

NEWARK COMMUNITY FIRST AID

Registered Charity: 1152694

TRUSTEES ANNUAL REPORT

Period 1st July 2020 to 30th June 2021



Contact Details

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Newark First Aid

Aims & Purposes

Newark Community First Aid is constituted as a Charitable Incorporated Organisation based on the Association model; it was registered with the Charities Commission on 3rd July 2013. We are governed by our Constitution. Our aim is to provide first aid services in Newark on Trent and the surrounding area, thus helping to reduce suffering and save lives.

The primary services provided by the charity are:

- the provision of qualified and fully resourced first aiders at local events
- providing first aid training to all members of the local community

The services are provided by our members who are volunteers; our primary operating area is based on Newark and a 12-mile radius around the town but could include other parts of Nottinghamshire and Lincolnshire.

Structure & Management

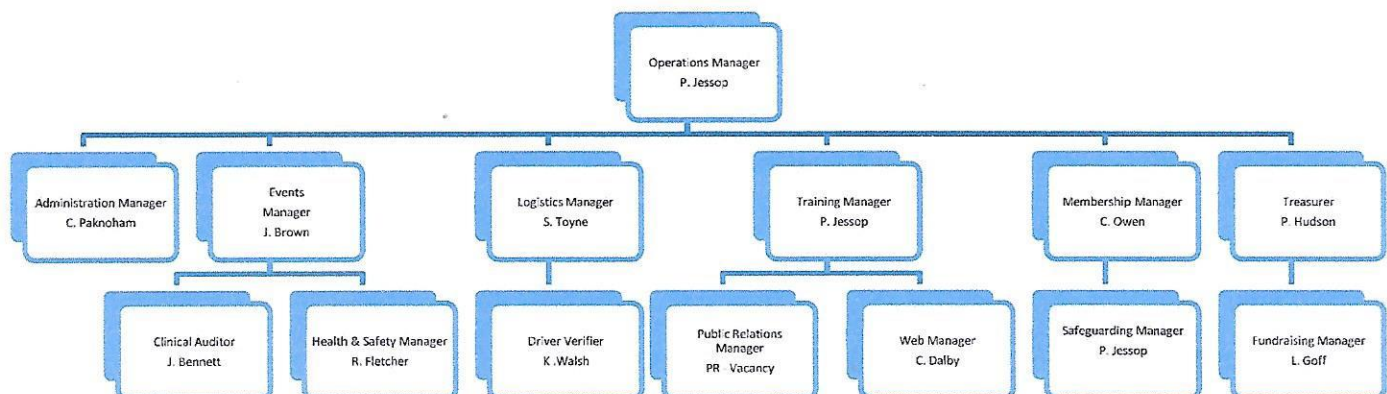
Newark Community First Aid has up to 8 Trustees who oversee the working of the organisation ensuring it complies with current legislation and guidance in respect of its charitable operation. The Trustees are from a range of backgrounds including the public, private and charitable sectors.

At present our Trustees are:

Peter Smith	Dr Margaret McDougald	Dr Peter Crookes
Councillor Maureen Dobson	Dr Jane Selwyn	Mr Mark Stafford

Trustees are appointed or re-appointed at our Annual General Meeting held annually in September or October. All Trustees give their time on a voluntary basis and receive no remuneration or other benefits.

An Operations Management Team made up of volunteers carry out the day-to-day organisation of the charity. This team are experienced and suitably qualified to fulfill their respective roles in the framework detailed below.



Our Training Operation is fulfilled by 7 trainers, most of whom have many years of experience providing training in workplace, event first aid and advanced first aid. Our workplace first aid and paediatric first aid training is approved and monitored by the First Aid Industry Body.

Our Event First Aid Operation is delivered by our volunteers who are trained on a range of competencies. On joining all new members undertake induction training including safeguarding, health & safety, and basic life support. On completion of all elements of initial training members are classed as Apprentice First Aiders. Volunteers can then progress to become First Aiders by completing First Aid at Work, Paediatric and Event First Aid courses. Volunteers can then attend events, develop their skills, and gain experience before deciding if they wish to progress by attending additional training to become Advanced First Aiders.

Volunteers

Membership of NCFA is open to anyone over the age of 16 who meets the requirements of our joining procedure which includes criminal record checks through the DBS and health checks. Criminal record checks are repeated in line with statutory requirement every 3rd year, health checks are updated if any change occurs to a member's health.

