

Aberfeldy Community First Responders Group

ACFRG

Scottish registered charity no. SC047017

Aberfeldy Community First Responders Group

Scottish Charity No - SC047017

Annual Report and Financial Statements

For the year ended 31 December 2020



Trustees' Annual Report

For the year ended 31 December 2020

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 December 2020.

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

Current Trustees

Rick Foulsham	Chairman
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

John Steele retired from the board of trustees on 16th March 2020

Structure, Governance and Management

Constitution

ACFRG is a Scottish Charitable Incorporated Organisation (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

At the beginning of 2020, ACFRG had 18 trained Community First Responders (CFRs). When the Covid - 19 lockdown was introduced in March 2020 the Scottish Ambulance Service (SAS) suspended first responder activities. With the easing of lockdown restrictions SAS deemed it necessary to consider the safety of the CFRs, and those deemed to be vulnerable, including the over 70s, were not permitted to respond. Also, those who live with or care for vulnerable people did not feel able to respond for fear of catching and passing on the virus. In September 2020, 9 CFRs underwent a refresher training course, focusing on health and safety, including the donning and doffing of personal protective clothing (PPE). The emergence of the new variant of Covid -19 resulted in a further drop in the number of active team members, with just 5 CFRs at the end of 2020. Unfortunately this figure was further reduced to just 3 with the closure of our schools in January 2021. At present, we are unable to recruit new CFRs, because the SAS is unable to offer training courses while the pandemic continues.

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.

Prior to the Covid - 19 pandemic, ACFRG volunteers aimed to cover all GP out of hours periods, working in pairs whenever possible. Approximately **11,500** hours of on call representation was made by ACFRG volunteers in 2019 and this level of cover was maintained prior to the lockdown in March 2020. At the present time, the volunteers are only able to cover weekends and infrequent weekdays.

ACFRG had attended 10 medical emergencies prior to the first lockdown in March 2020 (2019 - 49).

Achievements and Performance

The Covid-19 pandemic has severely curtailed the ACFRG activities since March 2020. This has also meant that planned fund raising events had to be cancelled and the monthly training could not take place in person. CFRs have continued to hold virtual meetings on a monthly basis and have designed their own training programme to ensure their skills and knowledge are maintained.

Financial Review

ACFRG had a very quiet 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 have showed huge generosity. Due to the relative inactivity, the charity's expenditure was equally restricted.

The Charity made a surplus of £1,300 for the year (2019 - £6,786) after accounting for all costs. Since the accounts are prepared on a receipts and payments basis, the accumulated annual surpluses are held entirely in bank balances, which totalled £12,073 at 31 December 2020 (2019 - £10,773). 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 £1,500 each. In 2020 we have used surplus funds to transfer £2,250 to the equipment replacement reserve, taking the balance of that reserve up to £7,052 (2019 - £4,802). The general reserves at 31 December 2020 were £5,020 (2019 - £5,971). 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

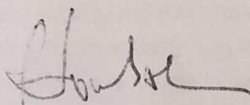
Planning is difficult during such uncertain times. With just 4 active first responders we will cover as much of the "GP out of hours" time as we possibly can, but this will be limited. We will not be recruiting any new volunteers until such time as the SAS are able to recommence their training programme.

We look forward to rebuilding the capacity of ACFRG in the future, once the public health environment in Scotland permits it.

Thanks

I would like to extend my personal thanks to John Steele who retired as both Chairman and as a volunteer at our AGM on 16th March 2020. John's commitment to the success of ACFRG has been central to our success over the last three years. His contribution will be sorely missed.

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 commitment during a very difficult time.



Rick Foulsham

Chairman

8th February 2021

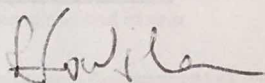
Statement of Receipts and Payments for the year ended 31 December 2020

	note	Year ended 31-Dec-20 £	Year ended 31-Dec-19 £
Receipts			
Donations	4	2,953	7,805
Receipts from fundraising activities	5	899	2,032
Total receipts		3,852	9,837
Payments			
Expenses related to fundraising activities		-	40
Payments relating directly to charitable activities	6	2,552	2,007
Purchase of medical and training equipment	7	-	1,004
Total payments		2,552	3,051
Surplus for year		1,300	6,786

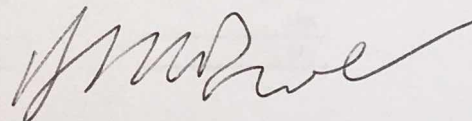
Statement of Balances

	2020 £	2019 £
Cash and bank balances at start of year	10,773	3,987
Surplus for year	1,300	6,786
Cash and bank balances at end of year	12,073	10,773

Signed on behalf of the Trustees



Rick Foulsham
Chairman
8thg February 2021



Adrian Ewer
Treasurer
8th February 2021

Notes to the Accounts - for the year ended 31 December 2020

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 (2019 - £nil).

4 Donations

	2020	2019
	£	£
Individual donors	355	805
Grants	2,598	7,000
	<u>2,953</u>	<u>7,805</u>

5 Receipts from fundraising activities

	2020	2019
	£	£
Bag packing at the Co-op	-	452
Quiz night	899	1,228
Christmas market	-	352
	<u>899</u>	<u>2,032</u>

Notes to the Accounts - for the year ended 31 December 2020

6 Cost of Charitable Activities

	2020	2019
	£	£
Administrative expenses	22	222
Postage and stationary	-	55
Insurance	335	335
Uniforms and protective clothing	1,246	259
Consumables	759	988
Website/internet service provider	190	148
	<u>2,552</u>	<u>2,007</u>

7 Purchase of medical and training equipment

	2020	2019
	£	£
Training manikin upgrades	-	406
Defibrillator batteries	-	598
	<u>-</u>	<u>1,004</u>

8 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 over a 10 year cycle and the defibrillator batteries over a 5 year cycle. The use of this reserve will remain at the sole discretion of the Trustees.

	2020	2019
	£	£
General reserve		
Balance at start of year	5,971	1,987
Surplus income for the year	1,300	6,786
Transfer to Equipment Replacement Reserve	(2,250)	(3,400)
Transfer from equipment replacement reserve	-	598
Balance at end of year	<u>5,021</u>	<u>5,971</u>
Equipment Replacement Reserve		
Balance at start of year	4,802	2,000
Transfer from General Reserve	2,250	3,400
Transfer to general reserve	-	(598)
Balance at end of year	<u>7,052</u>	<u>4,802</u>
Total reserves		
General reserve	5,021	5,971
Equipment replacement reserve	7,052	4,802
Total at end of year	<u>12,073</u>	<u>10,773</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 31st December 2020 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's 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

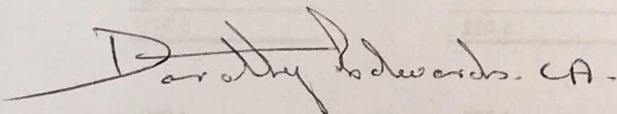
In the course of my examination, no matter has come to my attention

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

8th February 2021