



CHARITY NO. 1155780

**REPORT OF THE TRUSTEES COVERING THE PERIOD
1 April 2023 TO 31 March 2024**

Background

Sussex 4x4 Response was entered on the Register of Charities as a Charitable Incorporated Organisation (CIO) on 13 February 2014 under charity number 1155780. It acquired the assets and liabilities of the previous unincorporated charity of the same name. This is the fifth report of the Trustees of the CIO covering the fourth year of operation since incorporation, 1 st April 2023 up to the end of the organisation's financial year on 31 March 2024.

The objects of the organisation are set out in Clause 3 of its Constitution which reads as follows "The objects of the CIO are to preserve and protect human life and property by supplementing and supporting emergency services, statutory bodies and other organisations as deemed appropriate by the Trustees in Sussex in particular, but not exclusively, by providing 4x4 vehicles and drivers."

Sussex 4x4 Response is a member of the national body, 4x4 Response UK, but is an autonomous organisation acting under the provisions of its Constitution and the control of the Charity Commission.

Activities during the period under review

In the past, and it is expected in the future, the organisation and its predecessor has provided transport services to health service organisations and emergency services during periods of adverse weather conditions and / or when vehicle access is required to locations inaccessible to non 4x4 vehicles. The primary activities that took place in this period continued on from the last with supporting the efforts of the county to ensure continuity of services in adverse weather conditions such as snow and also increasingly to help local water companies deliver supplies during large scale outages.

Membership

Sussex 4x4 Response operates as a membership based organisation with an annual membership subscription fee. The total number of members has maintained its average over the previous period and is running at around 50-60 active members.

Memoranda of Understanding with outside bodies

Arrangements between Sussex 4x4 Response and each of its major users are governed by a Memorandum of Understanding (MOU) signed which has now been updated, as was suggested to be ongoing in the last report, to be held centrally with the SRF to aid clarity and also increase the amount of bodies that have access to a formal agreement with us. There is also continued provision for Emergency MOUs with relevant Organisations at the Trustees discretion so that the charity can assist other bodies with which it does not have a permanent MOU in place and where it is desirable to agree operating arrangements on a formal basis. Sussex 4x4 Response also assists other community and charity organisations on an ad-hoc basis where no formal MOU exists. Each request for assistance is considered by the Trustees on its merits.

Sussex 4X4 Response is regarded as a Category 3 Volunteer Response organisation and is an integral part of the Sussex Resilience Forum & Sussex Community Resilience Partnership. The meetings and events of these organisations are attended regularly.

In addition, there is close co-operation between Sussex 4x4 Response and other 4x4 response groups covering Kent, Surrey and Hampshire. The charity is also a member of the national co-ordinating body, 4x4 Response UK.

Command and Control Vehicle

The Command and Control Vehicle, donated by Sussex Police, continues to be a great asset. The vehicle provides a command & control platform for deployments and a highly visible focal point at events to promote the organisation and attract future members.

Work is under way to secure an additional/replacement vehicle through our valued partnership with Sussex Police.

Finance

The Sussex 4x4 Response Charity Accounts for the year ending 31st March 2024 are contained in a separate document. Here, we would just like to make a few general comments around the financial activities. The accounts were again audited by Anthony Smith SX139, whom the Trustees and Treasurer would like to express thanks for advice and support in these matters.

We continue to ring-fence £5000 of our funds to enable us to reimburse vehicle running costs to our members whilst ourselves waiting for reimbursement from users. Overall our balance sheet continues to be healthy and sufficient to support the ongoing activities of the charity.

Management

The organisation has been operating under the direction of the Management Team and The Trustees would like to express their thanks for the commitment and energy the members of the management apply to undertaken their duties on behalf of the organisation. The Trustees remain responsible and thus maintain an oversight of the whole operation.

Summary

The organisation is ready and able to respond to users needs all year round, membership remains strong and stable. Responders capability and training remains high and well exercised through training and events supporting many other charitable organisations. Financially the charity is strong and the assets of the group remain available for use when required.

Alexander Barrett

A handwritten signature in black ink, appearing to be 'AB', with a long horizontal stroke extending to the right.

On behalf of The Trustees
Sussex 4x4 Response



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Sussex 4x4 Response

**On accounts for the year
ended**

31 March 2024

**Charity no
(if any)**

1155780

Set out on pages

1-3

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2023**.

**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 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.

Signed:

Date:

23 June 2024

Name:

Anthony Smith

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

FCA

Address:

7-9 The Avenue, Eastbourne, East Sussex BN21 2YA

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.

