

*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 2019**



## Trustees' Annual Report

### For the year ended 31 December 2019

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 December 2019.

#### 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**

At the beginning of 2019, ACFRG had 15 trained First Responders, one of whom has been on a sabbatical throughout 2019 and was not, therefore, available to be on call. A further 4 received training from the SAS during 2019, bringing the number of active First Responders up to 18.

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 **11,500** hours of on call representation has been made by ACFRG volunteers in 2019 (2018 - 11,650 hours)..

ACFRG has attended 49 medical emergencies throughout 2019 (2018 - 70).

## **Achievements and Performance**

In addition to the operational activities of ACFRG in 2019, the group were proactive in fundraising in the local community and £2,007 was raised across 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 performance of ACFRG in 2019 has fully met the core criteria for COMMUNITY FIRST RESPONDERS relating to Defibrillation and Oxygen Therapy. In 2019, the scope of our training also continued to address 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. We were particularly pleased to receive a donation of £7,000 from the League of Friends of Aberfeldy Community Hospital out of surplus funds following the closure of the hospital. Taken with other fund raising initiatives and donations, this took our total income up to £9,837 for the year (2018 - £3,649).

The Charity made a surplus of £6,786 for the year (2018 - £961) 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 £10,773 at 31 December 2019 (2018 - £3,987). 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 2019 we have used surplus funds to transfer £3,400 to the equipment replacement reserve, leaving a balance of £5,971 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 2020 will aim to train a further 2 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 2020 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 commitment to our very worthy cause.

**John Steele**  
Chairman  
4th February 2020

## Statement of Receipts and Payments for the year ended 31 December 2019

	note	Year ended 31-Dec-19 £	Year ended 31-Dec-18 £
<b>Receipts</b>			
Donations	4	7,805	461
Receipts from fundraising activities	5	2,032	3,188
<b>Total receipts</b>		<u>9,837</u>	<u>3,649</u>
<b>Payments</b>			
Expenses related to fundraising activities		40	200
Payments relating directly to charitable activities	6	2,007	1,488
Purchase of medical and training equipment	7	1,004	-
Contribution to Aberfeldy Health Centre	8	-	1,000
<b>Total payments</b>		<u>3,051</u>	<u>2,688</u>
<b>Surplus for year</b>		<u>6,786</u>	<u>961</u>

## Statement of Balances

		2019 £	2018 £
Cash and bank balances at start of year		3,987	3,026
Surplus for year		6,786	961
Cash and bank balances at end of year	9	<u>10,773</u>	<u>3,987</u>

### Signed on behalf of the Trustees

**John Steele**  
Chairman  
4th February 2020

**Adrian Ewer**  
Treasurer  
4th February 2020

## Notes to the Accounts - for the year ended 31 December 2019

### 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 (2018 - £nil).

### 4 Donations

	2019 £	2018 £
Individual donors	805	461
League of Friends of Aberfeldy Community Hospital	<u>7,000</u>	<u>-</u>
	<u><b>7,805</b></u>	<u><b>461</b></u>

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2020-01-  
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### 5 Receipts from fundraising activities

	2019 £	2018 £
Thrift shop takings	-	2,264
Bag packing at the Co-op	452	-
Music night	-	139
Quiz night	1,228	377
Christmas market	352	408
	<u><b>2,032</b></u>	<u><b>3,188</b></u>

## 6 Cost of Charitable Activities

	2019	2018
	£	£
Meeting expenses	222	90
Postage and stationary	55	-
Insurance	335	335
Uniforms and protective clothing	259	661
Consumables	988	256
Website/internet service provider	148	146
	<u>2,007</u>	<u>1,488</u>

## 7 Purchase of medical and training equipment

	2019	2018
	£	£
Training manikin upgrades	406	-
Defibrillator batteries	598	-
	<u>1,004</u>	<u>-</u>

## 8 Contribution to Aberfeldy Health Centre

In 2018 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.

## 9 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.

	2019	2018
	£	£
<b>General reserve</b>		
Balance at start of year	1,987	3,026
Surplus income for the year	6,786	961
Transfer to Equipment Replacement Reserve	(3,400)	(2,000)
Transfer from equipment replacement reserve	598	-
Balance at end of year	<u>5,971</u>	<u>1,987</u>
<b>Equipment Replacement Reserve</b>		
Balance at start of year	2,000	-
Transfer from General Reserve	3,400	2,000
Transfer to general reserve	(598)	-
Balance at end of year	<u>4,802</u>	<u>2,000</u>
<b>Total reserves</b>		
General reserve	5,971	1,987
Equipment replacement reserve	4,802	2,000
Total at end of year	<u>10,773</u>	<u>3,987</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 2019 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

4th February 2020