

# SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)

England & Wales · Charity number 1156383

## Details

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**Other names** SERV WESSEX

**Status** Registered

**Legal form** Other

**Registered** 2014-03-26

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** 5 Wallis Road  
Waterlooville  
PO7 7RX

**Phone** 07973249739

**Email** [secretary@servwessex.org.uk](mailto:secretary@servwessex.org.uk)

**Website** [www.servwessex.org.uk](http://www.servwessex.org.uk)

## Activities

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**Objects:** THE RELIEF OF SICKNESS AND PROTECTION OF HEALTH THROUGH THE PROVISION OF AN URGENT, OUT OF HOURS, TRANSPORTATION SERVICE TO TRANSPORT BLOOD, MEDICAL SAMPLES, HUMAN MILK, DRUGS AND OTHER MEDICAL ITEMS USED FOR THE MEDICAL OR SURGICAL TREATMENT OF PATIENTS FOR DOCTORS, HOSPITALS AND LABORATORIES.

**Activities:** SERV Wessex provides a free out of hours transportation service for NHS Hospitals in the Wessex area, 365 days per year, between 19:00 and 06:00 weekday evenings and 24hrs a day at weekends and on public holidays. SERV Wessex transports blood products and other urgent consignments allowing hospitals to divert financial and staff resources elsewhere.

## Classification

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- **How:** Provides Human Resources, Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives, Armed Forces/emergency Service Efficiency
- **Who:** Other Charities Or Voluntary Bodies, Other Defined Groups, The General Public/mankind

## Geography

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- Bath And North East Somerset
- Bristol City
- Devon
- Dorset
- Hampshire
- Oxfordshire
- Somerset
- Surrey
- West Sussex
- Wiltshire

## Finances

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Period end	Income	Expenditure	Assets	Employees
2025-03-31	£59,204	£21,852	-	-
2024-03-31	£76,840	£34,185	-	-
2023-03-31	£86,648	£51,940	-	-
2022-03-31	£48,706	£35,308	-	-
2021-03-31	£64,136	£35,172	-	-

## Trustees

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Name	Role	Appointed
Colonel Nicholas Gee		2026-04-30
Fiona Marianne Hyde		2025-11-29
Richard David Hoile		2022-11-20
Richard Keith		2024-03-18
Tim Bennett		2014-01-05

**SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)**

England & Wales - Charity number 1156383

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# Accounts

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## SERV Wessex Annual General Meeting

Thursday 12 June 2025 20.00 Hours

### SDMC Eastleigh

#### Present

Bob Morrison	Caroline Smith ( <i>Chair of Trustees</i> )	
Chris Hobson	Chris Devrell	David Grieves
Dee Linnell-Cook	Iain Gibson	Kevin Bittlestone
Kevin Simpson	Mark Bunce	Neil Kennedy
Richard Buchan	Richard Hobden ( <i>Membership</i> )	
Richard Hoile ( <i>Trustee</i> )	Robert Smith ( <i>Chairman</i> )	
Roger Jones ( <i>Secretary</i> )	Steve Parker	
Steve Simmons-Jacobs	Tim Bennett ( <i>Treasurer</i> )	
Toby Bailey	Tom Reader	Tony Markham

#### Apologies

Andrew Prynne	Ashley Baker	Chris Buzzard	Chris Canning
Clive Wall	Darren Robinson	Dave Morton	David Lynch
David Bishop	David Leach	Fi Hyde	Glynn Jones
John Davies	Julie Davies	John Varley	Justin Eames
Kris Garwood	Mark Thomas	Martin Hogg	Mike Leaming
Neville Edwards	Peter McAlpine	Pip Varley	Rick Keith
Rob Harris	Selena Brash	Steve Lockett	Steve Nicholson
Tony Johnson	Wayne Shirley		

All Members of the Executive Committee and Trustees had agreed to stand for a further year.

# SERV Wessex AGM Minutes - 2025



The meeting was opened at 20.00hrs and everyone was welcomed to the SERV Wessex AGM for 2025. It was confirmed that all attendees had received the Pre-Meeting Documentation.

***The previous minutes (13 June 2024) were accepted as a true reflection of the meeting. By a unanimous show of hands.***

## Section 3 - Trustees Report

*Caroline Smith had nothing further to add to the report and there were no comments or questions raised.*

## Trustees Report for AGM to be held on Thursday 12<sup>th</sup> June 2025

SERV Wessex Trustees operate to the charities commissions guidelines, and this annual report is based on the recommendations from the UK governments website.

SERV Wessex is a registered charity (No. 1156383) that provides a free transportation service for NHS Hospitals and other medical establishments in Hampshire, Dorset and South Wiltshire.

The registered address of the charity is:

Ruby Lodge

5 Wallis Road

Waterlooville

PO7 7RX

The current Trustees are:

Caroline Smith

Tim Bennett

Richard Hoile

Richard Keith

# SERV Wessex AGM Minutes - 2025



SERV Wessex activities and objectives in the previous year have included:

**Survey of Charity volunteers** – as part of our previously agreed Charity Strategy, the Trustees sent out a survey to all the charity volunteers seeking feedback from members on a wide range of subjects. The results were analysed in detail and feedback was shared with the charity volunteers. The Trustees were very grateful to those volunteers who took the time to respond to the survey. The Trustees felt that the strong response from the survey showed the pride and respect that our volunteers have for the charity.