- Our First Aid & Advanced First Aid trained volunteers normally meet weekly for training on Monday or Tuesday evenings at the Newark Academy, London Road, Newark. They also attend additional training as required to maintain the competencies relative to their role. During the Coronavirus Pandemic - Zoom, distance learning and e-learning replaced weekly training until May 10th, 2021. We also have non uniformed members who assist with support work such as fundraising, radio control, public relations – some of these are full members of NCFA others are supporters in line with our constitution. We are very grateful for the hard work and commitment shown by all our volunteers which makes it possible to deliver a high-quality community service. The Trustees would like to place on record our thanks to all our volunteers who have worked so hard in the difficult conditions caused by the pandemic over the last 12 months.

Insurance

To protect our members, those we treat, those we train and the public at large we ensure we have insurance more than the industry norm. We hold Employee, Public, Medical Malpractice, Professional Indemnity, Vehicle and Equipment insurance.

Policies and Procedures

To ensure the effective operation of the charity the Trustees have put in place a range of policies and procedures. These are designed to protect the charity, its members, service users and those who may be affected by our operations. Many of the policies include training packages for example our Safeguarding and Health & Safety policies.

The policies include:

Safeguarding - Health & Safety – Equality and Diversity – Infection Prevention and Control – Grievance – Disciplinary – Whistle Blowing – Finance – Events – Data Protection (GDPR) – Complaints.

Objectives and Activities

In planning our activities for the year, we kept in mind the Charities Commission guidance on public benefit at our Trustee and Operations meetings. We believe that the activities undertaken by the charity and summarised in this report fulfil this requirement. The Trustees, Management Team and all of our volunteers are committed to achieving the objects of the charity 'The relief of sickness and provision of first aid in Newark on Trent and surrounding areas' which are centred on delivering first aid training and first aid cover at events.

In respect of first aid training NCFA provide:

- Community Training – this training is provided **free of charge** to individuals, community, charity, and sports groups. Donations are gratefully received and used to develop the service.
- Commercial Training – this training is provided to workplaces to comply with HSE First Aid Regulations 1981 or Dept of Education requirements in school & pre-school settings. This training is charged for at competitive prices with profits re-invested into the charity.

In respect of first aid event cover NCFA provide:

- Risk assessed event cover & the provision of adequate manpower and resources. The service is provided **free of charge**. Donations are gratefully received and used to develop the service.

Our philosophy is to provide a service that is affordable to all sectors of the community so that anyone can access both first aid training and event cover. We are also committed to making our service as accessible as possible. We believe that this will encourage many more people to learn first aid enabling them to provide life-saving care. We also believe our policy encourages more event organisers to provide suitable & sufficient first aid cover at their events.

Achievements and Performance this Year

The 12-month period commencing 1st July 2020 has been tremendously challenging, scattered with disappointments, a great deal of hard work, but also many positive outcomes.

Unlike the year 2019/2020, when the start of the worldwide pandemic affected the final 3 months of our trading year, this year all 12 months have been affected by the shadow of Coronavirus. We started the year on July 1st, 2020, with great expectation of an improving situation, the first event of 2020 had occurred 2 days previously on the 29th of June. We anticipated that though it was too late to recover most summer events that by September 2020 we would see a return to some normality. On the training front the HSE and the First Aid National Governing Body announced that workplace training could re-commence w/c 6th July 2020. We restarted our courses on 8th July, with this in mind and lockdown lifted we started to plan for a re-start of community training in autumn 2020.



Pictured right above measuring up for social distancing and planning class layouts prior to restarting training in July 2020.

We were also still providing community support with daily telephone welfare checks on the vulnerable, and food and medication deliveries to those shielding. Our own volunteers were continuing to work hard on confirming and updating their knowledge via distance learning.

However, as we now know this was a false dawn. Event organisers were reluctant to organise events as regional case numbers spiked leading to the government introducing a tiered response with local lockdowns. By October 2020 the 2nd wave was on the way and further national restrictions. This has meant massively reduced demand for event services, we also decided not re-commence community training and from November 2020 to May 2021 all village halls were closed, and schools were not accepting visitors.

