

**MILTON KEYNES COMMUNITY
CARDIO-PULMONARY GROUP**

Charitable Incorporated Organisation

Registered Charity Number 1089370

**REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR TO 31 JULY 2021**

MILTON KEYNES COMMUNITY CARDIO-PULMONARY GROUP
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021

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CHARITY INFORMATION
31 JULY 2021

OFFICERS

Ivan Pullen	Chair
Nigel Robinson	Treasurer
Ernest Taylor	Secretary
Stanley Keeves	Social Chair

TRUSTEES

Roger Cook	Michael Donald	Sue Free
James Gorringe	Stephen Halliday	June Hobden
Stanley Keeves	Arun Pant	Gordon Pantling
Ivan Pullen	Geoff Rayment	Nigel Robinson
Linda Seaton	Graham Smith	Ernest Taylor
Patricia Thurston		
Brian Jones (Died 15/05/2021)	Derek Shafer (Resigned 27/05/2021)	

PRINCIPAL ADDRESS

Hinton Hall
296A Whaddon Way
Bletchley
Milton Keynes
MK3 7GB

INDEPENDENT EXAMINER

Mr J Wooldridge
Chartered Accountant
Mercer & Hole
Silbury Court
420 Silbury Boulevard
Central Milton Keynes
MK9 2AF

BANKERS

CAF Bank Ltd
25 Kings Hill
West Malling
Kent
ME19 4JQ

National Westminster Bank Plc
501 Silbury Boulevard
Saxon Gate East
Central Milton Keynes
Milton Keynes
MK9 3ER

Milton Keynes Community Cardio-pulmonary Group

Hinton Hall, 296a Whaddon Way, Bletchley, Milton Keynes, MK3 7GB

Tel. 01908 632999 www.mkccg.org enquiries@mkccg.org



CHAIRMAN'S STATEMENT FOR THE YEAR ENDING 31st JULY 2021

This year has been one full of ups and downs for Milton Keynes Community Cardio-pulmonary Group.

For most of the financial year face to face meetings have not been possible. In pre-pandemic times the governance of the organisation had been conducted through both meetings of the Officers, Managers and President, and meetings of the Management Committee. Until recently Zoom and email were substitutes.

Our threefold policy of managing our resources, offering a service to our members and forming plans to restart exercise sessions has continued. However, as our primary aim is to provide exercise, we have concentrated on re-opening. I'm pleased to report that in May we were able to do this.

In September 2020 we ran pilot exercise sessions. These were very successful and due to the lessons that we learnt from these we had plans to restart in November 2020. New Covid-19 restrictions intervened and we pushed the date back to January. More restrictions followed and caused further delays. We finally restarted exercise sessions this May. The sessions are more numerous but shorter in length as they include less socialising. To begin with a maximum of 10 members could attend each session but the limit has now increased to 20. Our eventual aim is to return to close to pre-pandemic style sessions but this will depend largely on external factors.

As I mentioned in my last report, we are a hybrid organisation and there are no precise guidelines that cover our situation. For this reason, producing Covid secure protocols has been an enormous challenge. As Officers we have relied heavily on the knowledge, experience and the diligence of our Honorary President and our Manager for professional advice and guidance. We have indeed been very fortunate to be able to have access to such a resource.

One of the conditions required for reopening was adequate ventilation of the exercise space. To help achieve this we purchased air purifiers. Part of the funding for these came from the government's £1 million Coronavirus Fund in the form of matched funding scheme. This was operated by Local Giving.

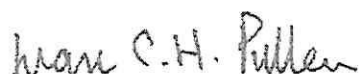
Although our membership has dropped in number, we are indebted to those members who have continued to pay their fees. Before exercise restarted, we continued to keep in contact with members by email, newsletter and telephone. Also, during the year the website has provided information about appropriate exercise, plans for reopening and news of members. In addition, members have been able to keep in touch through a Facebook page and Zooms. There have been a few donations to the group during the year but our normal fund-raising events have not been possible.

Our two contracts with the local Clinical Commissioning Group for delivering introductory rehabilitation courses have managed to survive and we are now able to receive clients on a face-to-face basis. Contract details are yet to be finalised.

At the times during the year where a full complement of staff has not been required, we have continued to take advantage of the government's Coronavirus Job Retention Scheme.

We took the opportunity offered by the closure of the building to members to redecorate. Along with the pleasure of returning to exercising the members had the added delight of a newly painted building.