**Agreement to introduce Enhanced Disclosure and Barring Service (DBS) checks** – In February 2025, the Trustees agreed to introduce DBS Enhanced checks for its Riders and Drivers. The work for this was led by the Chair, Treasurer and Secretary and commenced in February 2025. The Trustees would like to thank them for the huge amount of work that they did to implement this. The Trustees believe that the introduction of the DBS checks further enhances the confidence that the community can have in the service we provide.

**Updated SLA** – during this year the Charity has updated and renewed its Service Level Agreement with Portsmouth Hospital University NHS Trust.

**Focus on recruitment of new trustees** – the Trustees will continue to seek new Trustees to support the existing team.

The charity does not have any debts and has a reserve holding of £87,000. The charities financial position is strong and our finances well managed.

The Trustee's continue to work closely with the Executive committee to ensure the smooth and efficient running of the charity. Formal Trustee meetings are held twice yearly and other meetings convened as required. These meetings are separate to the monthly committee meetings.

The Trustees would like to thank all volunteers for their ongoing support to the Charity. The Trustees would also like to recognise the commitment of the members of the Executive and Management committee in their ongoing operational responsibilities.

## Section 4 – Chair Report

*Robert Smith thanked the committee members. Trustees and all volunteers for their continued support to the group.*

*He confirmed that the recent update from Southampton Blood Bank confirmed no decision have been made.*

*He confirmed the increase in daytime runs and this was being monitored closely. Asked all members able to help during the day to monitor Slack*

## Report

Welcome to this report for the forthcoming SERV Wessex AGM. We have again had another successful year. The NHSBT Blood Bank is moving towards a limited opening. They will be moving blood donations to another site in Eastleigh. We do not know what or how much work will come our way when the blood bank opens again.

We will continue to support any daytime urgent runs. We have seen an increase in daytime milk runs and have now started to support mums on the Isle of Wight. We are also looking at setting up a milk hub in conjunction with Red Funnel Ferries on the Island. The milk service can only be successful if you support us with daytime collections and urgent deliveries. As a charity we are the milk banks only option to support mums in the community and Neo Natal Units. Poole Neo Natal Unit has now moved to Bournemouth and is now known as Bournemouth Neonatal Intensive Care Unit.

Our support for HIOWAA has continued and we are still asked to support the occasional crew repatriation. Supporting HIOWAA is a number one priority. HIOWAA are moving forward with their relocation to Southampton Airport, we do not have a date for when they will be operational from their new location or how the relocation may impact our service.

Fundraising is key to the charities continued survival. We have been able to update our fleet with 3 new bikes and now have 2 new cars and have been able to offer a fuel payment for runs, if you wish to claim.

We will continue to attend events and chase fundraising opportunities so we will have funds to support the charity going forward. Events are a great way to meet your fellow volunteers and members of the public. Being a volunteer means supporting us with shifts and all the other activities we are involved in.

A well supported committee is instrumental in keeping the charity functioning and being able to react to operational changes. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who tirelessly work to support the goals and aims of the charity, as well as fulfilling duties and supporting events. Due to our operational model and commitments, the Committee and Trustees took the decision to

## SERV Wessex AGM Minutes - 2025

ensure all our riders and drivers are now DBS checked. The successful implementation was managed by our Secretary, Treasurer and me. This was funded by the charity.

There are always opportunities to volunteer for the committee. If anyone would like to join the committee, please contact myself or the Trustees. I have been canvassing for someone to take over the Events and Fundraising role for around 3 years, with no takers.

I would like to thank all the members of the Committee and the Trustees for their dedication and support.

I would also like to thank you and your families for your support over the past year and welcome all the new volunteers. I hope everyone continues to get the satisfaction that I still do from being part of a dedicated and enthusiastic group of volunteers.

### SECTION 5 – Treasurer

*Tim Bennett had nothing further to add to the report and there were no comments or questions raised.*

#### Treasurers Report AGM 2025

Attached is the Profit & Loss & Balance Sheet for April 1st 2024 -31 March 2025. These figures have been confirmed and verified by our auditor. If anyone would like any more details or has any questions, please let me know and I will answer them later. We have been lucky enough to have still made a profit on the year. The Mark Masons gave us a grant which enabled us to get another Sportage and retire our old Dacia. We also took the decision to take advantage of BMW offer & replace all 3 bikes which will cut down any future maintenance costs.

Tim Bennett Treasurer & Trustee June 2025

*The accounts as presented and as laid out on the attached were unanimously accepted by a show of hands.*

***Personalised Profit & Loss. Customised Balance Sheet.***

## Section 5.3 - Independent examiner's report

### Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on page 1.

#### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

#### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

# SERV Wessex AGM Minutes - 2025



Name: Jane Holland

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 29.04.2025

*There were no formal questions raised before the meeting*

## **End of Formal Business.**

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM. There were several comments and questions raised, and these will be followed up by the committee.