We have though also had many positive outcomes in the last 12 months; our work on e-learning during spring 2020 allowed us to incorporate this into our workplace training courses as they re-started. This was widely welcomed and received positive feedback from candidates. It also helped us ramp up the number of courses delivered and increase their profitability. We were able to use the distance learning packs we had developed, plus our skills learnt on Zoom and e-learning to allow the vast majority of our members to get up to date on their training. We built an effective social media campaign that has resulted in our best recruitment campaign to date. Using our range of new training skills, we have been able to bring these new recruits into service much quicker. We continued to play our part in the Covid Community Response providing first aid cover at Newark Vaccine Centre for 3 months.



Pictured right some of our team at the Newark Vaccine Centre

We have, despite a huge drop in income, been able to increase our bank balance. We have also continued to look forward – aiming to further improve our resources by purchasing a new First Aid Treatment Centre at Newark Showground. This has also led to closer working relationships with Newark and Nottinghamshire Agricultural Society and local funding organisations.

The situation is still far from normal, but we are in a good place to move forward and deliver our charitable objectives.

Community Training

During the last 12 months we have not undertaken any community training.

Most of our community training is aimed at increasing awareness of basic life support skills and use of defibrillators. With less than 10% of people who suffer an out of hospital cardiac arrest surviving this is an area where increasing the numbers of people with these skills can result in lives being saved.

Since the start of the pandemic in March 2020 the number of out of hospital cardiac arrests in England has stayed relatively stable, mirroring 2019 levels though a large spike occurred at the end of April 2020. There are currently no figures to show if the pandemic has affected survival rates. In Europe there is evidence of a decline in survival rates most notably from a study in France, the reasons why are not totally clear.

We feel that BLS training is important, we therefore hope to re-start community training in autumn 2021.

Commercial – Workplace Training

We restarted our Commercial Training programme w/c 6th July 2020. Having developed a range of e-learning training materials during the first lockdown and working with E-Learn Here, we were able to restart with a full offer of e-learn and face to face courses.

During the last year we have increased the number of companies and academy school groups using our services. As this year comes to an end, we have agreements in place to further expand our customer base. In the previous year 2019/20 we saw a 62% increase in candidates – this year that figure has increased by a further 2.5% year on year.

We had to re-start our courses in July 2020 bearing in mind government restrictions and guidance from the HSE, Resuscitation Council UK, and Public Health England. We held meetings with the management team at South Muskhams Village Hall, our main venue for 'open courses,' to agree cleaning responsibilities to minimize the risk of infection. During most of the year, we were the only user of the hall.

We also had to redesign all aspects of the course from staff set up, candidates arriving on site, managing toilets, class layout and delivering the training. We took the decision to provide all candidates with their own manikin to make them feel more confident, as many were very nervous about attending training.



Pictured – right: training was changed to keep social distancing – including using 'arms' to practice bandaging.

Pictured – left: when training skills that could not avoid closer contact - candidates wore full PPE.



To be able to meet the government requirements on social distancing we had to reduce the number of candidates but to ensure we could meet the demand we increased the number of courses by 61% compared to the previous year. Providing all candidates with manikins significantly increased the cleaning and preparation time for each course. Providing additional PPE and packing all candidate materials in advance also increased the amount of work – pre course.

There was also an increased financial cost per candidate from the use of more lungs, cleaning wipes and additional PPE for each student, compounded by an increase in the costs of these materials.

We were able to run some on-site courses after a site risk assessment.

We are pleased to say that all requests for training were met, we had no cases of coronavirus linked to our training and feedback from students showed 98.1% rated the courses as excellent. We would like to acknowledge the work on our behalf performed by the booking and cleaning staff of South Muskhams Village Hall. Also, we would like to thank Philin Iesson (Training Manager) and all who helped him.

Community Public Access Defibrillators

The UK Resuscitation Council continues to stress the importance of communities and workplaces providing public access defibrillators. During the year we have provided specific defibrillator training to staff from several local companies and all our courses include defibrillator awareness.

We continue to check the Automated External Defibrillators in Balderton on behalf of the Parish Council. This year we have also worked closely with Lincolnshire Co-operative Society to provide community access defibrillators to all their stores in the Newark and Retford areas. We had discussions with the Lincoln Co-op in early 2020, we agreed to provide support to stores in Nottinghamshire as defibrillators were introduced. As with everything else the pandemic has created delays but as part of the Co-op's drive to put these vital devices into stores it held a major funding campaign as part of its Community Champions Scheme over the period November 2020- February 2021. We helped by making a video to spearhead the campaign. This raised sufficient funds to purchase the defibrillators and the Co-op made a generous donation of £6,240 to our funds. Once the defibrillators are in place, we aim to start a program of linked first aid courses and in - store demonstrations for local residents.



