

*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 2023**



## Aberfeldy Community First Responders Group

### Trustees' Annual Report For the year ended 31 December 2023

The Trustees have pleasure in presenting their report together with the financial statements for the year ended 31 December 2023.

#### 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

Rick Foulsham	Chairman
Janette Barrie	Secretary and First Responder
Adrian Ewer	Treasurer
Judy Ewer	Co-ordinator with the Scottish Ambulance Service (SAS) and First Responder
Dr. Hamish Dougall	Medical consultant
Dr. Andrew Todd	Retired medical consultant

#### 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>.

##### Recruitment and Appointment of Trustees

The Board of Trustees reviews the skills and experience represented by the Trustees on an annual basis, so as to ensure that these skills are relevant and sufficient for the charity to meet its purposes.

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.

Newly appointed Trustees receive an induction, copies of relevant documentation, and are directed to relevant guidance on the responsibilities of a Trustee.

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.

## **Aberfeldy Community First Responders Group**

### **Objectives and Activities**

#### **Charitable purposes**

ACFRG's main purposes are set out in the constitution and are:

- The advancement of health, the saving of lives.
- To provide pre-hospital emergency care on behalf of the Scottish Ambulance Service in accordance with the first responder callout system set out by the Scottish Ambulance Service.

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 start of 2023, ACFRG had 7 active Community First Responders (CFRs). During the year we recruited 2 new CFRs and one volunteer stood down after 7 years as a CFR. ACFRG had 8 CFRs the end of the year. Three potential new recruits have expressed an interest to join the group and are awaiting SAS training courses. We have covered 5,327 "GP out of hours" time and were called out on 35 occasions last year, including to a number of cardiac arrests. The number of call outs has been well below the levels seen prior to the Covid lockdowns, which is surprising given the well publicised strains on SAS. We have been advised that this was, in part, due to technical problems with despatching at the Ambulance Control Centre.

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.

#### **Achievements and Performance**

When ACFRG was launched in 2017, the number of CFRs rapidly increased and peaked at 20. During the Covid lockdowns a number of CFR's were excluded on age grounds and others felt unable to continue. We have thus far been unable to recruit the number of volunteers that we would ideally like. As a result, whereas our CFRs originally worked in pairs, the lower current number has resulted in the CFRs having to attend emergency call outs alone. Nonetheless, ACFRG continues to provide a highly valued service within the community.

## Aberfeldy Community First Responders Group

### Financial Review

ACFRG had a relatively quiet year in terms of fundraising activities but £1,890 was successfully raised at our Quiz Night in November and from takings in the Aberfeldy Thrift Shop . We are very grateful to all of our donors, especially to the many individuals who live in the Aberfeldy area and who have shown huge generosity over the years. Due to the low levels of activity, the charity's expenditure was equally restricted.

The Charity experienced a net deficit of £1,036 for the year (2022 - deficit £1,511) after accounting for all costs. The Trustees undertook only limited fund raising initiatives because the charity remains relatively well funded and the Trustees wished to reserve the opportunity to raise significant funds from the community at the time when we need to replace the defibrillators..

The accounts are prepared on a receipts and payments basis, such that the accumulated annual surpluses are held entirely in bank balances, which totalled £8,089 at 31 December 2023 (2022 - £9,125). Looking to the future, we will continue to raise funds at local events to broadly cover routine running costs. In addition, the Trustees will initiate targeted fund raising events so as to build up reserves for the replacement of medical and training equipment as and when required.

### Reserves Policy

The Trustees' policy is to maintain general reserves at a minimum of £1,000 as a contingency against any unexpected expenditure. In addition, designated reserves will be accumulated through fund raising initiatives for the purchase of medical equipment. This is particularly relevant to the replacement of our 10 defibrillators which have a 10 year life and which currently cost up to £2,000 each. The general reserves at 31 December 2023 were £1,037 (2022 - £2,073). In addition, at 31 December 2023 the Trustees had designated a total of £7,052 as an equipment replacement reserve (2022 - £7,052). It is intended to replace defibrillators on a rolling basis after the initial units purchased in 2017 reach their end of life. 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

With just 8 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 now focus on recruitment of new volunteers in an effort to boost our numbers and increase future coverage.

### 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 commitment over the 7 years since ACFRG was formed. In particular I would like to thank John Steele, who has stood down as a volunteer. John was one of our initial volunteers in 2017 and was chair of the Board of Trustees for many years.



**Rick Foulsham**  
Chairman  
26 February 2024

## **Aberfeldy Community First Responders Group**

### **Statement of Trustees' Responsibilities**

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of 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;
- 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and the provisions of the Trust Deed. The Trustees 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.

## Aberfeldy Community First Responders Group

### Statement of Receipts and Payments for the year ended 31 December 2023

	note	Year ended 31-Dec-23 £	Year ended 31-Dec-22 £
<b>Receipts</b>			
Donations	4	420	245
Receipts from fundraising activities	5	1,890	910
<b>Total receipts</b>		<b>2,310</b>	<b>1,155</b>
<b>Payments</b>			
Payments relating directly to charitable activities	6	3,346	2,666
<b>Total payments</b>		<b>3,346</b>	<b>2,666</b>
<b>Net outgoing resources</b>		<b>(1,036)</b>	<b>(1,511)</b>

### Statement of Balances

		2023 £	2022 £
Cash and bank balances at start of year		9,125	10,636
Deficit for year		(1,036)	(1,511)
Cash and bank balances at end of year	7	<b>8,089</b>	<b>9,125</b>

Signed on behalf of the Trustees



**Rick Foulsham**  
Chairman  
26 February 2024



**Adrian Ewer**  
Treasurer  
26 February 2024

## Aberfeldy Community First Responders Group

### Notes to the Accounts - for the year ended 31 December 2023

#### 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 (2022 - £nil).

#### 4 Donations

	2023 £	2022 £
Individual donors	150	245
Community groups	270	-
	<u>420</u>	<u>245</u>

#### 5 Receipts from fundraising activities

	2023 £	2022 £
Thrift shop takings	730	-
Quiz night	1,160	910
	<u>1,890</u>	<u>910</u>

#### 6 Cost of Charitable Activities

	2023 £	2022 £
Administrative expenses	157	98
Volunteer costs	430	
Insurance	344	334
Uniforms and protective clothing	948	-
Medical Equipment	690	-
Consumables	561	1,999
Website/internet service provider	216	235
	<u>3,346</u>	<u>2,666</u>

## Aberfeldy Community First Responders Group

### 7 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.

	2023 £	2022 £
<b>General Reserve</b>		
Balance at start of year	2,073	3,584
Deficit for the year	(1,036)	(1,511)
Transfer to Equipment Replacement Reserve	-	-
Transfer from Equipment Replacement Reserve	-	-
Balance at end of year	1,037	2,073
<b>Equipment Replacement Reserve</b>		
Balance at start of year	7,052	7,052
Transfer from General Reserve	-	-
Transfer to General Reserve	-	-
Balance at end of year	7,052	7,052
<b>Total reserves</b>		
General Reserve	1,037	2,073
Equipment Replacement Reserve	7,052	7,052
Total at end of year	8,089	9,125



## Aberfeldy Community First Responders Group

### 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 2023 which are set out on pages 2 to 8.

#### 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 (as amended). 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

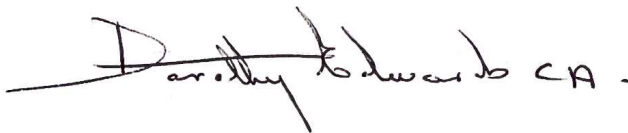
In the course of my examination, no matter has come to my attention

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

26 February 2024