



**Registered Charity Number:1056887**

## **Trustees' Annual Report & Statement of Financial Activity**

### **Trustees**

Gary Hicks

Gareth Davies

Greg Overs

Jackie Miles

Nigel Dancer

James Jones

Tony Lowery

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## **Trustees' Annual Report & Statement of Financial Activity**

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# Trustees Annual Report & Statement of Financial Activity

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## 1 Reference and Administration Details

### 1.1 Charity Name & Registration

#### Small Charity Support

The charity is a Charitable Incorporated Organisation, registration no: 1056877, registered with the Charity Commission on 1<sup>st</sup> July 1996

The charity is registered with HM Revenue & Customs

### 1.2 Charity's Address

Cardiac Charity, PO Box 178, Abergavenny, NP7 1DW

e-mail: [cardiaccarecommunity@outlook.com](mailto:cardiaccarecommunity@outlook.com)

website: [www.cardiac-rehab.org.uk](http://www.cardiac-rehab.org.uk)

### 1.3 Names of the Trustees Who Manage the Charity

|               | <i>Role</i> | <i>Appointed</i> |
|---------------|-------------|------------------|
| Gary Hicks    | Chair       | 26/1/2016        |
| Gareth Davies | Vice Chair  | 17/10/2017       |
| Greg Overs    | Treasurer   | 26/1/2016        |
| Tony Lowery   | Secretary   | 03/12/2019       |
| Jackie Miles  |             |                  |
| Nigel Dancer  |             | 24/10/2014       |
| James Jones   |             | 01/03/2021       |

### 1.4 Names of Advisors & Senior Members of Staff

None

### 1.5 Bank

Barclays Bank, 57 Frogmore Street, Abergavenny, NP7 5AT

## 2 Structure, Governance & Management

### 2.1 Type of Governing Document

Constitution – based on the Charity Commission's model governing document for Foundation Charitable Incorporated Organisations, *i.e.*: where the Trustees are the only Members of the charity.

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## **2.2 Charitable Objects**

As defined in My Charity's Constitution (Governing Document):

The object of the Charity is the relief of sickness particularly amongst cardiac patients by: -

- 1.1 the advancement of a rehabilitation and aftercare programme developed by the Cardiac Rehabilitation Team at Nevill Hall Hospital and within the catchment area served by that hospital.
- 1.2 the provision of resources to maintain and extend the Cardiac Rehabilitation programme and the promotion of community classes caring for cardiac patients within the catchment area served by Nevill Hall Hospital.
- 1.3 the promotion or assistance in the promotion of research into Cardiac Rehabilitation within the catchment area of Nevill Hall Hospital and to disseminate the findings of such research amongst the wider medical community.
- 1.4 Community support for palliative care for patients with heart failure.

The Charity has been developed to raise the funding required and plan and deliver a professionally led North Gwent Community Cardiac Rehabilitation Service.

Cardiac Rehabilitation (CR) helps people to recover from heart attacks, heart failure, heart surgery, percutaneous coronary intervention, or procedures such as stenting or angioplasty. Once patients have completed on average a six-week education, counselling, and exercise programme either centre based or at home they are assessed and encouraged to continue their rehabilitation through the attendance of community exercise classes in part funded and provided by the Charity. Such classes are provided throughout Blaenau Gwent and Monmouthshire.

## **2.3 Trustee Selection Methods**

There must be at least three charity trustees. The maximum number of trustees is 7.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of five years by a resolution passed at a properly convened meeting of the charity trustees.

In appointing Trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

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## Current Roles of the Trustees

**Chair**- Chair meetings of the trustees, focusing on strategic matters, setting governance standards, supervising the management of community tutors, acting as a figure head of the charity.

**Secretary**- organising meetings, taking minutes, managing correspondence, managing updates and background information (governance documentation), keeping records of membership, supporting communication (newsletter, info leaflets and posters)

**Treasurer**-Oversee and present budgets, accounts and financial statements to the trustees, banking, bookkeeping, and record keeping.

**Trustee**- Fundraising chair, responsible for planning and co-ordinating events (e.g., Tokyo and Everest Challenge). Leading on communication- material for website, ticker news, Facebook, phase 3 interface (welcome pack) information for participants. Supporting the community tutors regarding skills and education.

