

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 2021



Trustees' Annual Report

For the year ended 31 December 2021

The trustees have pleasure in presenting their report together with the financial statements for the year ended 31 December 2021.

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 (SAS) and First Responder
Dr. Hamish Dougall	Medical consultant
Dr. Andrew Todd	Appointed 12 January 2022

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 2021, ACFRG had only 2 active Community First Responders (CFRs). However, during the year we saw the roll out of the Covid 19 vaccination programme and restrictions were eased. This has allowed all of our CFRs to re-engage. We have covered approximately 5,400 "GP out of hours" time and were called out on 29 occasions last year, including to a number of cardiac arrests. We intend to recruit new CFRs but this is not possible whilst the SAS do not have the resources to offer training courses. At present we have 8 active CFRs.

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

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. As the Covid restrictions have been easing, we have recommenced our "in person" training with effect from January 2022.

The importance of swift access to defibrillators in Aberfeldy was underlined when a community defibrillator was used successfully on a member of the public.

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 experienced a net outflow of £1,437 for the year (2020 - surplus £1,300) 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 £10,636 at 31 December 2021 (2020 - £12,073). 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 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 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. The general reserves at 31 December 2021 were £3,584 (2020 - £5,021). At 31 December 2021 the Trustees had designated a total of £7,052 as an equipment replacement reserve (2020 - £7,052). 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 has been difficult during such uncertain times. 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 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

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
9th February 2022

Statement of Receipts and Payments for the year ended 31 December 2021

	note	Year ended 31-Dec-21 £	Year ended 31-Dec-20 £
Receipts			
Donations	4	500	2,953
Receipts from fundraising activities	5	-	899
Total receipts		<u>500</u>	<u>3,852</u>
Payments			
Payments relating directly to charitable activities	6	1,937	2,552
Total payments		<u>1,937</u>	<u>2,552</u>
Net (outgoing)/incoming resources		<u>(1,437)</u>	<u>1,300</u>

Statement of Balances

		2021 £	2020 £
Cash and bank balances at start of year		12,073	10,773
Surplus for year		(1,437)	1,300
Cash and bank balances at end of year	7	<u>10,636</u>	<u>12,073</u>

Signed on behalf of the Trustees

Rick Foulsham
Chairman
9th February 2022

Adrian Ewer
Treasurer
9th February 2022

Notes to the Accounts - for the year ended 31 December 2021

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 (2020 - £nil).

4 Donations

	2021 £	2020 £
Individual donors	-	355
Grants	<u>500</u>	<u>2,598</u>
	<u>500</u>	<u>2,953</u>

5 Receipts from fundraising activities

	2021 £	2020 £
Quiz night	-	899
	<u>-</u>	<u>899</u>

6 Cost of Charitable Activities

	2021 £	2020 £
Administrative expenses	-	22
Volunteer costs	265	-
Insurance	344	335
Uniforms and protective clothing	-	1,246
Consumables	1,137	759
Website/internet service provider	191	190
	<u>1,937</u>	<u>2,552</u>

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.

	2021	2020
	£	£
General Reserve		
Balance at start of year	5,021	5,971
Surplus income for the year	(1,437)	1,300
Transfer to Equipment Replacement Reserve	-	(2,250)
Transfer from Equipment Replacement Reserve	-	-
Balance at end of year	<u>3,584</u>	<u>5,021</u>
Equipment Replacement Reserve		
Balance at start of year	7,052	4,802
Transfer from General Reserve	-	2,250
Transfer to General Reserve	-	-
Balance at end of year	<u>7,052</u>	<u>7,052</u>
Total reserves		
General Reserve	3,584	5,021
Equipment Replacement Reserve	7,052	7,052
Total at end of year	<u>10,636</u>	<u>12,073</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 2021 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