

# **Royal Humane Society**

Report and Financial Statements

Year ended 31 December 2016

Registered Charity no: 231469

<b>Contents</b>	<b>Page</b>
Legal and administration	1
Report of the trustees	2
Report of the independent examiners	5
Statement of Financial activities	6
Balance sheet	7
Notes forming part of the financial statements	8

## Legal and administration

Charity name:	Royal Humane Society
Charity registration number:	231469
Principal office and operational address:	Rooms 50 - 51 3/7 Temple Avenue London EC4Y 0HP

### Patron

HM The Queen

### President

HRH Princess Alexandra

### Trustees

The trustees for the year under review were:

Mr John Grandy Chairman & Treasurer  
Lieutenant Colonel Gordon Birdwood Deputy Chairman (to January 2017)  
Mrs Anna Blaxland  
Mr Luke Chauveau (from April 2016)  
Mr Richard Corfield  
Colonel Giles Crisp  
Mr Mark Dickson (from July 2016)  
Mrs Diana Duke LVO DL  
Mr Mark Dumas  
Mr George Hawkins  
Dr Michael McCaldin  
Mr Rupert Novis  
Mrs Rowena Osborne  
Mrs Lynda Rose MBE  
Sir Nigel Southward KCVO  
Mr Charles Spicer Deputy Chairman (from February 2017)  
Mr George Staple CB QC  
Commodore Philip Thicknesse RN  
Mr Rupert Uloth  
Mr Tom Walduck (to October 2016)

### Police Adviser

Ian Dyson QPM, Commissioner, City of London Police.  
Represented by Inspector Robert Gurney, Hertfordshire Constabulary.

### Secretary

Mr Dick Wilkinson TD

### Awards Administrator

Mr John Wilson

### Honorary Adviser

Dr Roger Willoughby PHD

### Independent examiners

Ridley, Marreco & Co. Grenville House Main Road Farthinghoe Northants NN13 5PA

### Bankers

Drummonds at Royal Bank of Scotland plc 49 Charing Cross London SW1 2DX

### Solicitors

Wedlake Saint Crown House 47/49 High Street Redbourne Herts AL3 7LW

### Investment Managers

Church House Investment Management York House 6 Coldharbour Sherborne Dorset DT9 4JW

## Report of the trustees for the year ended 31 December 2016

The trustees present their report together with the financial statements of the charity for the year ended 31 December 2016. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 1993 and the Statement of Recommended Practice: Accounting and Reporting by Charities 2005.

---

## Structure, Governance and Management

---

### Constitution

The Royal Humane Society was founded in 1774. It is incorporated under Royal Charter and is a registered charity no 231469.

### Governance and Decision Making

Trustees are appointed in general meeting, at the charity's Annual General Court, for a period of four years after which they may put themselves forward for re-appointment.

The trustees who have served during the year and since the year-end are set out on page 1.

The trustees meet every quarter to assess cases of saving, or attempted saving, of life where personal bravery is involved and make awards that they consider suitable. They also make awards for restoration of life by resuscitation.

In addition, the Trustees meet annually to award the Royal Humane Society's Police Medal and the charity's highest bravery award, the Stanhope Gold Medal.

The Trustees are assisted on the day to day running of the charity by the charity's secretary.

### Risk Management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen those risks. All procedures are subject to annual review to ensure that they continue to meet the needs of the charity.

---

## Objectives and Activities

---

The objects of the charity are to seek out and reward those persons who:

- at personal risk, save or endeavour to save life by rescue, or
- effect a successful resuscitation

### Award making policy

The charity invites applications for its awards from local constabularies, other public services and the public in general.

Applicants are invited to submit a summary of the life saving incident and the individuals involved, in a specific format. The applications are reviewed against specific criteria together with the element of personal risk involved in the life saving attempt.

Awards of Silver Medal, Bronze Medal, Testimonial on Vellum and Testimonial on Parchment, Certificates of Commendation and In Memoriam Certificates are made every quarter, if the Trustees deem that the cases put forward warrant such awards.