# Profit and Loss

SERV Wessex

For the year ended 31 March 2025

2025

## Turnover

Collection Tins	141.68
Fund Raising Events	8,028.30
Gifts and Donations Income: Donation	48,219.07
Gifts and Donations Income: Easy Fundraising	250.03
Interest Income	291.15
Jackets, badges, covers	1,584.07
Joining fees	420.00
Event tickets/income	270.00
<b>Total Turnover</b>	<b>59,204.30</b>

## Gross Profit

**59,204.30**

## Administrative Costs

Audit & Accountancy fees	1,189.50
Bank Fees	59.98
Depreciation Expense	16,710.70
Dues and Subscriptions	428.00
Fuel reimbursement	1,421.04
Insurance	1,286.23
IT Software and Consumables	287.64
Miscellaneous Expense	167.58
Operational Expense	4,005.60
Postage and Delivery	87.70
Profit/loss on disposal of fixed assets	(21,984.68)
Vehicle Expenses	10,329.73
Vehicle Expense: Kia Sportage HK74UVY Insurance	74.12
Vehicle Expense: BMW R1250 HN74EBK: BP Fuel	166.33
Vehicle Expense Kia Hybrid HK24 UED: BP Fuel	909.43
Vehicle Expense: BMW R1250 HN74EBL: BP Fuel	101.35
Vehicle Expense: BMW R1250 HN74EBL: Insurance	474.40
Vehicle Expense Kia Hybrid HK24 UED: Tax, servicing and repairs	135.00
Vehicle Expense: BMW R1250 HN74EBK: Tax, Servicing and repairs	776.75
Vehicle Expense: BMW R1250 HN74EBL: Tax, Servicing and repairs	783.20
Vehicle Expense: BMW R1250 HN74EBM: Tax, Servicing and repairs	737.17
Vehicle Expense: BMW R1250 HN74EBK Insurance	474.40
Vehicle Expense: BMW R1250 HN74EBM: BP Fuel	48.35
Vehicle Expense: Kia Sportage HK74UVY: Tax, Servicing and repairs	2,335.00
Vehicle Expense: Kia Sportage HK74UVY: BP Fuel	299.28
Vehicle Expense Kia Hybrid HK24 UED: Insurance	74.13
Vehicle Expense: BMW R1250 HN74EBM: Insurance	474.40
<b>Total Administrative Costs</b>	<b>21,852.33</b>

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<b>Operating Profit</b>	<b>37,351.97</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>37,351.97</b>
<b>Profit after Taxation</b>	<b>37,351.97</b>

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2025, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

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  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Jane Holland

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 29.04.2025

**SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)**

England & Wales - Charity number 1156383

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# Accounts

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# SERV Wessex AGM Minutes 2024



SERV Wessex Annual General Meeting

Thursday 13 June 2024 20.00 Hours

SDMC Eastleigh

## Present

Anna Lambert

Bob Morrison

Caroline Smith (Chair of Trustees)

Chris Deverell

Chris Hobson

Dave Lynch

Dave Bishop

David Grieves

David Manchester

Dee Linnell Cook

Jon Dunster

Kevin Brittlestone

Mark Bunce

Mike Leaming

Rich Hobson (Membership)

Rick Keith

Richard Morgan

Rob Harris

Robert Smith (Chairman)

Roger Jones (Secretary)

Steve Parker

Steve Syner

Steven Nicholson

Tim Bennett (Treasurer)

## Apologies

Anthony Johnson

Ashley Baker

Darren Robinson

David Morton

Fiona Hyde

Justin Eames

Kenny Lister

Peter Van den Broek

Marrtin Hogg

Stuart Clark

Mary Thorman

Richard Hoile

Steve Luckett

Steve Simmons Jacobs

Norman Wareing

All Members of the Executive Committee and Trustees had agreed to stand for a further year.

On the Committee Dave Lynch is wishing to stand down however has agreed to stay in place until a replacement has been found



## SERV Wessex AGM Minutes 2024



The meeting was opened at 20.00hrs and everyone was welcomed to the SERV Wessex AGM for 2024. It was confirmed that all attendees had received the Pre-Meeting Documentation.

### **Minutes of Last AGM – 29 June 2023**

**The previous minutes were accepted as a true reflection of the meeting.**

Proposed – Bob Morrison

Seconded – Chris Hobson

### **Trustees Report 2024**

Caroline Smith had nothing further to add to the report and there were no comments or questions raised.

Trustees Report for AGM to be held on Thursday 13<sup>th</sup> June 2024

SERV Wessex Trustees operate to the charities commissions guidelines and this annual report is based on the recommendations from the UK governments website.

SERV Wessex is a registered charity (No. 1156383) that provides a free transportation service for NHS Hospitals and other medical establishments in Hampshire, Dorset and South Wiltshire.

The registered address of the charity is:

Ruby Lodge  
5 Wallis Road  
Waterlooville  
PO7 7RX

The current Trustees are:

Caroline Smith (Chair)  
Tim Bennett  
Richard Hoile  
Richard Keith

SERV Wessex activities and objectives in the previous year have included:

**A new strategy to be produced** – Richard Hoile has assembled a small group of volunteers to work on an up-dated strategy for the Charity. The strategy will identify high and low priority recommendations.

**New policies implemented and updated** – during this year the Social Media policy has been updated in line with recommendations from the Charities commission. In addition, the Charity has produced a financial control policy and a Harassment & Bullying policy, again in line with the requirements of the Charities Commission

**New chair of trustees** – during this financial year, the previous Chair of Trustees, Steve Hyde resigned having been with SERV Wessex since its inception. We are very grateful to Steve for his dedication and hard work within SERV Wessex and wish him well in the future.

**Focus on recruitment of new trustees** – this year we have welcomed Richard Keith as a new trustee to the charity.

**New building society account opened** – following an enquiry from a volunteer at last year's AGM, the Trustees have now opened a new building society account, thus maximising on the interest earned on our charitable funds.

