

**MILTON KEYNES COMMUNITY  
CARDIO-PULMONARY GROUP**

**Charitable Incorporated Organisation**

**Registered Charity Number 1089370**

**REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR TO 31 JULY 2023**

**MILTON KEYNES COMMUNITY CARDIO-PULMONARY GROUP**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

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**CHARITY INFORMATION**  
**31 JULY 2023**

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**OFFICERS**

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

**TRUSTEES**

Mark Browning	Roger Cook	Sue Free
James Gorringe	Stephen Halliday	June Hobden
Stanley Keeves	Ivan Pullen	Geoff Rayment
Nigel Robinson	Linda Seaton	Veronica Symmonds
Ernest Taylor	Patricia Thurston	

**PRINCIPAL ADDRESS**

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

**INDEPENDENT EXAMINER**

Mr J Wooldridge  
Chartered Accountant  
Mercer & Hole LLP  
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

Tel. 01908 632999    [www.mkccg.org](http://www.mkccg.org)    [enquiries@mkccg.org](mailto:enquiries@mkccg.org)



### **CHAIRMAN'S STATEMENT FOR THE YEAR ENDING 31<sup>st</sup> JULY 2023**

This year we have been planting seeds for improvements to come. We now have management staff in place and an effective mechanism for the recruitment of members.

We began the year with the group being run by a caretaker manager. After a long search, including advertising in a varied set of publications and websites, we were delighted when we finally managed to make an appointment. Tina Coles took up the post of Service Lead on 1<sup>st</sup> Dec 2022. Following this Jos Lygo-Baker who had acted as Caretaker Manager, was promoted to Deputy Service Lead. We have made other appointments and we are making steady progress towards attaining our target staff profile.

The annual review of staff remuneration took place in February. The Management Committee took into account the high standard of work carried out by the staff, the resources of the group and the rate of inflation in making the decision to award a 9% rise in salary. This change took effect from 1<sup>st</sup> April.

Our two long-standing contracts with the local Integrated Care Board (formerly the Clinical Commissioning Group) continue and the numbers participating in these contracted sessions have increased as the year has progressed. Recently we have been successful in securing a further contract for a Heart failure course, which will commence in September. As our level of membership has not yet recovered to pre COVID levels, these contracts are very important to us for the recruitment of members. I'm pleased to report that our numbers are gently increasing.

To aid our financial recovery from the COVID period the membership fees have been increased. For current members the increase is spread over two years whilst new members pay the increased fee on joining. However, we believe that £350 a year for fifty condition-specific monitored exercise sessions delivered by appropriately qualified staff still represents very good value.

We have received a number of donations this year. Some, including one significant amount, have been given in memory of former members who have passed away. Other sources of donations have included the Milton Keynes Rotary Club, from their Swimathon Event along with Milton Keynes Rock Choir and a local band, Kites Collection, who both gave from concert for us.

As well as exercise sessions the group has enjoyed a number of social and fund-raising events. These have included a Sing-along, a Coffee Morning, a trip on a Narrow-Gauge Railway, Quizzes and Raffles.



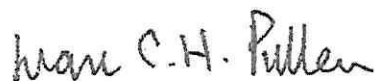
Currently the roof of our building is in a poor state and it needs to be completed renovated. This will be a major expense. We can cover this from our reserves but we are also looking to raise funds ourselves and to obtain grants to help to meet the cost.

To enhance the voice of members they were invited to complete a questionnaire covering satisfaction with the group and possible improvements. Over 50% responded and levels of satisfaction were high. Among suggestions was the re-introduction of Blood Pressure monitoring and this has now been put into place.

To widen and improve communications across the group we have looked to technology. The website now carries more information including all the notices that are given orally at exercise sessions. Also, the Management Committee has an email group, which enables issues to be discussed outside meetings. In addition, there is a WhatsApp group for staff and one for volunteers.

As we look to next year our main challenges are to recruit more members and to raise money for the roof whilst maintaining and looking to improve the service we offer to our members.

The undoubted success of MKCCG is down to the hard work of its staff and volunteers. In connection with the independent examiner's report I would like to single out for praise Mr Nigel Robinson. He brings a high level of both ability and application to his role as treasurer.