The charity awards a Police Medal annually to the case displaying the most merit from those put forward involving a Police Officer as rescuer.

The annual award of the Stanhope Gold Medal, the charity's highest award, is made to the case displaying the most merit from those already having been awarded a medal by the charity in the preceding year. Nominations are also submitted by the Humane Societies of Australia, Canada, New South Wales, New Zealand and the Liverpool Shipwreck & Humane Society.

The charity makes no monetary awards.

---

## Achievements and Performance

---

### Awards

As a result of seeking out potential award winners and processing 262 cases the following awards (562 in total) were made during the year:

- The Stanhope Gold Medal
- The Police Medal
- 1 Bronze Medal
- 1 In Memoriam Testimonial
- 27 Testimonials on Vellum
- 83 Testimonials on Parchment
- 261 Resuscitation Certificates
- 187 Certificates of Commendation

In 2016 562 awards were made to people whose actions saved a total of more than 260 lives. 236 of the awards were made to members of the public and 326 to police officers.

### Presentation of awards

Following award decisions and their preparation for presentation, the charity continues to ensure that awards are presented appropriately. Some award ceremonies are funded by the charity.

### Publicity

Efforts to publicise cases have continued to be increased. The charity believes that by bringing deeds of bravery by people to public notice, these acts become an example and an inspiration to the rest of us. The web site has been maintained and expanded and the charity sends out news of its awards monthly to regional and local press.

### Public Benefit

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Society's aims and objectives and in setting the awards policy for the year.

In doing so the Society aims to foster and encourage people to become public spirited by seeking out and rewarding those who, at personal risk to themselves, have saved or attempted to save human life.

Positive steps are also taken, at local and national level, to publicise these stories in the belief that there is a social benefit to the wider community in celebrating selfless action.

### Education

Case studies of the bravery of some children have been maintained on the charity's web site.

### Funding

The funding of the charity's activities this year has been achieved by a combination of investment income and donations.

---

## Financial Review

---

Incoming resources for the year amounted to £107,944. Last year incoming resources amounted to £55,885. Resources expended were £112,021. (2015 - £90,304).

The market value of the charity's fixed asset investments increased by £56,236 compared with the previous year.

The general fund, which is unrestricted, increased by £49,713 over the year. Included in this figure is an unrealised gain of £71,251 on revaluation of investment assets at the balance sheet date.

## **Investment policy**

The charity's power to invest is restricted. The investment strategy is set by the trustees and is reviewed annually taking account of the need to generate sufficient income to contribute to the charity's operating costs without depleting reserves.

The trustees consider the income requirements, the risk profile and the investment managers' view of the prospects of the market in the medium term. This strategy is set within an overall policy which states that any part of the fund invested is to be in low and medium risk investments. The investment policy is operated with a view to ensuring that capital appreciation of the fund, in the medium to long term, does not suffer at the expense of the need to generate adequate income.

## **Reserves policy**

It is the long-term policy of the Trustees to maintain and increase the fund, which is an unrestricted fund, to a level, which, if invested for the most part would generate sufficient income to fully meet the operating costs of the charity.

It is also the policy of the Trustees to maintain free reserves (that part of the fund that is not committed or invested in fixed asset investments) at a level sufficient to meet 3 months' resources expended.

---

## **Trustees' responsibilities in relation to the financial statements**

---

Law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- 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 departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records, which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the charity and which enable them to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the 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.

The trustees for the purposes of charity law who served during the year and up to the date of this report are set out on page 1.

Approved by the trustees and signed on their behalf by:

**J Grandy, Chairman**  
April 2017

## Report of the Independent Examiners for the year ended 31 December 2016

We report on the accounts of the Society for the year ended 31<sup>st</sup> December 2016 which are set out on pages 6 to 10.

### Respective responsibilities of trustees and examiners

The 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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

Having been satisfied that the charity is not subject to audit under the Charities Act and is eligible for independent examination it is our responsibility to:

1. examine the accounts under section 43 of the 1993 Act;
2. follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act and
3. state whether particular matters have come to our attention.