This year we have navigated uncharted and turbulent waters. We started the year in a situation where no exercise sessions were taking place and where membership was falling. We end the year with a full range of exercise sessions taking place and membership levels stabilised. Our underlying financial position remains strong. Our success has been due in no small part to the hard work and competence of our staff and volunteers. In connection with the independent examiner's report, I would particularly like to mention Mr Nigel Robinson. He brings a high level of both financial prudence and business acumen to his role as treasurer.



Ivan Pullen
Chair MKCCG

11-10-21

**TRUSTEES' REPORT
YEAR ENDED 31 JULY 2021**

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 July 2021. The officers have adopted the provision of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2015 in preparing the annual report and financial statements of the charity.

OBJECTIVES AND ACTIVITIES OF THE CHARITY

Milton Keynes Community Cardio-Pulmonary Group was a company limited by guarantee up until 15 May 2019 when it converted to a Charitable Incorporated Organisation, Registered Charity Number 1089370

The principle objectives of the charity are to provide facilities for condition-specific monitored exercise in a safe, friendly and supportive environment for people living within the borough of Milton Keynes and the surrounding areas who have an established diagnosis of heart disease and/or cardiopulmonary disease, so that members may, by their own efforts, thrive despite their condition. To this end the charity works very closely with the local NHS hospital and General Practitioners.

PUBLIC BENEFIT

The Trustees consider that the main activities of the charity detailed in the objects above are for the public benefit and have given due regard to the Charities Commission guidance on public benefit.

CURRENT OFFICERS AND TRUSTEES

Roger Cook	Michael Donald	Sue Free
James Gorrington	Stephen Halliday	June Hobden
Stanley Keeves	Arun Pant	Gordon Pantling
Ivan Pullen	Geoff Rayment	Nigel Robinson
Linda Seaton	Graham Smith	Ernest Taylor
Patricia Thurston		

RESIGNED DURING THE YEAR

Brian Jones (Died 15/05/2021)
Derek Shafer (Resigned 27/05/2021)

The induction of any new trustee which involves awareness of a trustee's responsibility, the governing document, administrative procedures, the history and the current state of the charity is the responsibility of the chair of trustees. The power to appoint new trustees lies with the current trustees.

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity's governing document is its constitution.

The Committee consists of five Officers (Chairman, Vice Chairman, Secretary, Treasurer and Social Chairman) who are elected at the AGM to stand for two years, plus two representatives from each of the exercise sessions. The committee meets every seven weeks on a Monday evening.

Every year we ask each session to choose one Session Rep to serve for two years and to represent the views of the members of that session. Nomination forms will appear on the noticeboard at the end of September with a deadline two weeks before the AGM for their return. Nominees must be full members of Milton Keynes Community Cardio-pulmonary Group and each nomination requires a proposer and seconder from the membership. The names of the new Session Reps will be

TRUSTEES REPORT (CONTINUED)

announced at the AGM.

The AGM is usually held in October or November at Hinton Hall. As well as confirming the election of Committee members and Officers there are reports from the Groups Manager and all the Officers covering what's been happening over the past year.

Due to the Coronavirus pandemic the AGM was cancelled and the election of Officers and Session Reps was suspended for one year.

RESERVES POLICY

The charity has a policy to hold in excess of one year's operating expenses in order to ensure stability for the long-term future of the charity.

RISK FACTORS**COVID-19**

The trustees have assessed the major risks to which the charity is exposed, in 2020 - 21 this was the Covid-19 epidemic. During the year the vast majority of members have continued paying their membership fees to the charity. The Trustees and management team managed to restart exercise classes in May with a maximum of 10 members at each session but the limit has now increased to 20. It is hoped by early 2022 to return to pre-pandemic style sessions. This will depend largely on external factors as the current epidemic is constantly changing. We are keeping the situation under constant review and are satisfied that systems are in place to mitigate exposure to the major risks.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the financial statements in accordance with applicable law and regulations.

The law requires the trustees to prepare financial statements for each financial year. Under the law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities Act 2011;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charities transactions and 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 SORP. They 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.

INDEPENDENT EXAMINER

In accordance with the constitution, a resolution proposing that Mr James Wooldridge be appointed as Independent Examiner of the charity was put to the Annual General Meeting.

This report has been prepared in accordance with the Charities Act 2011

Approved by the trustees on: **11th October 2021**



**INDEPENDENT EXAMINER'S REPORT FOR THE
YEAR ENDED 31 JULY 2021****Independent Examiner's Report to the Trustees of the Milton Keynes Community Cardio-pulmonary Group**

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2021 which are set out on pages 7 to 12.