Ivan Pullen  
Chair MKCCG

**TRUSTEES' REPORT  
YEAR ENDED 31 JULY 2023**

The trustees have pleasure in presenting their report and the financial statements of the charity for the year ended 31 July 2023. 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 principal 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**

Mark Browning	Roger Cook	Sue Free
James Gorringe	Stephen Halliday	June Hobden
Stanley Keeves	Ivan Pullen	Geoff Rayment
Nigel Robinson	Linda Seaton	Veronica Symmonds
Ernest Taylor	Patricia Thurston	

**RESIGNED DURING THE YEAR**

Gordon Pantling – Resigned 21<sup>st</sup> October 2022

Richard Stratford – Resigned 9<sup>th</sup> January 2023

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 week 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)**

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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 Group 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. In addition there is a policy to have sufficient funds for the renewal of the lease when that time arrives.

**RISK FACTORS**

The trustees have assessed the major risks to which the charity is exposed. The membership has dropped from 428 in July 2020 to 287 this year. The main challenge now is to increase the membership to pre pandemic level. 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 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 SORP 2019 (FRS 102);
- 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 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.

**INDEPENDENT EXAMINER'S REPORT FOR THE  
YEAR ENDED 31 JULY 2023**

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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 18<sup>th</sup> September 2023

And are signed on their behalf by:

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

**Mr N Robinson**



**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 JULY 2023****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 2023 which are set out on pages 8 to 13.

**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 MSci, FCA**  
**Chartered Accountant**  
**Mercer & Hole LLP**  
**Silbury Court**  
**420 Silbury Boulevard**  
**Central Milton Keynes**  
**MK9 2AF**

Date: 25 September 2023

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JULY 2023

	Notes	Unrestricted 2023 £	Unrestricted 2022 £
<b>Income from:</b>			
General income:			
Memberships and donations		113,461	96,004
Other trading activities		33,604	33,014
Investments		3,817	260
<b>Total Income</b>		<u>150,882</u>	<u>129,278</u>
<b>Expenditure on:</b>			
Charitable expenditure:			
Charitable activities and other expenses	3	136,004	152,952
<b>Total Expenditure</b>		<u>136,004</u>	<u>152,952</u>
Gain on revaluation of investments		1,192	3,947
Net movement of funds		<u>16,070</u>	<u>19,727</u>
Funds balances brought forward		317,188	336,915
Funds balances carried forward		<u>333,258</u>	<u>317,188</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 2023

	Notes	2023	2022
		£	£
<b>Fixed assets</b>			
Tangible assets	4	44,602	47,263
Investments	5	120,896	119,704
<b>Current assets</b>			
Cash at bank and in hand		169,739	151,541
		<u>169,739</u>	<u>151,541</u>
<b>Creditors: amounts falling due within one year</b>	6	(1,979)	(1,320)
<b>Net current assets</b>		<u>167,760</u>	<u>150,221</u>
<b>Net assets</b>		<u>333,258</u>	<u>317,188</u>
<b>Reserves</b>	2	317,188	336,915
Income & expenditure account		16,070	(19,727)
<b>Total charity funds</b>		<u>333,258</u>	<u>317,188</u>

These financial statements were approved by the trustees on the 18<sup>th</sup> September 2023

And are signed on their behalf by:-



Mr N Robinson

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



**ACCOUNTING POLICIES  
FOR THE YEAR ENDED 31 JULY 2023**

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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, 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 2023**

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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 2023**

**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. In addition there is a policy to have sufficient funds for the renewal of the lease when that time arrives.

**3. CHARITABLE ACTIVITIES AND OTHER EXPENSES**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Insurance & Administration	4,035	3,796
Depreciation	8,571	9,619
Co-ordinator and volunteer team expenses	103,172	113,527
Stationery	2,822	2,846
Equipment and telephones	3,357	1,526
Training	547	399
Security	856	799
Refurbishment	-	492
General maintenance	668	5,558
Sundry	5,116	5,181
Utilities	5,254	3,646
Fire Health & Safety	641	314
Maintenance Contract	965	1,608
Personal Protective Equipment	-	581
5 Yearly Maintenance Inspections	-	3,060
	<u>136,004</u>	<u>152,952</u>
Fees paid to the Independent Examiner are:	<u>1,399</u>	<u>1,320</u>

