

*Aberfeldy Community First Responders Group*

**ACFRG**

Scottish registered charity no. SC047017

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**Scottish Charity No - SC047017**

**Annual Report and Financial Statements**

**For the year ended 31 December 2018**



## Trustees' Annual Report

### For the year ended 31 December 2018

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 December 2018.

#### Reference and Administrative Information

##### Charity name

Aberfeldy Community First Responders Group  
Known as ACFRG

##### Charity no

SC047017

##### Address

Cuilaluinn, Aberfeldy, Perthshire, PH15 2JW

**Website:** <http://acfrg.net>

**Email:** [info@acfrg.net](mailto:info@acfrg.net)

##### Current Trustees

John Steele	Chairman and First Responder
Janette Barrie	Secretary and First Responder
Adrian Ewer	Treasurer
Judy Ewer	Co-ordinator with the Scottish Ambulance Service and First Responder
Hamish Dougall	Medical consultant
Rick Foulsham	First Responder (appointed 14th January 2019)

#### Structure, Governance and Management

##### Constitution

ACFRG is a Scottish Charitable Incorporated Organisation (a SCIO). It was registered in its current legal form on 29 November 2016. Prior to that, ACFRG was an unincorporated association but changed its legal form to a SCIO. The Charity has a two tier structure that comprises a Board of Trustees and Members. All of the Trustees are Members. The Charity's objectives, structure, governance and management arrangements are set out in its Constitution document which can be found on the website; <http://acfrg.net>.

## **Appointment of Trustees**

The Board of Trustees meets as a matter of course on a quarterly basis. The Board of Trustees comprises the key office holders, a medical consultant and Members who have relevant experience in the voluntary sector . New Trustees are initially appointed by the Board of Trustees. All Trustees are required to retire, and if they so wish, to stand for re-election on an annual basis at the Annual General Meeting. Any Member of the Charity may stand for election as a Trustee at the Annual General Meeting

The constitution stipulates a maximum of eight Trustees and a minimum of three. The Trustees are entitled to co-opt relevant specialists onto the Board of Trustees but no more than two Trustees will be co-opted at any point in time.

## **Objectives and Activities**

### **Charitable purposes**

A Community First Responder is a person trained, as a minimum, in basic life support and the use of a defibrillator, who attends a potentially life threatening emergency.

The purpose of Aberfeldy Community First Responders Group (ACFRG) Scottish Charity No SC047017 is to provide assistance to those experiencing a medical emergency and most importantly to start and maintain the CHAIN OF SURVIVAL in CARDIAC ARREST patients until a fully equipped ambulance arrives.

ACFRG are based in Highland Perthshire, geographically an area where emergency medical service response is likely to be delayed beyond the critical first 8-10 minutes.

### **Activities**

ACFRG went live in February 2017 with 10 Scottish Ambulance Service (SAS) trained First Responders. Throughout 2017 and 2018 a further 12 First Responders were trained by SAS but due to changed family circumstances and career changes 8 have had to cease volunteering. The current complement of trained First Responders therefore stands at 14.

First Responders attend monthly training updates to maintain appropriate levels of competence. In addition, individual skills assessments are carried out every 6 months, monitored by SAS staff.

ACFRG volunteers aim to cover all GP out of hours periods, working in pairs whenever possible. Approximately **11,650** hours of on call representation has been made by ACFRG in 2018 (2017 - 8,000 hours)..

ACFRG has attended over 70 medical emergencies throughout 2018 ( 2017- 30 plus).

## **Achievements and Performance**

In addition to the operational activities of ACFRG in 2018, the group were proactive in fundraising in the local community and over £3,000 was raised over several events. Fundraising is vital in two respects - firstly; to ensure we can maintain and replace equipment in a timely manner and secondly; in creating and maintaining awareness in the community of the work of ACFRG.

The success of fund raising also allowed ACFRG to make a donation of £1,000 towards the cost of a defibrillator for Aberfeldy Health Centre to cover outlying remote areas .

Members of ACFRG assisted SAS in training Beadalbane Accademy S1 to S6 pupils in CPR .

The performance of ACFRG in 2018 has fully met the core criteria for COMMUNITY FIRST RESPONDERS relating to Defibrillation and Oxygen Therapy. In 2018, our scope of training also addressed patient assessment, management of minor trauma and other medical conditions such as diabetes, strokes, suction and placement of oropharyngeal airways.

## **Financial Review**

ACFRG had another successful year in terms of fundraising activities. We are very grateful to all of our donors, especially to the many individuals who live in the Aberfeldy area and who showed huge generosity. In 2018 we hosted a successful quiz night and we ran the Aberfeldy Thrift Shop for a week in April, one of our volunteers staged a music night and we ran a stall at the Aberfeldy Christmas Market. These four events raised £3,188 and, when added to other donations, took our total income up to £3,649 for the year.

The Charity made a surplus of £961 for the year (2017 - £739) after accounting for all costs and after contributing £1,000 to the Aberfeldy Health Centre towards the cost of a defibrillator. Since the accounts are prepared on a receipts and payments basis, the accumulated annual surpluses are held entirely in bank balances, which totalled £3,987 at 31 December 2018 (2017 - £3,026). Looking to the future, we will continue to raise funds at local events which will be sufficient to cover running costs. On top of this, we will raise funds so as to build up reserves for the replacement of medical and training equipment as necessary.