Responsibilities and basis of report

As the charities trustees we 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 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.

Independent examiner's statement

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 130 of the Act, or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than the requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



James Wooldridge MSc, FCA
Chartered Accountant
Mercer & Hole
Silbury Court
420 Silbury Boulevard
Central Milton Keynes
MK9 2AF

Date: 11 October 2021

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2021**

	Notes	Unrestricted 2021 £	Unrestricted 2020 £
Income from:			
General income:			
Memberships and donations		104,002	128,933
Charitable activities			8,066
Other trading activities		28,245	30,309
Coronavirus Job Retention Scheme		24,370	11,887
Investments		55	742
Total Income		156,672	179,937
Expenditure on:			
Charitable expenditure:			
Raising funds		558	531
Charitable activities and other expenses	3	159,862	165,463
Total Expenditure		160,420	165,994
Gain on revaluation of investments		17,829	5,644
Net movement of funds		14,081	19,587
Funds balances brought forward		322,834	303,247
Funds balances carried forward		336,915	322,834

The statement of financial activities includes all gains and losses recognised in the year

All income and expenditure derive from continuing activities

The accounting policies and notes on pages 9 to 12 form part of these financial statements.

BALANCE SHEET AS AT 31 JULY 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	4		56,882		58,289
Investments	5		115,757		97,929
Current assets					
Cash at bank and in hand		165,526		168,076	
		<u>165,526</u>		<u>168,076</u>	
Creditors: amounts falling due within one year	6	(1,250)		(1,460)	
Net current assets			<u>164,276</u>		<u>166,616</u>
Net assets			<u>336,915</u>		<u>322,834</u>
Reserves	2		322,834		303,247
Income & expenditure account			14,081		19,587
Total charity funds			<u>336,915</u>		<u>322,834</u>

These financial statements were approved by the trustees on the 11th October 2021

And are signed on their behalf by:-



Mr N Robinson

These accounting policies and notes on pages 9 to 12 form part of these financial statements.

**ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 JULY 2021**

Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland Charities SORP (FRS 102), Second Edition released October 2019.

Milton Keynes Community Cardio-Pulmonary Group meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at the historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

The Trustees have taken advantage of the exemption in FRS102 Section 1A, Update Bulletin 1, from including a cash flow statement in the financial statements on the grounds that the organisation is small.

Income

Incoming resources represents donations, subscriptions, subsidies, sponsorship, grant funding and other income from the Members of the Group. Income is only recognised once it has been received and voluntary donations are recognised on receipt where the donation relates to the current accounting period.

Expenditure

Expenditure incurred on activities falling directly within one cost category have been recognised as such. Items of expenditure which involve more than one category have been allocated on a reasonable and consistent basis.

Lease

A 50 year lease has been signed for the Whaddon Way Day Centre which is to be amortised over the term of the lease.

Capital expenditure

Items under £100 are not capitalised and items over this level are assessed individually before a decision is made regarding whether they should be capitalised.

Donated assets are recognised at their monetary value, as estimated by the trustees, when received and are capitalised at this value. In certain cases, where title to an asset is restricted so that it has either no or little net value to the charity, the trustees' policy is that the item should not be capitalised in the accounts.

Investments

Investments held are valued in accordance with the statement of recognised principles. Their market value at the balance sheet date is reflected in the accounts. Any increase or decrease in the market value of the investment during the year is recognised in the income and expenditure account.

**ACCOUNTING POLICIES
FOR THE YEAR ENDED 31 JULY 2021**

Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

Fixed assets and depreciation

Fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Land and buildings (leasehold)	50 years
Fixtures, fittings & equipment	Between 5 years and 10 years

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to the statement of financial activities.

Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks and other short-term liquid investments with original maturities of three months or less.

Creditors & Provisions

Basic financial liabilities are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future receipts discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Accounts payable are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDED 31 JULY 2021

1. CHARITABLE INCORPORATED ORGANISATION

The charity is a Charitable Incorporated Organisation, Registered Charity Number 1089370 and the balance of reserves would be transferred to some other charitable institution with objectives similar to this charity. The charity is controlled by its trustees.

2. RESERVE POLICY

The charity has a policy to hold in excess of one year's operating expenses in order to ensure stability for the long-term future of the charity.