**Grant received from HLOWAA for purchase of new car** – the charity was invited to put a bid forward to Hampshire & Isle of Wight Air Ambulance Trustees outlining our need for a replacement car. The charity was successful in our bid and were given £23k to replace our oldest fleet car.

The benefit to the NHS in 2023 has been estimated at £184,695.00.

The charity does not have any debts and has a reserve holding of £85,000.

The Trustees continue to work closely with the Executive committee to ensure the smooth and efficient running of the charity. Formal Trustee meetings are held twice yearly and other meetings convened as required. These meetings are separate to the monthly committee meetings.

The Trustees would like to thank all volunteers for their ongoing support to the Charity. The Trustees would also like to recognise the commitment of the members of the Executive and Management committee in their ongoing operational responsibilities.

## **Chair Report – June AGM 2024**

Robert Smith thanked everyone for their continued support to the group.

He confirmed that the recent update from Southampton Blood Bank confirmed no decision have been made.

## **Report**

Welcome to this report for the forthcoming SERV Wessex AGM. We have again had another successful year. The NHSBT Blood Bank is still closed with no resolution on the horizon. We will continue to try and support any daytime urgent runs. We have seen an increase in daytime milk runs and will be trialling supporting mums on the Isle of Wight. The milk service can only be successful if you support the milk team.

Our support for HIOWAA has continued and although we are not supporting crew repatriation as a regular service, we did respond to a crew repatriation request when the helicopter went out of service at Southampton General. HIOWAA have also provided funding for a new car, which is now in service, and we have sold our oldest car. I am expecting our relationship with Hendy Motor Group to finish this year, so we will return to only running two cars.

Fundraising is key to the charities continued survival. Events are also a great way to meet your fellow volunteers and members of the public. I understand that standing outside a supermarket may not be everyone's bag, but if you are uneasy about this, then there are many other ways you can help the charity. Being a volunteer means supporting us with shifts and all the other activities we are involved in.

A well supported committee is instrumental in keeping the charity functioning and being able to react to operational changes. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who tirelessly work to support the goals and aims of the charity, as well as fulfilling their duty commitments and supporting events.

We still have open Committee posts, which means current committee members have to take on extra commitments.

We have created two new management committee roles, one to help manage the rota and one to help support and manage the Dispatchers. These new posts seem to be working well, I would like to thank Dave Grieves and Bob Morrison, for volunteering to join the committee and for you all for engaging and supporting their efforts.

I would like to thank all the past and new members of the Committee and the Trustees for their dedication and support.

Finally, I would like to thank you and your families for your support over the past year and welcome all the new volunteers. I hope everyone continues to get the satisfaction that I still do from being part of a dedicated and enthusiastic group of volunteers.

***A question was raised as to whether we should support pre-planned events e.g. the recent Portsmouth request. It was confirmed that all such routine requests are considered on their merits, and we make decision accordingly.***

## **Treasurers Report AGM 2024**

Acceptance of the accounts as laid out on Pages 15 & 16 were Proposed by David Grieves and seconded by Kevin Brittlestone.

***A question was raised about the level of reserves the Charity could hold. It was confirmed that the Trustees do monitor this, there is no specific legal rule dictating the amount or proportion of a charity's income funds that can be held as reserves***

***A further question was raised concerning the word 'Profit' used in the profit and loss document in the total in Turnover section. It was agreed that we would check this with our bookkeepers who provided the information.***

Attached is the Profit & Loss & Balance Sheet for April 1st 2023 -31 March 2024. These figures have been confirmed and verified by our auditor. If anyone would like any more details or has any questions, please let me know and I will answer them later. Unlike many other charities we have still made a profit on the year. The figures look great which was also due to a grant from HIOWAA. Our new car, a Kia Sportage, was ordered in November for delivery in March. In line with last year's strategy plan the Trustees agreed to invest £85,000 into a high interest building society account, & also earmark £40,000 as a minimum reserve amount to be kept in the current account. This means if all revenue were to stop overnight our yearly expenses would still be covered.

Tim Bennett

Treasurer & Trustee

June 2024

**Customised Balance Sheet.**

# Customised Balance Sheet

**SERV Wessex**

**As at 31 March 2024**

31 MAR 2024

**Fixed Assets**

**Tangible Assets**

Vehicles and Trailers	73,154.25
Less Accumulated Depreciation on Vehicles and Trailers	(51,444.31)
Clothing	860.00
Less Accumulated Depreciation on Clothing	(464.40)
<b>Total Tangible Assets</b>	<b>22,105.54</b>

**Total Fixed Assets** **22,105.54**

**Current Assets**

**Cash at bank and in hand**

Serv Wessex	166,874.69
Savings Account	85,000.00
<b>Total Cash at bank and in hand</b>	<b>251,874.69</b>

Prepayments 4,508.17

Accrued Income 694.01

**Total Current Assets** **257,076.87**

**Creditors: amounts falling due within one year**

Accounts Payable	100.31
Rounding	0.06
<b>Total Creditors: amounts falling due within one year</b>	<b>100.37</b>

**Net Current Assets (Liabilities)** **256,976.50**

**Total Assets less Current Liabilities** **279,082.04**

**Net Assets** **279,082.04**

**Capital and Reserves**

Current Year Earnings	42,654.80
Share capital	24,426.00
Unrestricted net assets	212,001.24
<b>Total Capital and Reserves</b>	<b>279,082.04</b>

