

Chairman's Report

June 11th 2018

Take Heart Seminar Room, Leeds General Infirmary

May I first thank Dr Dominik Schlosshan, Consultant Cardiologist & Lead Clinician for his fascinating presentation and his ongoing support of the charity.

I have apologies from two Trustees, Maureen Crossthwaite and Carole Burke. The Chairman Emeritus also sends his apologies, he is unwell but feeling better and has just returned home from hospital.

2017 has been a fantastic year for us as we completed our biggest scheme earlier this year in the form of the Take Heart Suite. This has already improved the experience of hundreds of patients who have used the suite as they come to the hospital for their heart procedures in the catheter labs. Instead of all patients coming onto ward 14 most now will come into the Take Heart Suite and the feedback is that it is very comfortable and reduces the stress of coming into hospital to have a heart procedure. It also means that we don't have to cancel patients because our beds are full with ill patients over the winter period. Another positive noted by the staff is that the ward is much less busy and congested and they can manage the admissions in a much more efficient way. All in all the Suite has been a great success.

2018 is the 70th anniversary of the NHS and it is also be the 30th sponsored walk for the charity which is another big achievement. This will take place on 30th September in Roundhay Park and I hope you will all be able to attend. We are making the most of this with extra special events and stalls as well as the sponsored walk.

Also this year in 2018 we will be looking to refurbish the Take Heart roof garden. This is a favourite of patients, relatives and staff alike along with our chief executive, Julian Hartley and chief nurse, Suzanne Hinchcliffe who loves the panoramic view of Leeds from the garden.

The Trustees have been working very hard all year manning the stall, putting on events such as the annual quiz as well as the monthly afternoon tea, delivering newsletters to the wards and running the stall. Thank you to them.

I would like to take this opportunity to say a special thanks to our IT man Bill Stevenson who not only looks after our website but also spends much of his time in the Take Heart office doing the administration tasks along with our Treasurer, Alec McLean who also works tirelessly for the charity.

Thank you also to those volunteers who help on the stall, knitting and packing the newsletters.

Finally, thanks to all our members and supporters of the charity, without which the charity would not be able to carry out its work.

Gina McGawley, Chairman, Take Heart.

Treasurer AGM Report

Good evening Ladies and Gentlemen it gives me great pleasure to advise you on our accounts for the financial year 1st February 2017 to the 31st January 2018.

The income total for this period was up by a considerable £73,825.06 due mainly to the donations being increased by £43,112.27, but despite this lovely increase over last year the majority of our other areas of income were down. We only have two major fund raising events, the Sponsored Walk and the Christmas Draw. Both were less than last year despite all the efforts made by our Trustees. The Sponsored Walk was down by £2878.81 to £4390.00 (almost 40%). I don't know the reasons for this demise but I think that one reason is there are so many fund raising events happening in our area and people only have so much time and money to spend. This year is our 30th Walk and we are hoping to make it something special, so we have a special committee working on this. The Christmas draw was down by £1142.60.

Our donations from collections at funerals was down by £3604.12 but you could look at this and say that it is a good thing to happen as it shows how good our medical teams are at saving lives.

Misc was down by £835.00 but that could only mean that I now know on which column the various items belong.

Most of the other items in Income were down by only a few pounds but these tend to fluctuate depending on how many boxes/ small change boxes etc: are handed in.

The Quiz night was enjoyable (if you're clever) and it made a lovely profit of over £600 after expenses which is all down to the effort Paul puts in. It brought in £1313.28 as against last years £1117.00 .

The raffle we held was up by £195.75 but considering we didn't have one last year I was expecting it to be up! Our afternoon tea keeps up its popularity and averages anywhere between £85 and £110 but we have lost a few of our captive audience because of the alteration of the visiting hours from 12noon to 8-00pm and we only open on the old hours of £2pm to 4pm.

Expenditure was up from £129430.89 to £164,934.01, the biggest expenditure being the LGI of course which was £135,643.56. This expenditure included a yearly contract with Hospedia of £35,838.72 which in actual fact has gone down since we now have fewer beds to look after. A New Echo Machine for £28,424.00 and a cheque for £37,798.70 which covered an ECG machine, 2 Electronic Trolleys, MRI Aerial, Probe Cupboard, Notice Board and Delivery. We also bought some lovely framed pictures of local scenes for the £3520.00. These were to be put up on the wall leading into Out-Patients, some for the new Cardiac Lounge and I've forgotten where else but we have still got some left – They are really nice and should be on show so anyone needing them contact me.