### Basis of independent examiners' 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 the seeking of 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 examiners' statement

In connection with our examination no matter has come to our attention:

1. which give us reasonable cause to believe that, in any material respect, the requirements:  
  
to keep accounting records in accordance with section 41 of the 1993 Act and to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 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.

### Ridley, Marreco & Co.

Chartered Accountants  
Grenville House  
Main Road  
Farthinghoe  
Northants NN13 5PA

2017

## Statement of financial activities – for the year ended 31 December 2016

		Unrestricted Funds	TOTAL FUNDS	
	Note	£	2,016 £	2,015 £
<b>Incoming resources</b>				
<b>Incoming Resources from Generated Funds</b>				
- Voluntary income:				
Donations including tax recoverable		42,878	42,878	38,821
Legacies		1,128	1,128	-
- Activities for generating funds:				
Gross income from fundraising event		46,264	46,264	-
- Investment income				
Dividends - UK equities		13,505	13,505	14,877
Interest - interest bearing securities		2,267	2,267	2,187
Interest on cash deposits		1,902	1,902	-
- Other incoming resources		-	-	-
<b>Total incoming resources</b>		<u>107,944</u>	<u>107,944</u>	<u>55,885</u>
<b>Resources expended</b>				
<b>Costs of generating funds</b>				
Investment management costs		2,688	2,688	3,753
Fundraising event costs		11,629	11,629	-
<b>Charitable activities</b>		84,590	84,590	75,179
<b>Governance costs</b>		13,114	13,114	11,372
<b>Total Resources expended</b>		<u>112,021</u>	<u>112,021</u>	<u>90,304</u>
<b>Net (outgoing) resources before other recognised gains and losses</b>		(4,077)	(4,077)	(34,419)
<b>Other recognised gains and losses</b>				
Realised and unrealised gains on investment assets	5	53,790	53,790	26,723
		49,713	49,713	(7,696)
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>1,054,680</u>	<u>1,054,680</u>	<u>1,062,376</u>
<b>Total funds carried forward</b>	<b>6</b>	<u>1,104,393</u>	<u>1,104,393</u>	<u>1,054,680</u>

The above statement of financial activities relates to the sole fund of the charity which is an unrestricted fund.



Balance Sheet as at 31 December 2016

	Note			<u>31.12.15</u>
<b>Fixed assets</b>		£	£	£
Investments	5		1,051,551	<u>995,315</u>
<b>Current assets</b>				
Prepayments and accrued income		14,984		5,281
Income Tax Recoverable		131		-
Cash at Bank and in hand		17,332		5,960
Short-term deposits		18,320		48,752
Stock of Medals		5,611		3,689
		<u>56,378</u>		<u>63,682</u>
<b>Current liabilities</b>				
<b>Amounts falling due within one year</b>				
Accrued charges		<u>3,536</u>		<u>4,317</u>
<b>Net current assets</b>			52,842	<u>59,365</u>
<b>Net assets</b>			<u>1,104,393</u>	<u>1,054,680</u>
<b>Unrestricted funds</b>				
General Fund	6		1,104,393	<u>1,054,680</u>
<b>Total funds of the charity</b>			<u>1,104,393</u>	<u>1,054,680</u>

Approved by the board of trustees on April 2017 and signed on its behalf by:

J Grandy (Chairman)

## Notes forming part of the financial statements for the year ended 31 December 2016

### 1. Principal accounting policies

#### (a) Basis of preparation

The financial statements have been prepared under the historical cost convention, with the exception that investments are included at market value. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (SORP 2005) issued in March 2005 and applicable UK Accounting Standards and the Charities Act 1993.

#### (b) Funds structure

The charity has one sole fund, which is unrestricted, and comprises those funds which the trustees are free to use for any purpose in furtherance of the charitable objects. Unrestricted funds include designated funds where the trustees, at their discretion, have created a fund for a specific purpose.