**Personalised Profit & Loss.**

## Profit and Loss

**SERV Wessex**  
**For the year ended 31 March 2024**

	2024
<b>Turnover</b>	
Collection Tins	941.28
Fund Raising Events	9,573.61
Gifts and Donations Income: Donation	31,425.11
Gifts and Donations Income: Easy Fundraising	188.95
Grants	30,500.00
Interest Income	617.98
Jackets, badges, covers	3,082.78
Joining fees	510.00
<b>Total Turnover</b>	<b>76,839.71</b>
<b>Gross Profit</b>	<b>76,839.71</b>
<b>Administrative Costs</b>	
Audit & Accountancy fees	919.70
Bank Fees	60.00
Depreciation Expense	12,063.30
Dues and Subscriptions	170.00
Fuel reimbursement	417.20
Insurance	1,389.00
Miscellaneous Expense	2,112.76
Operational Expense	3,311.52
Postage and Delivery	87.06
Profit/loss on disposal of fixed assets	(4,025.25)
Telephone & Internet	71.88
Vehicle Expenses	17,607.74
<b>Total Administrative Costs</b>	<b>34,184.91</b>
<b>Operating Profit</b>	<b>42,654.80</b>
<b>Profit on Ordinary Activities Before Taxation</b>	<b>42,654.80</b>
<b>Profit after Taxation</b>	<b>42,654.80</b>

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Jane Holland

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 08.04.2024

### Steve Synyer Question

**Other groups currently use an app for allocating jobs as they come in. Will SERV Wessex consider using this in the future or is it something they feel would not be of any benefit.**

The Chair explained that we had reviewed the system which is used by 3 other groups however there were several functions which did not fit with the way SERV Wessex operates. As a result, we saw no advantage of introducing it at this stage

### **End of Formal Business.**

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM. There were several comments and questions raised and these will be followed up by the committee.

# Profit and Loss

SERV Wessex

For the year ended 31 March 2024

2024

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## Turnover

Collection Tins	941.28
Fund Raising Events	9,573.61
Gifts and Donations Income: Donation	31,425.11
Gifts and Donations Income: Easy Fundraising	188.95
Grants	30,500.00
Interest Income	617.98
Jackets, badges, covers	3,082.78
Joining fees	510.00
<b>Total Turnover</b>	<b>76,839.71</b>

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## Gross Profit

**76,839.71**

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## Administrative Costs

Audit & Accountancy fees	919.70
Bank Fees	60.00
Depreciation Expense	12,063.30
Dues and Subscriptions	170.00
Fuel reimbursement	417.20
Insurance	1,389.00
Miscellaneous Expense	2,112.76
Operational Expense	3,311.52
Postage and Delivery	87.06
Profit/loss on disposal of fixed assets	(4,025.25)
Telephone & Internet	71.88
Vehicle Expenses	17,607.74
<b>Total Administrative Costs</b>	<b>34,184.91</b>

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## Operating Profit

**42,654.80**

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## Profit on Ordinary Activities Before Taxation

**42,654.80**

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## Profit after Taxation

**42,654.80**

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2024, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Jane Holland

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 08.04.2024

**SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)**

England & Wales - Charity number 1156383

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# Accounts

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# SERV Wessex AGM Meeting Minutes



**29 June 2023 - 20:00 hrs**

**Vide Call Via Teams**

## **Present**

Tim Bennett (Treasurer and Trustee)

David Bishop

Kevin Bittlestone

Paul Bryson

Richard Buchan

Stuart Clarke

Chris Devrell

Jon Dunster

Rob Harris

Chris Hobson

Richard Hoile

Rich Hobden

Steven Hyde (Tustee)

Roger Jones (Secretary)

Anna Lambert

Richard Morgan

Bob Morrison

Steve Simmons-Jacobs

Caroline Smith (Trustee)

Robert Smith (Chair)

Norman Wareing

## **Apologies**

Mary Turman

Paul Moignard

Simon Holland

Peter Van den Broek

Steve Nicholson

Peter McAlpine

Matthew Jones

The meeting was opened at 20.00hrs and everyone was welcomed to the SERV Wessex AGM for 2023. It was confirmed that all attendees had received the Pre-Meeting Documentation.

## **Minutes of Last AGM - 9 June 2022**

**The previous minutes were accepted as a true reflection of the meeting.**

Proposed - Bob Morrison

Seconded - Kevin Bittlestone

# SERV Wessex

## AGM Meeting Minutes



## Trustees Report

Steve Hyde had nothing further to add to the report and there were no comments or questions raised.

### Trustees Report - 2023

SERV Wessex Trustees operate to the charities commission guidelines and this annual report is based on the recommendations from the UK Governments [website](#). This was published May 2013.

SERV Wessex is a registered charity (No.1156383) that provides a free transportation service for NHS Hospitals in Hampshire, Dorset and South Wiltshire.

The registered address is Ruby Lodge  
5 Wallis Road  
Waterlooville  
PO7 7RX

The current trustees are Steven Hyde  
Caroline Smith  
Tim Bennett  
Richard Hoile

SERV Wessex activities and objectives in the previous period have included.

- SERV Wessex strategy updated.
- SERV Wessex constitution updated.
- New policies implemented.
- Installation of new racks on marked vehicles

The benefit to the NHS in 2022 has been estimated at £228,291.00.

The charity doesn't have any debts and has a reserve holding (one years running costs) of £40k.

The Executive committee and committee run the charity, as trustees we have had a few issues to deal with in the last 12 months, none have proved insurmountable. Our meetings are held separately from the committee meetings. Trustees have an open invitation to committee meetings.