Our fish tanks cost £6720 for the yearly contracts and they are in 14 different areas.

There was £4850.00 for Staff Amenity Funds at Christmas, £669.70 for tea and coffee for the wards, £652.00 in Christmas Presents for the patients and also £6582 for health booklets in various departments. Our postage was up by £1854.55 but this always depends on whether or not we have had an additional post-out. The expenses on the Christmas draw were up by £493.84 to £1786.78 which seems a lot but if you

consider that the first and second prizes amount to £750.00 and the Draw Tickets cost £777.60 plus the cost of other prizes when we hadn't sufficient donated prizes. We did have to buy some M & S vouchers for winners who lived too far away to deliver the prizes so we do have a few left for this year.

Equipment for Take Heart was up by £749 but this was because Colin's Computer required replacing. The purchase of goods were down by a massive £5267.00 because we had bought in sufficient stock the previous year to last us a while.

Sponsored Walk expenses were down by £596.87, most of this we did not have the hire of a St John's ambulance. We did have 2 St John's Ambulance members at the walk and we used some NHS Staff.

Bus Hire was down by £563.00 because we went on a shorter trip going to the East Coast plus we only hired 2 buses instead of three.

Misc was down for the second year running – this includes insurances, Auditors fees, and unpaid cheques. Trustee expenses were down by £315.96 which meant that their % of the expenditure was once more less than 1%.

Before I close, I would like to make some personal mentions.

I have been the Treasurer of Take Heart since 1991 so this year I will have been doing the job for 27 years. I only mention this because you will appreciate that I have known people for a long time. The first person I mention is Ron Bretherton who is retiring as Trustee at this meeting after 25 years. He was with Happy Hearts at Killingbeck Hospital for a few years and then got "promoted" to Take Heart. For a number of years he was Vice-President to Colin Pullan and did many calls to collect donations for Take Heart from many functions. He helped Colin whenever he was able. He also worked with me on packing newsletters and we had many chats and laughs whilst we were working- of course we were much younger then, actually I was 29 and Ron 30 (we wish). He always attended the Trustee meetings and put in his two pennyworth. You won't know this but Ron did his National Service in the Royal Mechanical Engineering Regiment and was an engineer in civilian life so we were able to call upon his expertise when we bought some flat pack drawer units for our very first relative rooms. These were

from IKEA and we managed to have a piece left over, only kidding (I think) – these drawers were made to last. Pat (his boss) helped him on a book stall they had in the Clarendon Wing entrance and later up at Jimmy's, in fact I think he was our St James's Hospital Representative. I am sorry to see Ron "retire" and he'll be missed. We hope to see you both at the afternoon tea. Have a happy retirement Ron.

The second person is Denise Nash who was our Trustee Secretary and kept Bill and me in order (although we didn't know it.) She was an excellent worker and did a lot of jobs which were outside a Secretary's remit. Denise's mum is poorly and she lives in Darlington. Denise travelled daily and obviously her mum has to come first. She has handed in her resignation but Bill and myself have refused to accept it in the hope she will return eventually.

Then we come to last but not least, our Chairman Emeritus, Colin. He sends his apologies as he is quite ill but improving daily. He is in hospital at the moment but is very cheerful and optimistic as always. I was very impressed with him when Edith and I joined Take Heart and their Walking Club - in fact it was whilst walking in the Settle area that Colin told me the Treasurer had resigned. I took it on then and although I joke that he conned me (many a true word spoken in jest) I wouldn't have missed the last years for anything. His enthusiasm for the charity has been tremendous and has rubbed off on many people. I used to kid him about his easy job but when you do it like Colin it needs to be kept up. I have been very proud to have worked with Colin all these years and now I am doing a bit of his job I can see how much time Colin put into his work.

Thanks to all who have helped me over the past year especially my 'computer assistant,' trustee Bill Stevenson who is a very good learner..... Sometimes I am so quick he doesn't know what I have done. Thanks Bill.

