

**MILTON KEYNES COMMUNITY  
CARDIO-PULMONARY GROUP**

**Charitable Incorporated Organisation**

**Registered Charity Number 1089370**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR TO 31 JULY 2022**

**MILTON KEYNES COMMUNITY CARDIO-PULMONARY GROUP  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 JULY 2022**

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**CHARITY INFORMATION**  
**31 JULY 2022**

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**OFFICERS**

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

**TRUSTEES**

Roger Cook	Sue Free	James Gorringe
Stephen Halliday	June Hobden	Stanley Keeves
Gordon Pantling	Ivan Pullen	Geoff Rayment
Nigel Robinson	Linda Seaton	Richard Stratford
Ernest Taylor	Patricia Thurston	

**PRINCIPAL ADDRESS**

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

**INDEPENDENT EXAMINER**

Mr J Wooldridge MSci, FCA  
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

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# Milton Keynes Community Cardio-pulmonary Group

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

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## **CHAIRMAN'S STATEMENT FOR THE YEAR ENDING 31<sup>st</sup> JULY 2022**

This has been a year of transition for us. In terms of exercise sessions we have made good progress and we are now back to normal. However, the recruitment and retention of staff remains a challenge.

We are delighted to have made great progress with our exercise sessions during the year. We are now back to pre-pandemic style sessions. These are longer, have greater numbers and a wider range of exercises than those we operated under the various sets of COVID restrictions.

We are also very glad that we have been able to have face to face Management Committee Meetings throughout this year. This has allowed for the lively debate of important issues and the opportunity for a wider range of opinions to contribute to the decision making process.

As well as being able to hold face to face management meetings we were able to hold our AGM in the normal way. At the AGM a new statement of our objectives was approved. The purpose of the change was to emphasise that our principal objective is to provide facilities for condition-specific monitored exercise. We continue, of course, to have trained medical support on hand in the event of a clinical emergency and appropriately qualified staff to give correct and relevant health information. Soon after our meeting the Charity Commission confirm their acceptance of the change.

Since the beginning of the pandemic we have lost in the region of one third of our membership. The consequent loss of income is now catching up with us and we will have to seriously consider an increase in the membership fees. This will not come at a good time as we all face the imminent cost of living crisis.

Currently we have two contracts with the local Clinical Commissioning Group for delivering introductory rehabilitation courses. We are in negotiations for a contract to host a further rehabilitation course in our building. These contracts are very important to us not only for the money they bring in but also because they are our principal means of recruiting members.

In March of this year our Manager, Mrs Hayley Hilmy, retired. Hayley has worked for the group for many years in a number of different roles but mainly as Deputy Manager and then, for just over two years, as Manager. She made a major contribution to the development and running of the organisation. I was always impressed with Hayley's diligence, wealth of experience and ability to suggest ideas and research facts for the group.

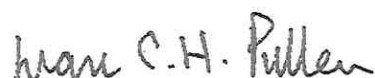


Since Hayley's retirement we have found it difficult to find a suitable replacement and we are currently continuing our search. The remaining Staff have been exceptionally helpful with going beyond their normal roles and the Officers and Honorary President have been more involved with day to day than usual.

There has been a welcome return to social and fund-raising events. To begin with progress was a little slow but momentum is now building a programme of events is now in place. The members, volunteers and staff are enjoying the social interaction and benefiting from the money raised.

As we move into the future, we face the challenges of finding a new manager and coping with the knock-on effects of steeply rising prices. However, we have many people in the organisation who want it to succeed and I'm confident that we will be able to accomplish this aim.

I would like to thank the staff, members and volunteers for their hard work and dedication. In particular I would like to mention Mr Nigel Robinson. He continues to apply a high level of both financial prudence and business acumen to his role as Treasurer.

A handwritten signature in dark ink, reading "Ivan C.H. Pullen". The signature is written in a cursive style with a large 'I' and a long, sweeping underline.

Ivan Pullen  
Chair MKCCG

**TRUSTEES' REPORT  
YEAR ENDED 31 JULY 2022**

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 July 2022. The officers have adopted the provision of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2019 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	Sue Free	James Gorringer
Stephen Halliday	June Hobden	Stanley Keeves
Gordon Pantling	Ivan Pullen	Geoff Rayment
Nigel Robinson	Linda Seaton	Richard Stratford
Ernest Taylor	Patricia Thurston	

**RESIGNED DURING THE YEAR**

Graham Smith – Resigned 20<sup>th</sup> September 2021

Arun Pant – Resigned 22<sup>nd</sup> October 2021

Michael Donald – Resigned 10<sup>th</sup> January 2022

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 too 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 announced at the AGM.