The trustees thank you for your ongoing support for this amazing charity which would be nothing without you all.

Steven Hyde  
Chair SERV Wessex Trustees

# SERV Wessex

## AGM Meeting Minutes



### **Chairmans Report**

Robert Smith thanked everyone for their continued support to the group.

He highlighted the need for all volunteers to to fulfil their commitment of the minimum number of shifts per month if the group was going to be able to fulfil its support to the NHS.

In addition the need to support our fund raising events, without one very substantial donation this year our accounts would have looked very different. 80% of our volunteers have not attended an event in the past 12 months which leaves a heavy burden on those that do.

# SERV Wessex

## AGM Meeting Minutes



### Chair Report – June AGM 2023

Welcome to this report for the forthcoming SERV Wessex AGM. We have had another successful year. We have adapted to changes in the environment we operate in. We ceased daytime routine medication and heart monitor runs, we will of course always try to help in urgent circumstances. We will continue to support the Princess Anne Milk Bank. Thank you to all the milk volunteers and the milk team who look after the booking of pickups from mums in the community. We have also formed a closer relationship with HLOWAA and now have two of our cars based at their locations for use on the resupply and crew repatriation. They have also provided us with storage capacity and allow us to use their training room facilities.

We periodically seem to struggle to fill our rota. This maybe down to the ability to pick and choose shifts, so possibly due to just not getting around to booking shifts. We really do not want to go back to the old days, where we expected you to provide us with your availability for the month and we allocated which shifts you were on. We do have the ability in 3R to run an auto population of the rota against your marked availability. This is an option we will have to explore if we continue to have issues with the rota. Every volunteer who joins us is aware of the expectations of the charity regarding duties and supporting fundraising. If you are unable to provide us with the expected support, get in touch and we can have a discussion around marking you as inactive for an agreed period, or discuss whether continuing to volunteer for us, is right for you.

Fundraising is key to the charities continued survival. Events are also a great way to meet your fellow volunteers and members of the public. I understand that standing outside a supermarket may not be everyone's bag, but if you are uneasy about this, then there are many other ways you can help the charity. Being a volunteer means supporting us with shifts and all the other activities we are involved in.

A well supported committee is instrumental in keeping the charity functioning and being able to react to operational changes. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who tirelessly work to support the goals and aims of the charity, as well as fulfilling their duty commitments and supporting events.

I would like to thank all the past and new members of the Committee and the Trustees for their dedication and support. I would like to welcome Norman to the team, he has agreed to take on the training lead role and form a team to support all our training needs going forward.

We rely on the support of the public and corporate sponsors to enable us to provide our service. We have had a successful 2022 with various donations from supporting organisations. We have recently taken delivery of our second new Kia from the Hendy Motor Group as part of our 2 year sponsorship deal and received a significant donation from Simply Health in Dec. But we will still be running at a loss this year, fundraising is becoming increasingly difficult, and we have seen a decline in money collected at collection days. If anyone has any fundraising contacts or ideas, please let us know.

Finally, I would like to thank you and your families for your support over the past year and welcome all the new volunteers. I hope everyone continues to get the satisfaction that I still do from being part of a dedicated and enthusiastic group of volunteers.

# SERV Wessex AGM Meeting Minutes



## Treasurer's Report

The accounts as laid out on Pages 7 & 8 were accepted by a show of hands

### Treasurers Report AGM 2023

Attached is the Profit & Loss for April 1<sup>st</sup> 2022 -31 March 2023. These figures have been confirmed and verified by our auditor.

If anyone would like any more details or has any questions please let me know and I will answer them later.

Once again our income has taken a large knock and it was only due to a very large donation that made our income for the year look good.

The Trustees have reviewed and amended our strategy plan are satisfied we are on track. In line with this plan we will still budget to keep £40,000 as a reserve whenever possible. This means if all revenue were to stop overnight our yearly expenses would still be covered enabling keep us to keep going for a year.

Tim Bennett  
Treasurer & Trustee

June 2023

# **SERV Wessex**

## **AGM Meeting Minutes**



### **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley, MAAT, AATQB.

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12 May 2023

# SERV Wessex

## AGM Meeting Minutes



## Profit and Loss

**SERV Wessex**  
**For the year ended 31 March 2023**

	2023
<b>Turnover</b>	
Collection Tins	574.07
Fund Raising Events	2,740.83
Gifts and Donations Income: Donation	79,549.77
Gifts and Donations Income: Easy Fundraising	87.77
Gifts and Donations Income: PayPal	75.00
Interest Income	215.29
Jackets, badges, covers	950.19
Joining fees	455.00
<b>Total Turnover</b>	<b>84,647.92</b>
<b>Gross Profit</b>	
	<b>84,647.92</b>
<b>Administrative Costs</b>	
Audit & Accountancy fees	1,142.10
Bank Fees	72.00
Depreciation Expense	16,349.54
Dues and Subscriptions	287.33
Fuel reimbursement	864.60
Insurance	899.00
Miscellaneous Expense	387.28
Operational Expense	1,021.52
Postage and Delivery	13.55
Profit/loss on disposal of fixed assets	(5,456.60)
Vehicle Expenses	17,127.44
<b>Total Administrative Costs</b>	<b>32,707.76</b>
<b>Operating Profit</b>	
	<b>51,940.16</b>
<b>Profit on Ordinary Activities Before Taxation</b>	
	<b>51,940.16</b>
<b>Profit after Taxation</b>	
	<b>51,940.16</b>