Finally whilst on the personal thing I would like to thank my wife Edith for all she does for me and the charity and for putting up with me when I am "Mr Grumpy". She makes life easier and keeps me going whenever I'm working in the office making sure that I have sufficient liquid refreshment and bickies.

At this time the balance of the account stands at:-

Current Account:	£2,023.89
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Special Interest Bearing Account:	£565,819.83
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Total:	£567,843.72
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Although the Take Heart Cardiac Suite is now up and running after being opened by Trust CEO Julian Hartley and members of Take Heart, there is just under £400,000.00 we have still to pay for contractors bills.

Thank you

Alec J McLean, Treasurer

Take Heart Accounts and Auditor's Report 2017-2018

TAKE HEART

Registered Charity No.1002063

Accounts for the Year Ended 31st January 2018

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Principal Address	
The Yorkshire Heart Centre	1
F Floor, Jubilee Building	
The General Infirmary at Leeds	2
Leeds	
LS1 3EX	3
Notes to the Accounts	4
Chairman	
Mrs G McGawley	
Treasurer	
A McLean	

Bankers
National Westminster Bank PLC

Independent Examiners
BPR Heaton
Chartered Accountants
27a Lidget Hill
Pudsey
Leeds
LS28 7LG

TAKE HEART
(Registered Charity - 1002063)
TAKE HEART (CHARITY NO. 1002063)

Contents of the

I report on the accounts of the Charity for the year ended 31st January 2018, which are set out on pages 2 to 5.

Accounts for the Year Ended 31st January 2018

Respective Responsibilities

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.

	Page
It is my responsibility to:	
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Basis of Independent Examination

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 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 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 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.

Stephen Hinchcliffe ACA FCA
Broadhead Peel Rhodes Limited
Chartered Accountants & Statutory Auditors
Leeds
West Yorkshire
LS28 7LG

25 April 2018

INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES OF THE

TAKE HEART (CHARITY NO.1002063)

I report on the accounts of the Charity for the year ended 31st January 2018, which are set out on pages 2 to 5.

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,
- follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's 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 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 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 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.

SB Hinchcliffe
 Stephen Hinchcliffe ACA FCCA
 Broadhead Peel Rhodes Limited
 Chartered Accountants & Statutory Auditors
 Leeds
 West Yorkshire
 LS28 7LG

25 April 2018

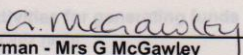
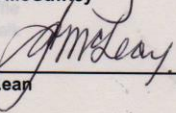
TAKE HEART
(Registered Charity - 1002063)

STATEMENT OF FINANCIAL ACTIVITIES
Accounts for the Year Ended 31st January 2018

		Unrestricted Income	
	Note	2018 £	2017 £
Incoming resources			
From generated funds;			
Voluntary income	5	183,158	144,407
Activities for generating funds	6	15,794	20,377
Investment income	7	122	2,006
From charitable activities	8	3,920	6,918
Total incoming resources		<u>202,994</u>	<u>173,708</u>
Resources expended			
Costs of generating funds			
Costs of generating voluntary income	9	15,827	13,807
Costs of generating funds	10	9,001	5,651
Investment management costs		-	-
Charitable activities	11	140,683	93,316
Governance costs	12	5,142	5,897
Total resources expended		<u>170,653</u>	<u>118,671</u>
Net incoming/(outgoing) resources before transfers		32,341	55,037
Transfers			
Gross transfers between funds		-	-
Net incoming/(outgoing) resources before holding gains and losses		32,341	55,037
Holding gains/(losses) -(realised and unrealised) gains/(losses) on investment assets		-	-
Net movement in funds		32,341	55,037
Total funds brought forward		<u>638,765</u>	<u>583,728</u>
Total funds carried forward		<u>671,106</u>	<u>638,765</u>

TAKE HEART
(Registered Charity - 1002063)