Our Events and Logistics Managers receiving the Donation from Lincolnshire Co-op Community Champions scheme for supporting their Community Defibrillator Initiative

Our Fundraising Manager checking defibrillators in Balderton



Event Cover

Throughout the whole of our trading year the pandemic has had a massive effect on events. Government restrictions through national and area lockdowns, plus an ever-changing situation as new variants appeared - led to a lack of confidence in event organisers. The vast majority of organisers took the view not to commit funds and resources into their 2020/21 events but cancel them with a view to restarting in 2022. Some organisations noticeably the International Antique and Collectors Fair made significant changes allowing them to operate some of their events. A few event organisers for example Southwell Folk Festival and Newark Garden Show have moved their dates from summer to autumn 2021.

The overall effect has been a collapse in event bookings down 82% on 2019/2020 with only 43 events compared to 239. Last year's figure was already well down and compared to a normal year the fall is over 88%. This has also resulted in a 72% fall in event income for the year.

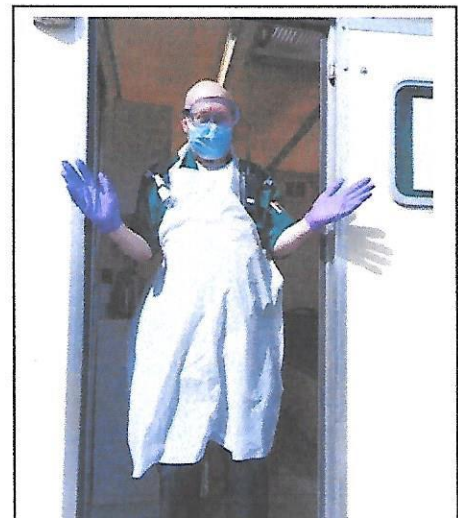
Throughout the year Chris Paknoham (Administration Manager) and Jonathan Brown (Events Manager) have been working with event organisers as the roller coaster situation of booking, canceling, rescheduling, and re-canceling has taken place. Jonathan has also been liaising with the Event Industry Forum and representatives on the local Safety Advisory Group as government guidance has changed. Our aim is always to provide a high-quality service which means providing the correct numbers of first aiders and resources as dictated by the event and the varying guidance around the Coronavirus. We would like to thank Chris and Jonathan for their commitment.

Social distancing when outside at events was one defence against the virus as events restarted in 2020/21 below left a team at IACF 3-day Antiques and pictured right members at IACF Runway Monday.



We are always very keen on infection control; this though has been heightened by current events. We have increased the frequency of general cleaning at events with additional touch point cleaning. All members have received update training on the use of PPE and our event managers have increased their supervision and monitoring across these areas. We are pleased to say that as a result we have had no known cases of coronavirus amongst our members or patients related to our event operations.

Pictured right an advanced first aider in PPE awaiting a patient.



Pictured right

Finishing off a deep clean at Peterborough Showground First Aid Post.

Pictured far right

Cleaning down a treatment unit prior to an event.



Since events restarted in April 2021, we have received more out of area requests for first aid cover than ever before. The reasons are not totally clear, but some event organisers have said their previous medical provider has ceased trading others that providers had let them down at the last minute. We have taken on some requests as one-off events and have agreed a few events on a longer-term basis.

This year, more than ever, all our team of volunteers who have worked at events deserve a special thank you for their commitment, for delivering services effectively and safely. Most members have decided to return to event work though some, due to medical concerns, are still remaining cautious about close contact with the public at large.

In total our members gave 2,923 hours of service at events (including Covid Support). This compares with 9,592 hours last year a fall of 70% which is in line with the fall in events.

Logistics - Development of Resources & Equipment

With a drastically reduced events programme, Stephen Toyne our Logistics Manager has had to ensure we hold sufficient disposable and medical gas supplies to meet changing needs whilst keeping stocks low to reduce stock going out of date. Our computerised tagging system introduced 18 months ago has helped and most out of date equipment has been used for training. During the year we have maintained and serviced our equipment & vehicles as part of our annual plan. We have been able to keep down costs overall by making only necessary purchases. However, the cost price of PPE rocketed in 2020 with items like disposable gloves and face masks in short supply but costing up to 10 times the pre-pandemic price.