**4. TANGIBLE FIXED ASSETS**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Cost brought forward	113,666	113,666
Additions	5,909	-
Cost carried forward	<u>119,575</u>	<u>113,666</u>
Depreciation brought forward	66,403	56,784
Charge for the year	8,570	9,619
Depreciation carried forward	<u>74,973</u>	<u>66,403</u>
Net Book Value at 31 July 2023 and 31 July 2022	<u>44,602</u>	<u>47,263</u>



**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**YEAR ENDED 31 JULY 2023**

	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
<b>5 INVESTMENTS</b>		
Market value brought forward	119,704	115,757
Revaluation gain in year	1,192	3,947
Market value carried forward	<u>120,896</u>	<u>119,704</u>
Analysis of investments:		
COIF Charities Investment fund	<u>120,896</u>	<u>119,704</u>
Historical cost	<u>30,476</u>	<u>30,476</u>
<b>6 CREDITORS</b>		
Accruals	<u>1,979</u>	<u>1,320</u>
<b>7 EMPLOYEE AND TRUSTEE REMUNERATION</b>		
The Trustees received no remuneration or expenses during the year.		
Details of employee remuneration and numbers are as follows:	<b>2023</b>	<b>2022</b>
	<b>£</b>	<b>£</b>
Salaries and Wages	96,443	107,032
National Insurance	477	324
Pension Contributions	5,576	6,171
Average no of employees	13	12

No employees had emoluments in excess of £60,000 (2022: nil).

**MILTON KEYNES COMMUNITY  
CARDIO-PULMONARY GROUP**

**MANAGEMENT ACCOUNTS**

**FOR THE YEAR ENDED  
31 JULY 2023**

**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 2023**

	2023		2022	
<b>INCOME</b>	£	£	£	£
Grants and funding	33,604.00		33,014.35	
Donations - general	836.28		2,120.65	
- gifts	6,337.34		1,839.85	
Event income	484.96		342.50	
Fund raising	5,967.23		1,011.47	
Sweat/T shirts	428.85		568.25	
Membership fees - standing order	80,327.40		75,563.25	
- cheque, card	2,652.28		340.00	
Refreshment income	2,331.45		388.47	
Inland revenue gift aid tax refund	14,591.17		14,451.40	
		<u>147,560.96</u>		<u>129,640.19</u>
<b>COST OF SALES</b>				
Purchases - T shirts, tea & coffee		(496.42)		(621.92)
<b>GROSS SURPLUS</b>		<u>147,064.54</u>		<u>129,018.27</u>
<b>EXPENSES</b>				
Refurbishment	(0.00)		(491.93)	
Security	(855.67)		(798.90)	
General maintenance	(667.86)		(5,557.49)	
Maintenance contracts	(965.34)		(1,608.50)	
5 Yearly Inspections	(0.00)		(3,060.00)	
Fire, health & safety	(641.47)		(313.62)	
Equipment and telephones	(3,356.71)		(1,525.84)	
Training	(546.91)		(399.00)	
Stationery	(2,822.43)		(2846.39)	
Sundries	(3,353.21)		(3,644.20)	
Utilities	(5,254.74)		(3,646.11)	
Staff and volunteer expenses	103,171.99		(113,527.02)	
Depreciation	(8,570.62)		(9,619.20)	
Insurance & administration	(4,035.10)		(3,796.02)	
Personal Protective Equipment	(0.00)		(581.10)	
Staff Advertising	(1,683.00)		(1,475.60)	
Commission on Card Payments	(79.32)		(23.73)	
Commission of CAF Donations	(0.00)		(37.17)	
		<u>(136,004.37)</u>		<u>(152,951.82)</u>



**DETAILED INCOME AND EXPENDITURE ACCOUNT**  
**YEAR ENDED 31 JULY 2023**

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	<b>2023</b>	<b>2022</b>
<b>OPERATING LOSS/SURPLUS</b>	11,060.17	(23,933.55)
Bank interest received	3,817.24	260.45
<b>LOSS ON ORDINARY ACTIVITIES</b>	<u>14,877.41</u>	<u>(23,673.10)</u>
Unrealised loss/gain on COIF investment fund shares	1,192.32	3,947.14
<b>LOSS / SURPLUS FOR THE YEAR</b>	<u>16,069.73</u>	<u>(19,725.96)</u>