

LEICESTERSHIRE AND RUTLAND COUNTY NURSING ASSOCIATION

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

CHARITY COMMISSION
FIRST CONTACT

15 OCT 2019

ACCOUNTS
RECEIVED

**SOMERBYS LIMITED
CHARTERED ACCOUNTANTS
30 NELSON STREET
LEICESTER
LE1 7BA**

LEICESTERSHIRE AND RUTLAND COUNTY NURSING ASSOCIATION

LEGAL AND ADMINISTRATIVE INFORMATION

Charity number	216594
Trustees	Mrs C M Wessel (Chairman) Mrs J Pochin Mr D Knowles Mrs S Illsley Mrs G Maltby (resigned 22 January 2019) Mrs J Wood Mr D Wood Mr D Surtees
Honorary Trustee	Mr J T Oakland (until December 2018)
Treasurer	Mr E Cufflin
Secretary	Mrs R Cufflin
Principal address	Mercury Place St George Street Leicester LE1 1QG
Accountants	Somerbys Limited 30 Nelson Street Leicester LE1 7BA
Bankers	Bank of Scotland PO Box 1000 BX2 1LB
Investment Advisers	Charles Stanley & Co Mercury Place St George Street Leicester LE1 1QG

LEICESTERSHIRE AND RUTLAND COUNTY NURSING ASSOCIATION

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**ANNUAL REPORT
YEAR ENDED 31 MARCH 2019**

Structure, Governance and Management

The charity is regulated by a Scheme of the Charity Commissioners dated 5 February 1979 as amended by schemes dated 7 January 2005 and 1 November 2013 and as amended by a Resolution dated 9 March 2005.

Method of appointment of trustees

The 1979 Scheme provides for a maximum of ten trustees. The amended Scheme further provides that the trustees shall be competent persons who through residence, occupation, or employment have special knowledge of the counties of Leicestershire and Rutland. Where there is a requirement for new trustees, these would be identified and appointed by the remaining trustees.

Policies and procedures for induction and training of trustees

The Chairman of trustees is responsible for the induction of any new trustee. This training would include awareness of trustee responsibilities, the governing Schemes, administrative procedures, and the history, philosophical and moral approach of the charity. In addition, at the first few meetings attended by a new trustee, the Chairman would give him/her ample opportunity for questions and explain agenda items more fully than usual.

Organisational structure and how decisions are made

The charity is composed of its trustees, a secretary and a treasurer; the two latter receive annual honoraria. In addition, the charity takes investment advice from Charles Stanley, a firm of stockbrokers.

Decisions are made by the trustees, who when necessary, take advice from their stockbrokers, or outside agencies.

Risk factors

The charity has continued to examine the major strategic, business and operational risks which it faces. When risks have been identified it has devised and implemented systems to mitigate any exposure.

Objectives and Activities

The charity's objects are to provide aid to persons employed in or formerly employed in the nursing profession in the Counties of Leicestershire and Rutland and who through age, ill health, accident or infirmity are unable to maintain themselves, and also to provide relief to those persons resident in the Counties of Leicestershire and Rutland who are sick, convalescent, disabled, handicapped or infirm, and who are not readily able to obtain support from other sources with a preference for persons employed or formerly employed in the nursing profession.

The policies adopted in furtherance of these objects were updated by the 2013 Scheme.

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 charity's aims and objectives and in planning future activities and that they remain committed to supporting former district nurses employed in the Counties of Leicestershire and Rutland and also those persons resident in the area who require assistance, as detailed more fully above.

**ANNUAL REPORT
YEAR ENDED 31 MARCH 2019**

Investment policy

The trustees' policy is to adopt an investment strategy consistent with securing agreed income and capital returns on the investments.

Achievements and Performance

During the year the charity made donations and grants totalling £64,265 (2017 - £71,500). The total income for the year was £71,256 compared to £70,784 for the previous year.

Free Reserves Policy

It is the trustees' continuing aim to maintain the free reserves at approximately six months income, so as to ensure sufficient cash flow for donations throughout the year and meet, if necessary, extraordinary grants. The trustees currently hold free reserves approximately equal to six months of expected income. The trustees will monitor the reserves on an annual basis in conjunction with the preparation of the Annual Report.

Plans for Future Periods

The trustees intend to continue giving grants to those who fall within the provision set out by the Schemes, and aim to incur as few costs as possible, so that the maximum amount possible may be given to those in need.

Statement of Trustees' Responsibilities

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 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 judgments and estimates that are reasonable and prudent;
- * prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 2011. 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.