#### (c) Incoming resources

All incoming resources are recognised once the charity has entitlement to the resources, it is certain that the resources will be received and the monetary value of incoming resources can be measured with sufficient reliability.

#### (d) Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

#### (e) Irrecoverable VAT

Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

#### (f) Allocation of overhead and support costs

Overhead and support costs have been allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Others are apportioned on an appropriate basis. The allocation of overhead and support costs is analysed in note 3.

#### (g) Costs of generating funds

The costs of generating funds consist of investment management, certain legal fees and the cost of staging the fund raising event.

#### (h) Charitable activities

Costs of charitable activities include awards made and overhead and support costs apportioned as shown in note 3.

#### (i) Governance costs

Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to statutory audit and legal fees together with an apportionment of overhead and support costs.

#### (j) Tangible fixed assets and depreciation

All assets are written off in the year of acquisition. Office equipment amounting to £ 8,333 (2015-£nil ) was so treated.

#### (k) Stocks of medals

Stocks of Medals are included at cost.

#### (l) Fixed asset investments

Investments are stated at market value as at the balance sheet date. The statement of financial activities includes the net gains and losses arising on revaluation and disposals throughout the year.

#### (m) Realised gains and losses

All gains and losses are taken to the statement of financial activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated at the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separated in the Statement of Financial Activities.

2. Staff costs and trustees' remuneration	2016	2015
	£	£
Salaries	59,289	59,356
Social security costs	2,943	3,962
	<u>62,232</u>	<u>63,318</u>

The average weekly number of employees during the year calculated on a full time equivalent basis was:

2 2

No employee received remuneration amounting to more than £50,000 in either year.

The Trustees received no remuneration (2015 - nil) and were not reimbursed for any expenses in the year (2015 - nil).

### 3. Total Resources expended

	2016 Total allocated	Governance	Charitable Activities	Basis of Allocation	2015
<b>Costs of generating funds</b>					
Investment management fees	2,688	-	2,688	actual	3,753
Event costs	11,629	-	11,629	actual	-
<b>Costs directly related to Charitable activities</b>					
Medals, testimonials & presentation costs	859	-	859	actual	1,780
<b>Support costs allocated to activities</b>					
Rent & rates	14,487	1,159	13,328	staff time	10,176
Salaries	62,232	4,979	57,253	staff time	63,319
Sundry office expenditure	2,513	201	2,312	staff time	2,688
Printing, stationery & postage	1,738	608	1,130	actual	1,040
Advertising, public relations & media	939	-	939	actual	910
Independent examination	1,992	1,992	-	actual	1,992
Cost of Annual General Court	3,508	3,508	-	actual	2,921
Miscellaneous expenditure	1,103	-	1,103	actual	1,725
Office equipment expensed	8,333	667	7,666		-
	<u>97,704</u>	<u>13,114</u>	<u>84,590</u>		<u>86,551</u>

### Allocation of support costs and overheads

4. Net movement in funds for the year Stated after charging:	2016 £	2015 £
Independent examination fees	1992	1,992

5. Fixed asset investments	2016	2015
Market value at 1 January 2016	995,315	948,132
Acquisitions at cost	980,300	324,239
Proceeds from disposals	(977,854)	(303,779)
Realised (loss)/gain during year	(17,461)	102,301
	<u>980,300</u>	<u>1,070,893</u>
Unrealised gain/(loss) on revaluation	71,251	(75,578)
	<u>1,051,551</u>	<u>995,315</u>
Investments at market value comprised:		
Equities	852,768	893,795
Fixed interest securities	198,783	101,520
	<u>1,051,551</u>	<u>995,315</u>
Historical cost at 31 December 2016	<u>980,300</u>	<u>895,014</u>

All investments are listed UK securities. The trustees consider that there were no material individual investment holdings in the year that require disclosure.

6. Analysis of net assets by fund

	Unrestricted	Total
Investments	1,051,551	1,051,551
Current assets	56,378	56,378
Current liabilities	3,536	3,536
	<u>1,104,393</u>	<u>1,104,393</u>