We have taken the opportunity to completely re-organise our 2 equipment stores and update processes and paperwork. We have also undertaken repairs to our static First Aid Unit and to the Showground First Aid Post. The Showground First Aid Post stood unused and unheated throughout the period March 2020 to April 2021, and this has exacerbated the decline in the fabric of the portacabin. We had identified in 2019 that the building was deteriorating and at our AGM in September 2020 we discussed that actions needed to be taken to replace the building as it was reaching the end of its operational life.



Left - Volunteer member working on repairs to our Static Treatment Unit.

Right – Managers stocktaking and date checking.

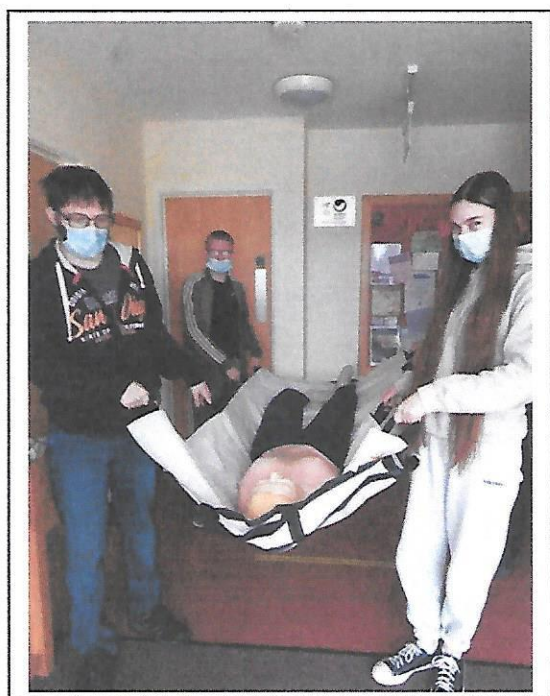


Development & Commitment of our Volunteers

- Our volunteers are our most important asset, vital to our success; they deliver our services to the community. When the pandemic first hit in March 2020, we put in place support mechanisms that allowed members to communicate and offer mutual assistance. We also maintained regular contact with members shielding or isolating and provided shopping and medication deliveries as needed. These systems continued throughout the last year but has periods of unlocking occurred they were used less. Many members wanted to get out and meet up and return to some normality.

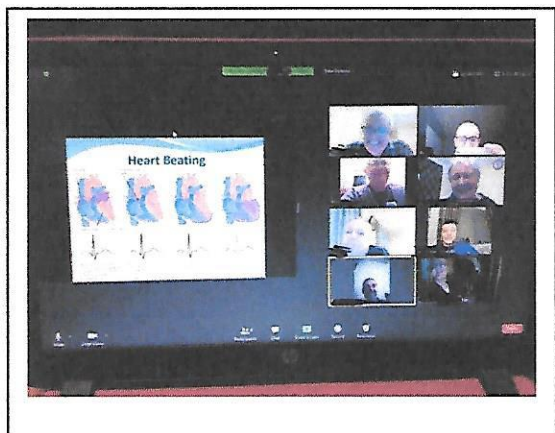
In Autumn 2020 we restarted face to face training for our volunteers with part and full day weekend training for small groups. We concentrated on skills updates covering resuscitation and moving and handling people. This was very well attended and conducted with covid security in place.

Pictured below and right moving people training.



In November 2020 the government re-introduced measures to combat the spread of the virus and we stopped face to face training.

In January 2021 we resumed weekly Zoom training concentrating on developing members knowledge on medical conditions. This combined with members continuing with distance learning helped to keep members up to date and enhance their knowledge.



In May 2021 we returned to face-to-face training - again concentrating on skills this time fracture management.



Pictured right above: members practice applying a cervical collar as part of their fractures training.

Pictured left: members in a zoom session on heart conditions.

We are delighted that during the year membership increased by 25%, and it is pleasing that so many people are willing to give their time to help others. Having developed zoom, distance, and e-learning throughout the previous 12 months we were able to put these to use to quickly train our new members. The first and second groups quickly passed through their apprentice training and moved on to complete their first aider training, a third group is now progressing through the stages. We wish to welcome and congratulate all these new volunteers. ***Pictured below: New members practicing their skills.***



In the last year members training hours decreased slightly to 1,735 hours down from 1,824 the previous year. This fall of 8% is mainly due to most members being fully up to date on their training.