**Trustee**- Supporting fundraising activities

**Trustee**- Supporting communication (updating the website)

**Trustee**- Supporting the operational management of the community tutors.

## 3 Activities

### 3.1 Statutory Declaration

The Trustees of Small Charity Support confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

## 4 Achievements & Performance

### 4.1 Changes to the charity

This year has proved to be a challenging year for the Charity. The board of trustees have worked tirelessly during the pandemic period meeting regularly via digital meetings and at the Education centre (Nevill hall Hospital) to plan and develop a model of service that will support the needs of the wider community. With the existing pressures on the health service, the board moved to a model that is independent of the Aneurin Bevan Health Board. A full briefing document explaining the reasons for the change and the proposed planned changes to the service was written in the spring of 2021. A copy of this document is available from the Secretary to the Trustees.

In summary, the Charity has restructured its model of service and streamlined its operating costs to enable it to have more control of the service post Covid. As well as producing a briefing document, the trustees have also reviewed and updated social media and digital platforms.

With the move to a more autonomous service, the Trustees have a more operational role. Making more decisions on the day to day running of the service. This has included going through an extensive recruitment process to recruit BACPR trained instructors.

The charity now retains three new self-employed instructors to cover the classes. To support the new instructors, there has also been new investment in health-related equipment. They are supported by two classes assistants.

Quality assurance is a keystone to improved success and the Trustees are in the process of introducing a new quality framework to supplement and support the new service model.

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## **5 Financial Review**

### **5.1 Details of Any Funds Materially in Deficit**

The Charity has no funds which are materially in deficit.

### **5.2 Policy on Reserves**

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a) to preserve the financial viability of the Charity if unforeseen and/or unavoidable circumstance precipitate a short-term fall in its income.
- b) to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.

For these purposes the Charity will endeavour to generate and maintain reserves which are at least 50% of its annual turnover.

### **5.3 Principal Sources of Funding**

The main sources of funding are:

1. Class attendance fees currently £4 per session for members and £4.50 for non-members
2. Charity membership £20 annually (managed by the Membership Secretary)
3. Membership of the 200 club £20 annually (managed by the 200 Club Secretary)

The charity relies on the support and charity of the local community to support its role. This is done through donations and fundraising events. Several of the more traditional events have had to be cancelled over the past year due to Covid restrictions. The fundraising team have developed more novel approaches to developing funds, this included the virtual Everesting and Tokyo walks and the development of the Jumble-bee online shop. With the recent introduction of classes, monies are being raised through the sales of sports apparel to the class members.

With the easing of restrictions there are plans for the introduction of more traditional fundraising events, an Elvis Halloween special and the Christmas Raffle being examples.

The generosity of our members in supporting the virtual walks, Christmas Draw and in donations is recognised and very welcome.

The fundraising "team" consisting of three trustees. Two members of the ABUHB cardiac rehab team, the membership secretary and a member continue to meet on as needs basis via zoom.

### **5.4 Remuneration of Trustees**

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

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## 5.5 Financial Status

Though modest, Small Charity Support's current resources from unrestricted donations are more than sufficient to meet its outgoings for at least next year.

All the indications are that this will remain the case for the foreseeable future.

## 5.6 Statutory Statements on Liabilities

The Trustees declare that:

- ✓ The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (*e.g.*: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);

The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO (*e.g.*: a mortgage on property owned by the charity);

Approved by the Trustees and signed on their behalf,

Name: Anthony Lowery

Date: 26<sup>th</sup> October 2021

Position: Secretary to the Trustees

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BA Jones  
BA/Honors FCCA



## **Responsibilities and Basis of the Report**

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

## **Approval of the Board of Trustees**

The Trustees declare that they have approved the above Annual Report & Statement of Financial Activity.

Signed on behalf of the Trustees

A handwritten signature in black ink that reads "Anthony Lowery". The signature is written in a cursive style with a large 'A' and 'L'.

Name: Anthony Lowery

Date: 26<sup>th</sup> October 2021

Position: secretary to the trustees

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## 6.2 Notes to the Accounts

a) Accounting Policies

The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities and the charity's own Simple Accounts Spreadsheet.

b) Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses incurred necessarily, reasonably, and incidentally in the course the charity's activities are reimbursed at cost.

c) Salaries & Professional Fees

No trustee receives any payments for the services they provide to the charity.

d) Fixed Assets

The charity has not purchased or disposed of any fixed assets in the current financial year.

e) Creditors & Debtors

Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.

f) Rounding Discrepancies

All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.