On behalf of the board of trustees



Mrs C M Wessel
Chairman

7 October 2019

**INDEPENDENT EXAMINERS REPORT TO THE TRUSTEES
YEAR ENDED 31 MARCH 2019**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2019 which are set out on pages 4 to 8.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

7 October 2019

Martin P Jinks FCA
Chartered Accountant
30 Nelson Street
Leicester
LE1 7BA

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2019**


	<u>Note</u>	<u>2019</u>	<u>2018</u>
Income and endowments from:			
Investment income	2	71,256	70,784
Total		<u>71,256</u>	<u>70,784</u>
Expenditure on:			
Charitable activity			
Grants and donations payable	4	64,265	71,500
Administration expenses		3,976	3,753
Total	3	<u>68,241</u>	<u>75,253</u>
Net income before investment gains/losses		<u>3,015</u>	<u>(4,469)</u>
Gains on investments:			
Realised gains on disposal of investments	6	(27,191)	(195)
Unrealised gains/(losses) on revaluation of investments	6	78,478	(71,801)
Investment management costs		(1,200)	(1,338)
Net income/(expenditure)		<u>53,102</u>	<u>(77,803)</u>
Fund balances at 1 April 2018		1,514,433	1,592,236
Fund balances at 31 March 2019		<u><u>£1,567,535</u></u>	<u><u>£1,514,433</u></u>

All of the above funds are unrestricted.

**BALANCE SHEET
AS AT 31 MARCH 2019**

	<u>Note</u>	<u>2019</u>	<u>2018</u>
Fixed assets			
Investments	6	1,534,437	1,479,652
Current assets			
Cash at bank and in hand		34,892	36,575
Creditors: amounts falling due within one year	7	(1,794)	(1,794)
Net current assets		33,098	34,781
Total assets less current liabilities		<u>£1,567,535</u>	<u>£1,514,433</u>
Funds of the charity			
Unrestricted funds		<u>£1,567,535</u>	<u>£1,514,443</u>

Approved by the Trustees on 7 October 2019 and signed on their behalf by: -



Mrs C M Wessel
Chairman

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102 Section 1A) issued on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 Section 1A), the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

Leicestershire and Rutland County Nursing Association meets the definition of a public benefit entity under FRS 102 and is registered in England. The charity operates from Mercury Place, St George Street, Leicester, LE1 1QG.

The charity constitutes a public benefit entity as defined by FRS102.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. The financial statements are presented in sterling which is the functional currency of the charity.

1.2 Incoming resources

All incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1.3 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related 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 the resources.

1.4 Investments

Investments are stated at fair value at the balance sheet date. The SOFA includes the net gains and losses arising on revaluations and disposals throughout the year.

1.5 Funds

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

2. Investment Income	<u>2019</u>	<u>2018</u>
Income from listed investments	71,256	70,784
	-----	-----
	<u>£71,256</u>	<u>£70,784</u>

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

3. Resources expended

	Charitable activity	Other expenses	Total
Grants payable	64,265	-	64,265
Accountancy	-	1,194	1,194
Honorarium	-	2,500	2,500
Other	-	282	282
	-----	-----	-----
	£64,265	£3,976	£68,241
	-----	-----	-----

4. Grants and donations payable

	2019	2018
Leicester Charity Link – Grants for the needy	47,265	45,500
Leicester Charity Link – Grant for administrative purposes	10,300	10,000
Dove Cottage	-	3,500
Blood Bikes	500	1,000
Headway	-	1,000
Steps	-	2,000
Albert St Artists	-	1,000
Bradgate Park Trust	-	2,500
Hinckley Homeless Group	-	2,500
Joe Humphries Trust	-	2,500
Carpenters Arms	2,000	-
Enrych	1,000	-
National Garden Scheme	200	-
Melton Mencap	1,000	-
New Life Foundation for disabled children	1,000	-
Dementia UK – Admiral Nurses	1,000	-
	-----	-----
Total grants	64,265	71,500
	=====	=====
Donations	-	-
	=====	=====
Total grants and donations	£64,265	£71,500
	=====	=====

5. Trustees

During the year the secretary, Mrs R Cufflin, received an honorarium payment of £1,500 (2018 - £1,500) and Mr E Cufflin, the treasurer, received an honorarium payment of £1,000 (2018 - £1,000). None of the trustees received remuneration nor payments for expenses during the year.

NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2019

6. Fixed asset investments	£
Market value at 1 April 2018	1,479,652
Additions at cost	187,250
Disposal proceeds	(183,752)
Realised gain/(loss)	(27,191)
Change in value in the year	78,478

Market value at 31 March 2019	£1,534,437
	=====
Historical cost:	
At 31 March 2019	£1,150,595
	=====
At 31 March 2018	£1,124,715
	=====

7. Creditors: amounts falling due within one year	<u>2019</u>	<u>2018</u>
Accruals	<u>£1,794</u>	<u>£1,794</u>

8. Related party transaction

The treasurer Mr E Cufflin is an employee of the investment advisors Charles Stanley & Co. During the year the charity paid £1,200 (2018 - £1,338) to Charles Stanley & Co in respect of investment services.