Our managers put in huge amounts of time every day, because of the pandemic their workload has in many cases increased as has their share of the overall workload. The Trustees would like to thank Jonathan Brown, Stephen Toyne, Chris Paknoham, Laurence Goff, Paul Hudson and Philip Jessop for their exceptional commitment. The number of hours members devoted to providing public training increased from 1,432 in 2019/20 to 1,824 this year, the number of hours in work such as preparing events, PR & fundraising fell from 7,561 to 6,466. This has resulted in an overall 8% reduction in support hours.

Fundraising

During the first 10 months of the year our general fundraising activities such as street & store collections, event collections, flag days and raffles were virtually wiped out. Only a Christmas Market stall was possible and that was affected by poor weather though we thank all who helped prepare and on the day.

We were though very grateful for the support from local organisations, and personal donations both from supporters and our own members. The Gusto Community Fund donated £500 thanks to Brandon Mersh and both Nottinghamshire and Newark Masonic Lodges donated funds allowing us to purchase 2 new defibrillators.



Pictured above left: members on our Christmas Stall, Centre: our Chair Dr McDougald receiving the donation from Brandon on behalf of Gusto's, right: our Logistics Manager receiving a cheque from Ken Purslow on behalf of the Masons.

In the last year we saw income from our fundraising fall from over £26,000 in 2019/20 to £13,000 this year. This 50% fall was expected due to the government restrictions on social distancing.

In April 2021 we launched the start of our appeal for £85,000 to build a new First Aid Treatment Centre at Newark Showground. This Centre will replace the current portacabin that has been the Showground First Aid Post since 2013. Its age (40 years) and the effects of the weather have caused deterioration and we feel the building will not last 12 months as repair is no longer possible. We launched our appeal with 5KMAY – linking with run for heroes we raised over £1,700 during the month. In May we also launched our page on the new Newark and Sherwood Lottery and support for that is growing steadily. In mid-June we launched our Christmas Raffle with a view to it raising over £4,500, following the success of our 2019 raffle. We have a comprehensive plan going forward for this appeal with a view to the Treatment Centre opening in June 2022.



Pictured left: our Chair of Trustees Dr Margaret McDougald who ran 5k every day in May

Pictured right: our Fundraising Manager selling raffle tickets.



Public Relations & Recruitment

The pandemic has affected our face-to-face PR activities – all jobs, youth and community fairs we would normally attend were cancelled. We were unable to run our Community Roadshows for most of the year and with greatly reduced footfall in Newark Town Centre it was not worthwhile restarting them.

All our activities have been on social media mainly Facebook and Twitter. That has though proved to be a worthwhile activity with 18 new members joining as volunteers in the last year.

Derek Fletcher

We were greatly saddened by the passing of Derek Fletcher one of our founding members. Derek was a key member of our fundraising team who has raised thousands of pounds for our charity. He was willing to stand out collecting in all weathers and was always cheerful, reliable, and self-effacing. Even in the past few years after a diagnosis of a serious medical condition he continued to work tirelessly on our behalf. He is sadly missed.

The COVID 19 Emergency.

When the emergency started in March 2020, we put into place a range of plans to allow us to provide Community Support as required. As a member of the Local Resilience Forum Volunteer Cell, we were asked to support health and social care. On 1st July 2020, when our year started, we were continuing with these various activities, primarily providing telephone welfare checks on those vulnerable and shielding on behalf of Nottinghamshire County Council Adult Social Care. In total we provided this service for 18 weeks which was the longest commitment made by a volunteer group belonging to Nottinghamshire LRF. We were also still receiving weekly requests to provide shopping and medication deliveries and hospital and GP transport. The requests for transport came to an end in autumn 2020 but we continued to provide shopping deliveries although at a much-reduced level until May 2021. In January we were asked to provide first aid cover at the Newark Vaccination Centre alongside Newark Community Responders. We agreed to help short term as training demands were high and we anticipated an uptick in events in late April. We provided our Marquee First Aid Post, additional equipment and radios as the centre expanded to give second jabs alongside the first. In total we provided 1005 hours of cover at the centre.

Finances

At the start of this year, with the prevalence of Coronavirus and much doubt in the way forward we set ourselves a careful budget. We budgeted income at - £36,025 but achieved income of £43,796 therefore exceeding budget by £7,771. We budgeted expenditure at £33,032 and actually spent £33,818 slightly over budget. The additional expenditure is all accounted for by uniform costs of new members. Full finance details can be found in our audited accounts.

