted Funds	Restricted Funds	Total Funds		Notes
	2017	2017	2017	2016	
	£	£	£	£	
Fixed Assets – Tangible	34	0	34	67	(2)
Debtors & Prepayments	0	0	0	1254	(3)
Charities Official Investment Fund	84390	0	84390	98991	(5)
Bank Accounts	43503	27143	70646	76486	(5)
Current Assets	127893	27143	155036	176731	
Creditors: Amounts falling due within one year	-2936	0	-2936	-3957	(4)
Net Current Assets	124957	27143	152100	172774	
Total Assets less Current Liabilities	124991	27143	152134	172841	
Funds					
Unrestricted Funds					
General Reserve	51354	0	51354	61362	(6)
Area Group Funds	39476	22500	61976	68489	(7)
	90830	22500	113330	129851	
Designated Funds					
Life Membership Account	3300	0	3300	4297	(8)
Norma Jackson General Hospital Fund	30861	0	30861	34210	(9)
	34161	0	34161	38507	
Restricted Funds					
Papworth Hospital Fund	0	4643	4643	4483	(10)
	0	4643	4643	4483	
Total Funds	124991	27143	152134	172841	

These accounts were approved by the Board of trustees on 9th May 2017 and signed on their behalf by DP Holley.


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1. Accounting Policies

Basis of preparing the Financial Statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with Financial Reporting Standard and applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015). The financial statements have been prepared under historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with use of resources. Payments between Area Groups and Head Office accounts are eliminated on consolidation. Provision has been made for accountancy fees and expenses of £1,100 (£1,100 in 2015).

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.

Fixed Assets

Assets held by Area Groups are included at valuation.

2. Fixed Assets

COST	2017	2016
	£	£
Equipment at 1 st March	931	931
Additions During Year	0	0
Disposals During Year	0	0
Value at 28th February	931	931
DEPRECIATION		
Depreciation at 1 st March	864	831
Charge During Year	33	33
Disposals During Year	0	0
Depreciation at 28th February	897	864
Net Book Value at 28th February		
Held by Stafford Area Group	34	67
Total	34	67

3. Debtors

Miscellaneous	0	1254
Total	0	1254

4. Creditors

Miscellaneous	1466	1100
AGM	40	80
Subscriptions & Donations in Advance	1430	1290
Held for West Suffolk Area Group	0	1487
Total	2936	3957

5. Bank Funds

Bank Accounts held by The Executive Committee	6400	7997
Charities Official Investment Fund	84390	98991
Accounts held by Area Groups	64246	68489
Total	155036	175477

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 2017 was commission from an insurance company.

12. Incoming Resources Analysis

	2017	2016
	£	£
Donations	8316	35345
Fund Raising by Area Groups	14551	14756
National Draw	2746	2940
Insurance Commissions	2731	4925
Interest Received	418	463
Subscriptions	3915	4295
Total Income	32677	62724

13. Resources Expended

Promotion & Information	4825	4743
Hospital Equipment	14176	14833
Expenses of Fund Raising	16100	20652
Magazine Printing & Distribution	9651	10163
Meetings	699	1634
Accountancy Fee	1100	1000
Area Group Administration	3003	2311
Head Office Administration	3830	4727
Total Expended	53384	60063

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 2016/17.

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 2017 which are set out on pages 3 and 8.

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 Acthave 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.

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Date: 09/05/17