# SERV Wessex AGM Meeting Minutes



## Customised Balance Sheet

**SERV Wessex**  
**As at 31 March 2023**

31 MAR 2023

### Fixed Assets

#### Tangible Assets

Vehicles and Trailers	87,779.25
Less Accumulated Depreciation on Vehicles and Trailers	(48,151.06)
Clothing	860.00
Less Accumulated Depreciation on Clothing	(309.60)
<b>Total Tangible Assets</b>	<b>40,178.59</b>

<b>Total Fixed Assets</b>	<b>40,178.59</b>
---------------------------	------------------

### Current Assets

#### Cash at bank and in hand

Serv Wessex	192,707.47
<b>Total Cash at bank and in hand</b>	<b>192,707.47</b>

Prepayments	3,590.42
-------------	----------

Accrued Income	257.92
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<b>Total Current Assets</b>	<b>196,555.81</b>
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### Creditors: amounts falling due within one year

Accounts Payable	307.14
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Rounding	0.02
----------	------

<b>Total Creditors: amounts falling due within one year</b>	<b>307.16</b>
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<b>Net Current Assets (Liabilities)</b>	<b>196,248.65</b>
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<b>Total Assets less Current Liabilities</b>	<b>236,427.24</b>
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<b>Net Assets</b>	<b>236,427.24</b>
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### Capital and Reserves

Current Year Earnings	51,940.16
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Share capital	24,426.00
---------------	-----------

Unrestricted net assets	160,061.08
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<b>Total Capital and Reserves</b>	<b>236,427.24</b>
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## Formal Questions Raised

There were no formal questions raised.

## End of Formal Business.

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM. There were several comments and questions raised and these will be followed up by the committee.

# Profit and Loss

SERV Wessex

For the year ended 31 March 2023

2023

---

## Turnover

Collection Tins	574.07
Fund Raising Events	2,740.83
Gifts and Donations Income: Donation	79,549.77
Gifts and Donations Income: Easy Fundraising	87.77
Gifts and Donations Income: PayPal	75.00
Interest Income	215.29
Jackets, badges, covers	950.19
Joining fees	455.00
<b>Total Turnover</b>	<b>84,647.92</b>

---

## Gross Profit

**84,647.92**

---

## Administrative Costs

Audit & Accountancy fees	1,142.10
Bank Fees	72.00
Depreciation Expense	16,349.54
Dues and Subscriptions	287.33
Fuel reimbursement	864.60
Insurance	899.00
Miscellaneous Expense	387.28
Operational Expense	1,021.52
Postage and Delivery	13.55
Profit/loss on disposal of fixed assets	(5,456.60)
Vehicle Expenses	17,127.44
<b>Total Administrative Costs</b>	<b>32,707.76</b>

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## Operating Profit

**51,940.16**

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## Profit on Ordinary Activities Before Taxation

**51,940.16**

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## Profit after Taxation

**51,940.16**

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2023, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley, MAAT, AATQB.

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12 May 2023

**SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)**

England & Wales - Charity number 1156383

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# Accounts

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# SERV Wessex

## AGM Meeting Minutes

9th June 2022 - 20:00hrs

Video call via Teams

### **Present.**

Ross Allen  
Jerry Abel  
Ashley Baker  
Kevin Bittlestone  
Mike Ball  
Tim Bennett (Treasurer & Trustee)  
Paul Bryson  
Mark Bunce  
Chris Canning  
John Davies (Secretary)  
Julie Davies  
Chris Devrell  
Jon Dunster  
Tony Emans  
Mark Evans  
Chris Hobson  
Richard Holden

Steven Hyde (Trustee)  
Dee Linnell-Cook  
Steve Lockett  
Mike Leaming  
David Manchester  
Tony Markham  
Richard Morgan  
Dave Morton  
Michael Neve  
Martin Orrell  
Steve Parker  
Steve Simmons-Jacobs  
Caroline Smith (Trustee)  
Robert Smith (Chair)  
Nigel Tailyour  
Norman Wareing

### **Apologies.**

Rob Harris  
Peter McAlpine

Steve Nicholson  
Mary Thurman

The meeting was opened at 20.00hrs and everyone welcomed to the SERV Wessex AGM for 2022. It was confirmed that all attendees had received the previously distributed documentation and participants were asked to wave their hand if they had a question.

### **Minutes of last AGM meeting - 08/04/2021.**

The previous minutes were accepted as a true reflection of the discussions

Proposed - Steve Parker  
Seconded - Steve Hyde



## Trustees Report.

Steve Hyde gave a brief overview of the previously attached report. There were no comments or questions raised. The main point highlighted to the meeting was the intention to recruit further Trustees over the coming year.

### Trustees Report - 2022

SERV Wessex Trustees operate to the charities commission guidelines and this annual report is based on the recommendations from the UK Governments [website](#).

SERV Wessex is a registered charity (No.1156383) that provides a free transportation service for NHS Hospitals in Hampshire, Dorset and South Wiltshire.

The registered address is Ruby Lodge  
5 Wallis Road  
Waterlooville  
PO7 7RX

The current trustees are Steven Hyde  
Caroline Smith  
Tim Bennett

A Trustees Recruitment Policy is still planned, when completed it will be available for all members to read. Our strategy over the next year will be to recruit additional trustees to further strengthen the existing trustees and support the ongoing development of the charity.