Forward Development of our Services

The year ahead is still very difficult to predict with certainty. We are in a better place than last year, with large numbers now fully vaccinated against Coronavirus and others in the pipeline. The incidence of new variants though continues and the timescale for the effectiveness of the vaccine is still not known. It is possible we will see a movement from pandemic to the endemic stage of the virus but that again is not clear. Brexit passed without any real issues affecting our operations.

As we stand now, we can see continued high demand for our workplace training and that will continue to be conducted in a covid secure way easing if the situation and guidance allows. We are planning to re-introduce our community training in Autumn 2021, this will initially be at low level due to the demands placed on us by workplace training. There is a steady flow of events booked from the end of July and into September, with a fairly busy November already booked. We also are seeing more outside area requests still coming in; therefore, we are planning for a near normal Autumn. In 2022, if the situation stays as now, we could see very heavy demand for events – but that cannot be taken for granted.

We will put together a strong fundraising campaign in 2021/22 with a view to raising the £85,000 for the new First Aid Treatment Centre and we hope that it will be built, and in operation by the end of the year – June 30th 2022. Until a clearer picture emerges we will again set a cautious overall budget to protect our finances and the charity.

Signed on behalf of the Trustees



Dr Margaret McDougald (Chair of Trustees)

16/10/21



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
Newark Community First Aid

**On accounts for the year
ended**

June 30, 2021

**Charity no
(if any)**

1152694

Set out on pages

Three and four

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended June 30, 2021

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

September 3 2021

Name:

Andrew Chapple

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

34a Musters Road, West Bridgford, Nottingham

NG2 7PL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

CC16a details
Charity Name
Charity number
For the period from

RECEIPTS AND PAYMENTS ACCOUNTS
Newark Community First Aid
1152694
1 July 2020 to 30 June 2021

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	11,684	0	0	11,684	18,578
Sponsored Donations	713	0	0	713	75
Income from Collections	736	0	0	736	1,433
Income from Attendance at Events	7,600	0	0	7,600	27,486
Income from Courses	16,385	0	0	16,385	16,938
Grants	2,200	0	0	2,200	0
Raffle	80	0	0	80	6,104
Gift Aid Recovered (note 1)	1,918	0	0	1,918	1,178
Other Income (note 9)	1,405	0	0	1,405	229
Covid Costs Recovered (note 9)	1,075	0	0	1,075	0
Total	43,796	0	0	43,796	72,021
A3 PAYMENTS					
Purchase of Equipment	5,773	0	0	5,773	6,360
Purchase of Uniforms for Members	1,365	0	0	1,450	168
Insurance Cover	7,155	0	0	7,155	6,896
Vehicle Expenses (incl Static & Gazebo Units)	2,884	0	0	2,884	8,143
Expenses Covering Events	2,985	0	0	2,985	7,455
Courses for the Public & Members	1,297	0	0	1,297	3,832
Hire of Premises	3,793	0	0	3,793	4,871
Training of Members	3,252	0	0	3,252	374
Administration Expenses	2,642	0	0	2,642	7,299
Fund Raising Equipment & Other Costs	544	0	0	544	1,233
Public Relations & Advertising	1,053	0	0	1,053	2,367
New Vehicle	0	0	0	0	60,000
Covid Costs for Recovery (note 9)	1,075	0	0	1075	169
Total Payments	33,818	0	0	33,818	109,167
Net Receipts / (Payments)	9,978	0	0	9,978	(37,146)
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	23,720	0	0	23,720	60,866
Cash Funds this year end (note 8)	33,698	0	0	33,698	23,720

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund	33,658	0	0
	Cash in Transit	40	0	0
	Total Cash Funds	33,698	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General	12,899	
Non Disposable Equipment	Vehicles	General	100,250	
	Other	General	57,265	
Liabilities	Details			
	Suppliers accounts not yet paid	0	0	0

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (15), Gifts in Memoriam (317), Miscellaneous sales (1,073).
- 5) There have been donations from a Trustee.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff.
- 7) There have been no transfers between funds this year.
- 8) The anticipated acquisition of a vehicle to be purchased in the year 2019-2020 increased the amount of fund raising and has led to a high current account balance as at the end of the current year. The purchase is anticipated to be effected between October and December 2019.
- 9) The Recovery of Covid Costs (purchasing goods for housebound citizens) in 2019-20 of £169 is included under Other Income shown separately for the current year.
- 10) No attempt has been made to value retained assets this year.