**TRUSTEES REPORT (CONTINUED)**  
**YEAR ENDED 31 JULY 2022**

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The AGM is usually held in October 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.

**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. The Trustees and management team managed to restart exercise classes in May 2021 with a maximum of 10 members at each session, this was then increased to 20. In early May 2022 we returned to pre-pandemic style sessions with a maximum of 40 at each session. 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 Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales 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 2019 (FRS 102);
- 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 Act 2011, the Charities (Accounts and Reports) Regulations 2008, and the provisions of the trust deed. 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.

**TRUSTEES REPORT (CONTINUED)**  
**YEAR ENDED 31 JULY 2022**

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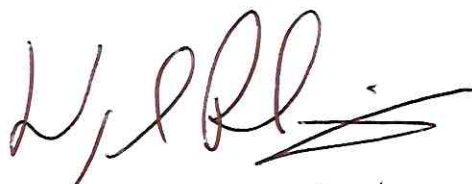
**INDEPENDENT EXAMINER**

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

These financial statements were approved by the trustees on the

And are signed on their behalf by:

A handwritten signature in dark ink, appearing to be 'N Robinson', with a stylized flourish at the end.

**Mr N Robinson** 28/09/2022



**INDEPENDENT EXAMINER'S REPORT FOR THE  
YEAR ENDED 31 JULY 2022****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 charity for the year ended 31 July 2022 which are set out on pages 8 to 13.

**Responsibilities and basis of report**

As the charity's 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 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 material 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:

DocuSigned by:  
  
6F64A099B39A431...

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

**Date:** 29/9/2022

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2022**

	Notes	Unrestricted 2022 £	Unrestricted 2021 £
<b>Income from:</b>			
General income:			
Memberships and donations		96,004	104,002
Other trading activities		33,014	28,245
Coronavirus Job Retention Scheme		-	24,370
Investments		260	55
<b>Total Income</b>		<u>129,278</u>	<u>156,672</u>
<b>Expenditure on:</b>			
Charitable expenditure:			
Raising funds		-	558
Charitable activities and other expenses	3	152,952	159,862
<b>Total Expenditure</b>		<u>152,952</u>	<u>160,420</u>
Gain on revaluation of investments		3,947	17,829
Net movement of funds		(19,727)	14,081
Funds balances brought forward		336,915	322,834
Funds balances carried forward		<u>317,188</u>	<u>336,915</u>

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

All income and expenditure derive from continuing activities

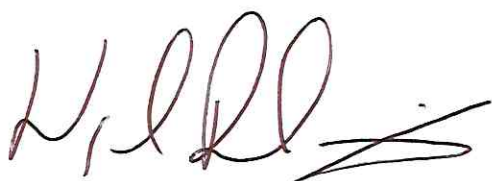
The accounting policies and notes on pages 10 to 13 form part of these financial statements.

**BALANCE SHEET AS AT 31 JULY 2022**

	Notes	2022	2021
		£	£
<b>Fixed assets</b>			
Tangible assets	4	47,263	56,882
Investments	5	119,704	115,757
<b>Current assets</b>			
Cash at bank and in hand		151,541	165,526
		<u>151,541</u>	<u>165,526</u>
<b>Creditors: amounts falling due within one year</b>	6	(1,320)	(1,250)
<b>Net current assets</b>		<u>150,221</u>	<u>164,276</u>
<b>Net assets</b>		<u>317,188</u>	<u>336,915</u>
<b>Reserves</b>	2	336,915	322,834
Income & expenditure account		(19,727)	14,081
<b>Total charity funds</b>		<u>317,188</u>	<u>336,915</u>

These financial statements were approved by the trustees on the

And are signed on their behalf by:-



Mr N Robinson

28/09/2022.

These accounting policies and notes on pages 10 to 13 form part of these financial statements.