NOTES TO THE BALANCE SHEET AS AT 31ST JANUARY 2018

	2018 £	2017 £
ACCOUNTING POLICIES		
FIXED ASSETS		
Tangible Assets		
Office Equipment at Cost	34,601	33,362
Additions During Year	1,245	1,239
Disposals During Year	-	-
	<u>35,846</u>	<u>34,601</u>
Depreciation to Date	(30,044)	(28,039)
Disposal Depreciation	-	-
	<u>5,802</u>	<u>6,562</u>
CURRENT ASSETS		
Stock of Promotional Goods	7,216	11,045
Capital Reserve Deposit Account	648,638	609,901
Bank Current Account	1,852	2,305
Cash in hand	200	100
Prepayments	8,658	10,052
	<u>666,564</u>	<u>633,403</u>
CURRENT LIABILITIES		
Accruals	1,260	1,200
	<u>1,260</u>	<u>1,200</u>
NET CURRENT ASSETS	665,304	632,203
4. DONATIONS COMMITTED	<u>671,106</u>	<u>638,765</u>
FUNDS OF THE CHARITY		
Unrestricted Funds	<u>671,106</u>	<u>638,765</u>
The accounts were approved by the Trustees on 24 April 2018 and signed on their behalf by:		
 Chairman - Mrs G McGawley	1,273	1,117
 Treasurer - A McLean	7,753	5,968
	4,380	7,389
	583	304
	878	1,637
	619	1,454
	<u>15,794</u>	<u>20,777</u>
7. Investment Income		
Other Bank Interest	122	2,008
	<u>122</u>	<u>2,008</u>
8. From charitable activities		
Membership fees	118	189
Sale of promotional goods	3,801	8,758
	<u>3,919</u>	<u>8,947</u>

TAKE HEART
(Registered Charity - 1002063)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JANUARY 2018

1. ACCOUNTING POLICIES

Basis of accounting

The accounts have been prepared under the historical cost convention and in accordance with all applicable accounting standards and statements of recommended practice, and they comply with the requirements of the Charities Act 2011.

The charity adopted SORP (FRS 102) in the current year.

The accounts include the results of the charities operations, all of which are unrestricted.

Tangible fixed assets and depreciation

Fixtures and fittings are written off on a 25% reducing balance basis.

2. SUPPORT COSTS

Accountancy
Legal and professional fees

Allocation	2018 £	2017 £
Governance Costs	1,260	1,200
Governance Costs	90	128
	<u>1,350</u>	<u>1,328</u>

3. RELATED PARTY TRANSACTIONS

The Charity is controlled by its Trustees.

There have not been any material transactions with any related party during the year.

4. DONATIONS COMMITTED

The Trustees had at the year end agreed to fund projects at Leeds General Infirmary in the approximate sum of £398,575 (2017: £400,000).

5. Voluntary Income

General donations
In memory of
Collection boxes

General donations	141,071	98,637
In memory of	39,357	42,961
Collection boxes	2,730	2,809
	<u>183,158</u>	<u>144,407</u>

6. Activities for generating funds

Quiz night
Christmas raffle
Sponsored walk
Stalls
Change gang
Annual trip

Quiz night	1,273	1,117
Christmas raffle	7,753	8,696
Sponsored walk	4,390	7,269
Stalls	583	804
Change gang	876	1,037
Annual trip	919	1,454
	<u>15,794</u>	<u>20,377</u>

7. Investment income

Other Bank Interest

Other Bank Interest	122	2,006
	<u>122</u>	<u>2,006</u>

8. From charitable activities

Membership fees
Sale of promotional goods

Membership fees	119	159
Sale of promotional goods	3,801	6,759
	<u>3,920</u>	<u>6,918</u>

TAKE HEART
(Registered Charity - 1002063)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST JANUARY 2018 - continued

	2018	2017
	£	£
9. Costs of generating voluntary income		
Postage	9,110	8,854
Stationery	5,418	3,859
Insurance	928	840
Repairs and renewals	318	108
Media streaming	-	-
Miscellaneous expenses	53	146
	<u>15,827</u>	<u>13,807</u>
10 Costs of generating funds		
Hire of halls and transport	975	1,538
Sponsored walk costs	1,179	1,776
Christmas draw expenses	1,787	1,293
Promotional items	4,376	209
Quiz night expenses	684	835
	<u>9,001</u>	<u>5,651</u>
11 Charitable activities		
Donation of equipment to LGI	135,523	86,916
Newsletters	5,160	6,400
	<u>140,683</u>	<u>93,316</u>
12 Governance costs		
Accountancy	1,260	1,200
Expenses and meals	1,490	1,806
Telephone costs	298	477
Legal and professional fees	90	128
Depreciation of office equipment	2,004	2,286
	<u>5,142</u>	<u>5,897</u>