Signed by one or more
Trustees on behalf of
the Trustees and Members

M. S. H. P. A. N. D.

P. J. Smith

Date

16 OCT 2021

Print Name

Print Name



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Charity name
Newark Community First Aid

**On accounts for the year
ended**

June 30, 2021

**Charity no
(if any)**

1152694

Set out on pages

Three and four

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended June 30, 2021

**Responsibilities and
basis of report**

As the charity trustees of the Trust, 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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed 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 (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

September 3 2021

Name:

Andrew Chapple

**Relevant professional
qualification(s) or body
(if any):**

Chartered Accountant

Address:

34a Musters Road, West Bridgford, Nottingham

NG2 7PL

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

CC16a details

Charity Name

Charity number

For the period from

RECEIPTS AND PAYMENTS ACCOUNTS**Newark Community First Aid****1152694****1 July 2020 to 30 June 2021**

A1 RECEIPTS	Unrestricted Funds	Restricted Funds	Earmarked Funds	All Funds	Last Year
Donations (note 3)	11,684	0	0	11,684	18,578
Sponsored Donations	713	0	0	713	75
Income from Collections	736	0	0	736	1,433
Income from Attendance at Events	7,600	0	0	7,600	27,486
Income from Courses	16,385	0	0	16,385	16,938
Grants	2,200	0	0	2,200	0
Raffle	80	0	0	80	6,104
Gift Aid Recovered (note 1)	1,918	0	0	1,918	1,178
Other Income (note 9)	1,405	0	0	1,405	229
Covid Costs Recovered (note 9)	1,075	0	0	1,075	0
Total	43,796	0	0	43,796	72,021
A3 PAYMENTS					
Purchase of Equipment	5,773	0	0	5,773	6,360
Purchase of Uniforms for Members	1,365	0	0	1,450	168
Insurance Cover	7,155	0	0	7,155	6,896
Vehicle Expenses (incl Static & Gazebo Units)	2,884	0	0	2,884	8,143
Expenses Covering Events	2,985	0	0	2,985	7,455
Courses for the Public & Members	1,297	0	0	1,297	3,832
Hire of Premises	3,793	0	0	3,793	4,871
Training of Members	3,252	0	0	3,252	374
Administration Expenses	2,642	0	0	2,642	7,299
Fund Raising Equipment & Other Costs	544	0	0	544	1,233
Public Relations & Advertising	1,053	0	0	1,053	2,367
New Vehicle	0	0	0	0	60,000
Covid Costs for Recovery (note 9)	1,075	0	0	1075	169
Total Payments	33,818	0	0	33,818	109,167
Net Receipts / (Payments)	9,978	0	0	9,978	(37,146)
Transfers between Funds (note 7)	0	0	0	0	0
Cash Funds last year end	23,720	0	0	23,720	60,866
Cash Funds this year end (note 8)	33,698	0	0	33,698	23,720

Cash Funds	Details	Unrestricted	Restricted	Endowment
	General Fund	33,658	0	0
	Cash in Transit	40	0	0
	Total Cash Funds	33,698	0	0
Other Monetary Assets	nil			
Investment assets	nil			
Assets retained for own use	Details	Fund	Cost	Current Value
Disposable Equipment	First Aid, Training, PR & Cleaning	General	12,899	
Non Disposable Equipment	Vehicles	General	100,250	
	Other	General	57,265	
Liabilities	Details			
	Suppliers accounts not yet paid	0	0	0

Notes:

- 1) During the year one claim was made for the recovery of Gift Aid.
- 2) During the year no guarantees have been made to any third party.
- 3) Because of the use of external Fund Raising Organisations, Donations (under Income) are not classifiable separately this year under any of the other headings.
- 4) Donations under 'Other Income' were for Lottery Donation (15), Gifts in Memoriam (317), Miscellaneous sales (1,073).
- 5) There have been donations from a Trustee.
- 6) Free use has been granted of rooms for training in return for the First Aid training for staff.
- 7) There have been no transfers between funds this year.
- 8) The anticipated acquisition of a vehicle to be purchased in the year 2019-2020 increased the amount of fund raising and has led to a high current account balance as at the end of the current year. The purchase is anticipated to be effected between October and December 2019.
- 9) The Recovery of Covid Costs (purchasing goods for housebound citizens) in 2019-20 of £169 is included under Other Income shown separately for the current year.
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M. S. H. T. A. N. D.

P. J. Smith

Date

16 OCT 2021

Print Name

Print Name