3. CHARITABLE ACTIVITIES AND OTHER EXPENSES

	2021 £	2020 £
Insurance & Administration	3,693	5,479
Depreciation	11,828	9,744
Co-ordinator and volunteer team expenses	115,499	133,497
Stationery	2,064	2,306
Equipment and telephones	2,591	1,909
Training	30	1,418
Security	810	783
Refurbishment	12,136	-
General maintenance	3,738	3,178
Sundry	1,626	2,649
Utilities	2,172	4,092
Fire Health & Safety	253	408
Maintenance Contract	1,115	-
Personal Protective Equipment	2,307	-
	<u>159,862</u>	<u>165,463</u>
Fees paid to the Independent Examiner are:	<u>1,250</u>	<u>1,260</u>

4. TANGIBLE FIXED ASSETS

	2021 £	2020 £
Cost brought forward	103,245	96,850
Additions	10,421	6,395
Cost carried forward	<u>113,666</u>	<u>103,245</u>
Depreciation brought forward	44,956	35,212
Charge for the year	11,828	9,744
Depreciation carried forward	<u>56,784</u>	<u>44,956</u>
Net Book Value at 31 July 2020 and 31 July 2021	<u>56,882</u>	<u>58,289</u>

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
YEAR ENDED 31 JULY 2021

	2021 £	2020 £
5 INVESTMENTS		
Market value brought forward	97,928	92,285
Revaluation gain in year	17,829	5,644
Market value carried forward	<u>115,757</u>	<u>97,929</u>
Analysis of investments: COIF Charities Investment fund	<u>115,757</u>	<u>97,929</u>
Historical cost	<u>30,476</u>	<u>30,476</u>
6 CREDITORS		
Accruals	<u>1,250</u>	<u>1,460</u>

7 EMPLOYEE AND TRUSTEE REMUNERATION

The Trustees received no remuneration or expenses during the year.

Details of employee remuneration and numbers are as follows:	2021	2020
	£	£
Salaries	Nil	Nil
Wages	108,429	123,838
National Insurance	0	990
Pension Contributions	7,070	8,085
Average no of employees	15	18

No employees had emoluments in excess of £60,000 (2020: nil).

**MILTON KEYNES COMMUNITY
CARDIO-PULMONARY GROUP**

MANAGEMENT ACCOUNTS

**FOR THE YEAR ENDED
31 JULY 2021**

The following pages do not form part of the statutory financial statements which are the subject of the Independent Examiner's Report on page 6.

DETAILED INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 JULY 2021

	2021		2020	
	£	£	£	£
INCOME				
Grants and funding	28,244.88		30,308.58	
Donations - general	941.18		2,727.29	
- gifts	5,230.49		2,825.62	
Event income	0.00		1,707.18	
Fund raising	(557.50)		4,293.05	
Sweat/T shirts	0.00		391.12	
Membership fees - standing order	79,691.23		98,895.33	
- cheque	375.00		3,799.17	
Refreshment income	0.00		1,674.73	
Inland revenue gift aid tax refund	17,763.98		20,686.02	
Coronavirus Job Retention Schm	24,370.28		11,886.88	
		<u>156,059.54</u>		<u>179,194.97</u>
COST OF SALES				
Purchases - T shirts, tea & coffee		0.00		(531.16)
GROSS SURPLUS		<u>156,059.54</u>		<u>178,663.81</u>
EXPENSES				
Refurbishment	(12,135.71)		0	
Security	(809.70)		(783.45)	
General maintenance	(3,738.15)		(2,292.59)	
Maintenance contracts	(1,115.43)		(885.30)	
Fire, health & safety	(252.82)		(408.00)	
Equipment and telephones	(2,591.06)		(1,908.42)	
Training	(30.00)		(1,417.83)	
Stationery	(2,064.35)		(2,305.83)	
Sundries	(1,626.38)		(2,649.08)	
Utilities	(2,172.03)		(4,092.91)	
Staff and volunteer expenses	(115,498.85)		(133,496.97)	
Depreciation	(11,827.94)		(9,743.66)	
Insurance & administration	(3,693.21)		(5,478.89)	
Personal Protective Equipment	(2,306.47)		0.00	
		<u>(159,862.10)</u>		<u>(165,462.93)</u>

**DETAILED INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 JULY 2021**

	2021	2020
OPERATING LOSS	(3,802.56)	13,200.88
Bank interest received	54.66	741.58
LOSS ON ORDINARY ACTIVITIES	<hr/> (3,747.90)	<hr/> 13,942.46
Unrealised gain on COIF investment fund shares	17,828.60	5,643.70
SURPLUS FOR THE YEAR	<hr/> 14,080.70	<hr/> 19,586.16