## **Reserves Policy**

The Trustees' policy is to maintain cash reserves at a minimum of £1,000 as a contingency against any unexpected expenditure. In addition, cash reserves will be accumulated through fund raising initiatives for the purchase of medical and training equipment. This is particularly relevant to the replacement of our 10 defibrillators which have a 10 year life and which currently cost around £1,300 each. In 2018 we have used surplus funds to transfer £2,000 to the equipment replacement reserve, leaving a balance of £1,987 in the general reserve. The Charity does not have access to any overdraft or loan facilities and the Trustees do not intend to enter into any such arrangements.

## **Plans for the future period**

ACFRG in 2019 will aim to train a further 6 First Responders to bring the complement up to 20, this will ensure adequate cover in holidays and sickness. It will also ensure that responders' on call hours are at a level that does not encroach unreasonably on personal and family social time.

Planning for fundraising is also ongoing for 2019 to meet equipment replacement and ensuring retained funds are healthy without being excessive.

## **Thanks**

On behalf of the Trustees, I would like to express our sincere thanks to all those individuals and organisations that have donated funds to ACFRG, to the SAS for their assistance with training and, most importantly, to our volunteers who have demonstrated huge enthusiasm and committment to our very worthy cause.

**John Steele**

Chairman

18th February 2019

## Statement of Receipts and Payments for the year ended 31 December 2018

	note	Year ended 31-Dec-18 £	Year ended 31-Dec-17 £
<b>Receipts</b>			
Donations	4	461	5,837
Grants	5	-	631
Receipts from fundraising activities	6	3,188	11,725
<b>Total receipts</b>		<u>3,649</u>	<u>18,193</u>
<b>Payments</b>			
Expenses related to fundraising activities		200	1,813
Payments relating directly to charitable activities	7	1,488	2,550
Purchase of medical and training equipment	8	-	13,091
Contribution to Aberfeldy Health Centre	9	1,000	-
<b>Total payments</b>		<u>2,688</u>	<u>17,454</u>
<b>Surplus for year</b>		<u>961</u>	<u>739</u>

## Statement of Balances

		2018 £	2017 £
Cash and bank balances at start of year		3,026	2,287
Surplus for year		961	739
Cash and bank balances at end of year	10	<u>3,987</u>	<u>3,026</u>

Signed on behalf of the Trustees

**John Steele**  
Chairman  
18th February 2019

**Adrian Ewer**  
Treasurer  
18th February 2019

## Notes to the Accounts - for the year ended 31 December 2018

### 1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

### 2 Nature and purpose of funds

All of the Charity's funds are held on an unrestricted basis. Unrestricted funds are those that may be used at the discretion of the Trustees in the furtherance of the objects of the Charity. The Trustees maintain a single unrestricted fund for the day to day running of the Charity.

### 3 Related party transactions

The Charity's insurance policy includes Trustee Indemnity Insurance for all its Trustees. No remuneration was paid to any of the Trustees or any connected person during the year (2017 - £nil).

### 4 Donations

	2018	2017
	£	£
Individual donors	461	837
John Laing Charitable Trust	-	5,000
	<u>461</u>	<u>5,837</u>

### 5 Grants Received

	2018	2017
	£	£
NHS Tayside Community Innovation Fund	-	631
	<u>-</u>	<u>631</u>

### 6 Receipts from fundraising activities

	2018	2017
	£	£
Thrift shop takings	2,264	2,291
Summer Hog Roast	-	9,138
Music night	139	-
Quiz night	377	-
Christmas market	408	296
	<u>3,188</u>	<u>11,725</u>

## 7 Cost of Charitable Activities

	2018	2017
	£	£
Room hire	90	138
Postage and stationary	-	6
Insurance	335	385
Uniforms and protective clothing	661	981
Consumables	256	968
Website/internet service provider	146	72
	<u>1,488</u>	<u>2,550</u>

## 8 Purchase of medical and training equipment

	2018	2017
	£	£
Training manikins and equipment	-	2,060
Medical kit bags and equipment	-	11,031
	<u>-</u>	<u>13,091</u>

## 9 Contribution to Aberfeldy Health Centre

ACFRG contributed £1,000 towards the cost of a new defibrillator to be located in GP's surgery, for which NHS funding was not available. This enabled one of their existing defibrillators to be carried in the GP's car when called out to a medical emergency.

## 10 Charity Funds Analysis

As set out in the reserves policy, ACFRG intends to build up an equipment replacement reserve in order to accumulate sufficient funds to replace the defibrillators at the end of their 10 year useful life. The use of this reserve will remain at the sole discretion of the Trustees.

	2018	2017
	£	£
<b>General reserve</b>		
Balance at start of year	3,026	2,287
Surplus income for the year	961	739
Transfer to Equipment Replacement Reserve	(2,000)	-
Balance at end of year	<u>1,987</u>	<u>3,026</u>
<b>Equipment Replacement Reserve</b>		
Balance at start of year	-	-
Transfer from General Reserve	2,000	-
Balance at end of year	<u>2,000</u>	<u>-</u>
<b>Total reserves</b>		
General reserve	1,987	3,026
Equipment replacement reserve	2,000	-
Total at end of year	<u>3,987</u>	<u>3,026</u>

## **Independent Examiner's Report to the Trustees of Aberfeldy Community First Responders Group**

I report on the accounts of the charity for the year ended 31<sup>st</sup> December 2018 which are set out on pages 2 to 7.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. 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 seeks 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 I do not express an audit opinion on the view given by the accounts.

### **Independent examiner's statement**

In the course of 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 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
- to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations

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.

### **Dorothy Edwards CA**

Member of The Institute of Chartered Accountants of Scotland:  
Carn na fion  
Boltachan, Aberfeldy  
Perthshire PH15 2LB  
18th February 2019