None



SUSSEX 4X4 RESPONSE

ACCOUNTS FOR THE YEAR TO 31 MARCH 2024

Charity number 1155780

Registered as a Charitable Incorporated Organisation on 13 February 2014

Income and Expenditure Account

Sussex 4x4 Response

For the year ended 31 March 2024

| | 2024 | 2023 |
|---|-------------------|------------------|
| Income | | |
| Membership fees | 974.39 | 708.65 |
| User Groups | 7,816.36 | 2,473.23 |
| Merchandise | 258.41 | 425.21 |
| Donations | 3,712.02 | 11,607.32 |
| Grants | 7,036.17 | - |
| HMRC Gift Aid | 130.75 | - |
| Sundry income | 45.00 | 45.00 |
| Equipment Sales | (0.14) | - |
| Total Income | 19,972.96 | 15,259.41 |
| Expenditure | | |
| Advertising & Marketing | 404.83 | 86.40 |
| Bank Fees | 0.31 | 8.85 |
| Equipment - Events | - | 172.56 |
| Equipment - Operations | 564.87 | 2,264.17 |
| Equipment - Membership | 327.71 | 49.20 |
| Equipment - PPE ¹ | (1,448.90) | 86.16 |
| Events | 101.52 | 91.90 |
| Cost of First Aid Kits | 295.42 | 235.66 |
| Fundraising | 4.99 | - |
| Insurance | 140.68 | 197.16 |
| IT - Operations | 2,823.23 | 2,741.38 |
| Merchandise (adjusted for stock) ¹ | - | (4,972.56) |
| PayPal Fees | 35.82 | 29.62 |
| Postage & courier | 185.83 | 214.59 |
| Printing & Stationery | 274.37 | 40.17 |
| Subscriptions | 206.30 | 140.40 |
| Telephone & Internet | 1,141.74 | 1,417.63 |
| Travel - Internal | 436.95 | 90.90 |
| Travel - Operational (mileage paid) | 2,931.24 | 1,235.05 |
| Vehicle - Equipment | 9,812.46 | 429.33 |
| Vehicle - Running Costs | 5,125.12 | 4,002.92 |
| Training costs | 241.39 | 150.00 |
| Welfare and consumables | 73.07 | 20.65 |
| Total Expenditure | 23,678.95 | 8,732.14 |
| Operating Surplus/(Deficit) | (3,705.99) | 6,527.27 |

1. Merchandise/PPE

The cost of merchandise (last year) shows as negative, as does PPE this year, as we start to account for the stock of items held for resale/use by members at the year end (see Balance Sheet). Prior periods were prepared on a cash basis only.

Statement of assets and liabilities

Sussex 4x4 Response

As at 31 March 2024

| | 31 MAR 2024 | 31 MAR 2023 |
|--|------------------|------------------|
| Current Assets | | |
| Cash at bank and in hand | | |
| Coop Current | 11,477.41 | 10,460.89 |
| Barclays Savings | 0.06 | 0.06 |
| GBP PayPal | 2.21 | 631.92 |
| Total Cash at bank and in hand | 11,479.68 | 11,092.87 |
| Accounts Receivable | - | 1,569.70 |
| Stock held for resale ³ | 6,443.00 | 4,994.10 |
| Total Current Assets | 17,922.68 | 17,656.67 |
| Creditors | | |
| Accruals | 3,912.00 | - |
| PPE Deposit | 1,240.00 | 1,180.00 |
| Other creditors | 140.52 | 140.52 |
| Total Creditors | 5,292.52 | 1,320.52 |
| Net Current Assets (Liabilities) | 12,630.16 | 16,336.15 |
| Total Assets less Current Liabilities | 12,630.16 | 16,336.15 |
| Net Assets | 12,630.16 | 16,336.15 |
| Charity Reserves | | |
| Current year surplus/(deficit) | (3,705.99) | 6,527.27 |
| Retained Earnings | 16,336.15 | 9,808.88 |
| Total Charity Reserves | 12,630.16 | 16,336.15 |

1. Reserves policy

The Trustees have ring-fenced £5,000 of the Coop account balance for the payment of members' mileage claims in the event of authorised call-outs. This will accelerate the reimbursement of members' expenses pending settlement of invoices to user groups, which can take some time.

2. Assets retained for the charity's use

Assets owned by the CIO at the Balance Sheet date for meeting its charitable objectives are as follows: (the list is not exhaustive but shows items of more significant value, and is shown in no particular order)

| Description | Quantity |
|---|----------|
| Radios (network and 2m) | 59 |
| Public address equipment | 1 |
| Display stand and promotional materials | 1 |
| Show/event shelters & gazebos | 2 |
| Events/equipment trailer | 1 |

| | |
|--|---|
| Generator, fridge & IT equipment for C&C vehicle | 2 |
| Mercedes Vito C&C vehicle GX05 LZN | 1 |
| Projector and screen | 1 |
| Mercedes Sprinter C&C vehicle RJ62 HYT | 1 |

3. Stock

The cost of items held for resale have been included in the accounts for the first time this year. In prior periods stock held has been ignored and the cost of merchandise has been included on a cash basis.

4. Guarantees and security

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at the Balance Sheet date the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

5. Approval

Signed by two trustees on behalf of all the trustees on 2024

_____ Print name: _____

_____ Print name: _____