**ACCOUNTING POLICIES  
FOR THE YEAR ENDED 31 JULY 2022**

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**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 2022**

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**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 2022**

**1. CHARITABLE INCORPORATED ORGANISATION**

The charity is a Charitable Incorporated Organisation, Registered Charity Number 1089370 and in the event that this charity were to cease, 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**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Insurance & Administration	3,796	3,693
Depreciation	9,619	11,828
Co-ordinator and volunteer team expenses	113,527	115,499
Stationery	2,846	2,064
Equipment and telephones	1,526	2,591
Training	399	30
Security	799	810
Refurbishment	492	12,136
General maintenance	5,558	3,738
Sundry	5,181	1,626
Utilities	3,646	2,172
Fire Health & Safety	314	253
Maintenance Contract	1,608	1,115
Personal Protective Equipment	581	2,307
5 Yearly Maintenance Inspections	3,060	-
	<u>152,952</u>	<u>159,862</u>
Fees paid to the Independent Examiner are:	<u>1,320</u>	<u>1,250</u>

**4. TANGIBLE FIXED ASSETS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Cost brought forward	113,666	103,245
Additions	-	10,421
Cost carried forward	<u>113,666</u>	<u>113,666</u>
Depreciation brought forward	<u>56,784</u>	<u>44,956</u>
Charge for the year	9,619	11,828
Depreciation carried forward	<u>66,403</u>	<u>56,784</u>
Net Book Value at 31 July 2022	<u>47,263</u>	<u>56,882</u>
Net Book Value at 31 July 2021	<u>56,882</u>	<u>58,289</u>



**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 JULY 2022**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>5 INVESTMENTS</b>		
Market value brought forward	115,757	97,928
Revaluation gain / (loss) in year	3,947	17,829
Market value carried forward	<u>119,704</u>	<u>115,757</u>
Analysis of investments:		
COIF Charities Investment fund	<u>119,704</u>	<u>115,757</u>
Historical cost	<u>30,476</u>	<u>30,476</u>
<b>6 CREDITORS</b>		
Accruals	<u>1,320</u>	<u>1,250</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:	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Wages	107,032	108,429
National Insurance	324	-
Pension Contributions	6,171	7,070
Average no of employees	12	15

No employees had emoluments in excess of £60,000 (2021: nil).

**MILTON KEYNES COMMUNITY  
CARDIO-PULMONARY GROUP**

**MANAGEMENT ACCOUNTS**

**FOR THE YEAR ENDED  
31 JULY 2022**

**The following pages do not form part of the statutory financial statements which are the subject of the Independent Examiner's Report on page 7.**

**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 JULY 2022**


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	2022		2021	
	£	£	£	£
<b>INCOME</b>				
Grants and funding	33,014.35		28,244.88	
Donations - general	2,120.65		941.18	
- gifts	1,839.85		5,230.49	
Event income	342.50		0.00	
Fund raising	1,011.47		(557.50)	
Sweat/T shirts	568.25		0.00	
Membership fees - standing order	75,563.25		79,691.23	
- cheque	340.00		375.00	
Refreshment income	388.47		0.00	
Inland revenue gift aid tax refund	14,451.40		17,763.98	
Coronavirus Job Retention Schm	0.00		24,370.28	
		<u>129,640.19</u>		<u>156,059.54</u>
<b>COST OF SALES</b>				
Purchases - T shirts, tea & coffee		(621.92)		0.00
<b>GROSS SURPLUS</b>		<u>129,018.27</u>		<u>156,059.54</u>
<b>EXPENSES</b>				
Refurbishment	(491.93)		(12,135.71)	
Security	(798.90)		(809.70)	
General maintenance	(5,557.49)		(3,738.15)	
Maintenance contracts	(1,608.50)		(1,115.43)	
5 Yearly Inspections	(3,060.00)		0.00	
Fire, health & safety	(313.62)		(252.82)	
Equipment and telephones	(1,525.84)		(2,591.06)	
Training	(399.00)		(30.00)	
Stationery	(2846.39)		(2,064.35)	
Sundries	(3,644.20)		(1,626.38)	
Utilities	(3,646.11)		(2,172.03)	
Staff and volunteer expenses	(113,527.02)		(115,498.85)	
Depreciation	(9,619.20)		(11,827.94)	
Insurance & administration	(3,796.02)		(3,693.21)	
Personal Protective Equipment	(581.10)		(2,306.47)	
Staff Advertising	(1,475.60)		0.00	
Commission on Card Payments	(23.73)		0.00	
Commission of CAF Donations	(37.17)		0.00	
		<u>(152,951.82)</u>		<u>(159,862.10)</u>



**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 JULY 2022**


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	<b>2022</b>	<b>2021</b>
<b>OPERATING LOSS</b>	(23,933.55)	(3,802.56)
Bank interest received	260.45	54.66
<b>LOSS ON ORDINARY ACTIVITIES</b>	<u>(23,673.10)</u>	<u>(3,747.90)</u>
Unrealised loss/gain on COIF investment fund shares	3,947.14	17,828.60
<b>LOSS / SURPLUS FOR THE YEAR</b>	<u>(19,725.96)</u>	<u>14,080.70</u>