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**NORTH GWENT CARDIAC REHABILITATION UNIT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**  
**REGISTERED CHARITY: 1056887**

**INCOME AND EXPENDITURE ACCOUNT**

| <b>EXPENDITURE</b> |                      |            | <b>INCOME</b> |                            |            |
|--------------------|----------------------|------------|---------------|----------------------------|------------|
| 31/03/2020         | Events               | 31/03/2021 | 31/03/2020    | Events                     | 31/03/2021 |
| 138.99             | Fund Raising Events  |            | 4,513.23      | facebook                   | 187.64     |
|                    | Walk                 | 295.00     | 1,675.30      | Fund Raising Events        | 4,307.40   |
| 1,300.00           | Christmas Raffle     | 655.00     | 5,133.30      | Walk                       | 2,975.50   |
|                    | Christmas Cards      |            |               | Christmas Raffle           |            |
| 312.00             | Just Giving          | 312.00     | 2,258.69      | Christmas Cards            | 455.90     |
|                    | Cycling              |            | 2,531.82      | Just Giving                |            |
|                    |                      |            | 2,722.93      | Marathon                   |            |
| 4,767.00           | 200 Club             | 972.80     | 125.16        | Cycling                    | 69.29      |
|                    |                      |            | 2,904.30      | Other                      |            |
| 6,517.99           |                      | 2,234.80   | 21,864.73     | 200 Club                   | 2,540.00   |
|                    | <b>Classes</b>       |            |               | Amazon Stripe              | 166.70     |
| 9,368.72           | Gyms                 | 682.90     |               |                            | 10,702.43  |
|                    | Membership           | 30.00      | 26,190.70     | <b>Classes</b>             |            |
| 307.00             | Seminar              |            | 4,477.00      | Subscriptions              | 1,374.00   |
| 1,153.54           | Equipment            | 394.85     | 162.40        | Membership                 | 3,470.00   |
| 26,391.44          | Tutors               | 21,324.14  |               | Seminar                    |            |
| 5,771.18           | Assistants           | 2,268.00   |               | Gym Refund                 | 108.68     |
| 3,319.60           | Assistants' Expenses | 1,313.20   |               |                            |            |
| 43.69              | Courses              | 29.40      |               |                            |            |
| 46,355.17          |                      | 26,042.49  | 30,830.10     |                            | 4,952.68   |
|                    | <b>General</b>       |            |               | <b>General</b>             |            |
|                    | Fundraiser           |            | 7,625.66      | Donations                  | 3,712.00   |
|                    | Storage              | 592.29     | 2,037.14      | Gift Aid                   |            |
|                    | Web Design           | 1,453.99   | 54.88         | Bank Interest              | 28.64      |
| 592.00             | Ticker New Clothing  | 528.00     |               |                            |            |
|                    |                      |            | 1,509.00      | Clothing Grants            | 19,170.00  |
| 841.99             | Expenses             | 777.51     |               |                            |            |
| 1,188.57           | Other                | 68.00      | 11,226.68     |                            | 22,910.64  |
| 2,622.56           |                      | 3,419.79   |               |                            |            |
| 55,495.72          |                      | 31,697.08  | 63,921.51     | Sub Total                  | 38,565.75  |
|                    |                      |            | 31,697.08     | EXPENDITURE                | 31,697.08  |
|                    |                      |            | 32,224.43     | SURPLUS (DEFICIT )FOR YEAR | 6,868.67   |

**NORTH GWENT CARDIAC REHABILITATION UNIT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**  
**REGISTERED CHARITY: 1056887**

**BALANCE SHEET AS AT 31ST MARCH 2021**

|                                | 31st March 2021  | 31st March 2020  |
|--------------------------------|------------------|------------------|
| <b>CURRENT ASSETS</b>          |                  |                  |
| Deposit Account                | 18,957.23        | 18,928.59        |
| Current Account                | 23,957.64        | 17,117.61        |
| Investment                     | 50,000.00        | 50,000.00        |
|                                | <u>92,914.87</u> | <u>86,046.20</u> |
| <b>REPRESENTED BY:</b>         |                  |                  |
| Accumulated Fund               | 86,046.20        | 99,813.17        |
| (Deficit)/Surplus for the Year | 6,868.67         | - 13,766.97      |
|                                | <u>92,914.87</u> | <u>86,046.20</u> |

I have examined the books and records of the North Gwent Cardiac Rehabilitation and Aftercare Charity without carrying out an audit and confirm that the Income and Expenditure Account for the year ended 31 March 2021 and the Balance Sheet at 31 March 2021 are in accordance therewith.

*Robin Jones*

RA Jones  
BA(Hons) FCCA

**NORTH GWENT CARDIAC REHABILITATION UNIT**  
**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**  
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**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021**  
**REGISTERED CHARITY: 1056887**

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*Robin Jones*

RA Jones  
BA(Hons) FCCA