

**British Cardiac Patients Association - Zipper Club**

**Report and Financial Statements for the Year Ended 28<sup>th</sup> February 2019**

**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 2019**

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
Mr A Steel	
Mr A Ward	
Miss S Douglass	
Mr E Coxon	
Mrs M Lyth	
Mrs M Rimmer (Resigned 31 <sup>st</sup> January 2019)	
Mrs B Rogers	

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 Stevenage; 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 of £24,881 (2018 deficit of £1,783). This is attributed to a major bequest & donations and a donation to Royal Papworth Hospital, partly 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 £180,000 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, Chester, Cornwall, East Suffolk, Hull & East Riding, Huntingdon, Llandudno, North Staffordshire, Oxfordshire, Swindon, Worthing, West Suffolk & South West Norfolk. In addition, the Charity has contacts in Bedford, Belfast, Cannock, Chester, Cornwall, East Suffolk, Hull & East Riding, Huntingdon, Llandudno, North Staffordshire, Oxfordshire, Swindon, Worthing, West Suffolk & South West Norfolk. 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 2015 (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: 8<sup>th</sup> May 2019**



# British Cardiac Patients Association – Zipper Club

## Consolidated Statement of Financial Activities Including all Area Groups

For the Year Ended 28<sup>th</sup> February 2019

	Unrestricted Funds	Restricted Funds	Total Funds		Notes
	2019	2019	2019	2018	
	£	£	£	£	
<b>Incoming Resources</b>					
Donations	34154	19230	53384	16634	
Fund Raising	19657	0	19657	14538	
Subscriptions	3765	0	3765	3325	
Other Income	1730	0	1730	467	(11)
Interest Received	388	0	388	210	
<b>Total Incoming Resources</b>	<b>59694</b>	<b>19230</b>	<b>78924</b>	<b>35174</b>	<b>(12)</b>
<b>Resources Expended</b>					
<b>Direct Charitable Expenditure:</b>					
Hospital Equipment & Donations	25580	0	25580	1335	
Promotion & Information	1800	0	1800	3610	
<b>Total Direct Charitable Expenses</b>	<b>27380</b>	<b>0</b>	<b>27380</b>	<b>4945</b>	
<b>Other Expenditure</b>					
Fund Raising	16048	0	16048	16583	
Magazine Printing & Distribution Costs	3655	0	3655	7329	
Administration & Running Expenses	6960	0	6960	8100	
<b>Total Other Expenses</b>	<b>26663</b>	<b>0</b>	<b>26663</b>	<b>32012</b>	
<b>Total Resources Expended</b>	<b>54043</b>	<b>0</b>	<b>54043</b>	<b>36957</b>	<b>(13)</b>
Net Incoming/(Outgoing) Before Transfers	5651	19230	24881	-1783	
Transfers Between Funds (on Consolidation)	0	0	0	0	
Net Incoming/(Outgoing) After Transfers	5651	19230	24881	-1783	
<b>Accumulated Funds brought forward</b>	<b>144581</b>	<b>5770</b>	<b>150351</b>	<b>152134</b>	
<b>Accumulated Funds carried forward</b>	<b>150232</b>	<b>25000</b>	<b>175232</b>	<b>150351</b>	

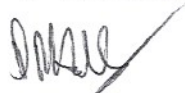
# British Cardiac Patients Association – Zipper Club

## Consolidated Balance Sheet

For the Year Ended 28<sup>th</sup> February 2019

	Unrestricted Funds	Restricted Funds	Total Funds		Notes
	2019 £	2019 £	2019 £	2018 £	
<b>Fixed Assets – Tangible</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2)</b>
Debtors & Prepayments	1162	0	1162	332	(3)
Charities Official Investment Fund	79944	0	79944	79583	(5)
Bank Accounts	70126	25000	95126	72171	(5)
<b>Current Assets</b>	<b>151232</b>	<b>25000</b>	<b>176232</b>	<b>152086</b>	
Creditors: Amounts falling due within one year	-1000	0	-1000	-1735	(4)
<b>Net Current Assets</b>	<b>150232</b>	<b>25000</b>	<b>175232</b>	<b>150351</b>	
<b>Total Assets less Current Liabilities</b>	<b>150232</b>	<b>25000</b>	<b>175232</b>	<b>150351</b>	
<b>Funds</b>					
<b>Unrestricted Funds</b>					
General Reserve	71468	0	71468	42563	(6)
Area Group Funds	45966	0	45966	69035	(7)
	<b>117434</b>	<b>0</b>	<b>117434</b>	<b>111598</b>	
<b>Designated Funds</b>					
Life Membership Account	0	0	0	2378	(8)
Norma Jackson General Hospital Fund	32798	0	32798	30605	(9)
Warrington area Group	0	0	0	0	
	<b>32798</b>	<b>0</b>	<b>32798</b>	<b>32983</b>	
<b>Restricted Funds</b>					
Papworth Hospital Fund	0	25000	25000	5770	(10)
	<b>0</b>	<b>25000</b>	<b>25000</b>	<b>5770</b>	
<b>Total Funds</b>	<b>150232</b>	<b>25000</b>	<b>175232</b>	<b>150351</b>	

These accounts were approved by the Board of Trustees 8<sup>th</sup> May 2019 and signed on their behalf by D P Holley.



# British Cardiac Patients Association - Zipper Club

Notes to the Accounts

Year Ended 28th February 2019

## 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 1<sup>st</sup> 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.

### 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 £1000 (£1000 in 2018).

### Fixed Assets

Assets held by Area Groups are included at valuation.

## 2. Fixed Assets

<b>COST</b>	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
Equipment at 1 <sup>st</sup> March	931	931
Additions During Year	0	0
Disposals During Year	0	0
<b>Value at 28<sup>th</sup> February</b>	<b>931</b>	<b>931</b>
<b>DEPRECIATION</b>		
Depreciation at 1 <sup>st</sup> March	931	897
Charge During Year	0	34
Disposals During Year	0	0
<b>Depreciation at 28<sup>th</sup> February</b>	<b>931</b>	<b>931</b>
<b>Net Book Value at 28<sup>th</sup> February</b>		
Held by Stafford Area Group	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

## 3. Debtors

Miscellaneous	1162	332
<b>Total</b>	<b>1162</b>	<b>332</b>

## 4. Creditors

Miscellaneous	1000	1000
AGM	0	0
Subscriptions & Donations in Advance	0	735
<b>Total</b>	<b>1000</b>	<b>1735</b>

## 5. Bank Funds

Bank Accounts held by The Executive Committee	49160	3136
Charities Official Investment Fund	79944	79583
Accounts held by Area Groups	45966	69035
<b>Total</b>	<b>175070</b>	<b>151754</b>



**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)**

In view of the diminishing income and the low balance from the previous year, it has been decided to close the account and apply the balance to the General Reserve.

**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 2018 was commission from an insurance company and other funds raised by Area Groups,

## 12. Incoming Resources Analysis

	2019	2018
	£	£
Donations	4404	13964
Bequest	48980	0
Fund Raising by Area Groups	17464	14538
National Draw	2193	2670
Other Income	1730	467
Interest Received	388	210
Subscriptions	3765	3325
<b>Total Income</b>	<b>78924</b>	<b>35174</b>

## 13. Resources Expended

Promotion & Information	1800	3610
Hospital Equipment	25580	1335
Expenses of Fund Raising	16048	16583
Magazine Printing & Distribution	3655	7329
Meetings	1120	1187
Accountancy Fee	1000	1000
Area Group Administration	2499	3364
Head Office Administration	2341	2549
<b>Total Expended</b>	<b>54043</b>	<b>36957</b>

## 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 2018/19

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

I report to the charity trustees on my examination of the accounts of the charity for the year ended 28<sup>th</sup> February 2019 which are set out on pages 3 and 8.

### **Responsibilities and basis of report**

As the charity's trustees 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 the 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.

  
K F Green (FMAAT)  
32a East Street  
St.Ives  
Cambs  
PE27 5PD

Date: 8<sup>th</sup> May 2019