SERV Wessex activities and objectives in the previous period have included.

- Increasing capacity in line with NHS demands
- Expanded service offering to the NHS, medication etc
- Allocated monies to contribute to volunteers fuel costs
- Disposed of old vehicles

The benefit to the NHS in 2021 has been estimated at £303,018.00.

The charity doesn't have any debts and has a reserve holding (one years running costs) of £40k.

The Executive committee and committee run the charity, as trustees we have had a few issues to deal with in the last 12 months, none have proved insurmountable. Our meetings are held separately from the committee meetings. Trustees have an open invitation to committee meetings.

The trustees thank you for your ongoing support for this amazing charity which would be nothing without you all.

Steven Hyde  
Chair SERV Wessex Trustees



## Chairman's Report.

Robert Smith gave a brief overview of the previously attached report and highlighted the following key points:

- A warm welcome to all new volunteers
- Thanks to John, Clare and Steve who are standing down from the committee and welcome to Andy Walker our new secretary, Sarah Trinnick who is taking over merchandise, Rich Hobden taking over as members rep and John Davies who will be taking over the Fleet Manager
- New vehicles have been added to the fleet
- Acknowledgement that the Queens Award was an outstanding achievement for the charity, and thanks to all involved, but particularly Caroline who organised our proposer's from QA and Basingstoke Hospital Pharmacies
- The need for the charity to continue to evolve and adapt particularly around the service we provide. We are the only blood bike group now to provide a day time service and we are struggling to fill shifts
- Events have started again and thanks to everyone who volunteers to come to an event
- Thanks to Dave Manchester who provided the introduction to Hendy which resulted in a 2 year partnership
- Fuel allowance – currently costing the charity £1,000 per month so this will be a short term initiative aimed at providing some help to those volunteers who might otherwise not be able to undertake shifts. Volunteers are strongly encouraged to use the fleet vehicles.



## Chairman's Report Cont'd.

### Section 4 Chairman's report

Welcome to this report for the forthcoming SERV Wessex AGM. We as a charity have had another outstanding year, which has seen us adapt to all the challenges and changes in our environment and yet still offer an exceptional service to the NHS and the Community. We were recognised in June 21 with the Queens Award for Voluntary Service, with special recognition for all our efforts during the pandemic. I must congratulate everyone who worked extremely hard on our submission and liaising with the Hospital Pharmacy departments that supported our nomination. This is an award that we can all wear with pride.

Since the last AGM we have gone through lockdowns again and have now moved towards something like normality. Since the start of the pandemic, we have been running our service 24/7. Our core aim is to provide an out of hours service for the NHS. We have seen our weekday activities lessen and we have also found it increasingly difficult to staff the weekday shifts. We have now moved to only providing a weekday booked service on two days of the week. We will continue to review the service to fit the environment we are operating in. Our charity will continue to evolve to meet operational requirements.

Key to us being able to react and move the charity forward, is a well-supported committee with volunteers who have the skills to help us. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who continuously work tirelessly in the background to keep the great charity that is SERV Wessex operating.

I would like to thank all the past and new members of the Committee and the Trustees for their dedication and support. Clare Hyde who has been a member of SERV for 10 years has decided it is now time to move onto new opportunities. I would like to thank her for all her support and for also looking after the merchandise for us, we all wish her the best for all her future endeavours.

We rely on the support of the public and corporate sponsors to enable us to provide our service. We have had a successful 2021 with various donations from supporting organisations. Our fleet has had a boost with a new bike which was donated to us by Dave Lockett. We disposed of some of our older bikes and also bought a Yamaha TMax. Recently we have secured sponsorship from the Henty Motor Group to provide us with a new car, which will be replaced every 6 months for an initial period of 2 years. I would like to thank David Manchester as he brought this opportunity to us. I would ask all of you to look out for any fundraising opportunities.

Events have now started again, the few we have already completed this year have been well supported and it is great to meet new and old faces. Tim as Treasurer has reported that we are in a good place financially, but we still need to keep our fundraising efforts moving forward. We expect you all to support us at events as well as fulfilling our minimum duty requirements. We currently have a rider and driver recruitment freeze, so are operating a one in one out for new volunteers.

Our "keep the wheels turning" campaign has been resurrected to provide funds so we can pay a small amount towards fuel costs of volunteers not using our fleet vehicles. This will be reviewed on a monthly basis and will not be a long term initiative. The unique selling point of SERV Wessex is that we pay all our own costs when on duty. We introduced this temporary payment to support volunteers who otherwise might not be able to undertake duties. I would encourage everyone who has met our requirements to use our fleet to try and make use of the marked vehicles. If they are not utilised we may reduce the fleet as they are our single largest expenditure.

Finally, I would like to thank you all for your support over the past year and welcome all the new volunteers. I hope everyone continues to get the satisfaction that I still do from being part of a dedicated and enthusiastic group of volunteers.



## Treasurer's Report

Tim Bennett gave an overview of the financial standing of the organisation. It was noted that our accounts are looking very healthy.

### Treasurers Report AGM 2022

Attached is the Profit & Loss for April 1<sup>st</sup> 2021 -31 March 2022. These figures have been confirmed and verified by our auditor.

If anyone would like any more details or has any questions please let me know and I will answer them later.

Once again last year has been very different and our fund raising has changed significantly with no supermarket tin shakes at all, only now have they started. Our income this year is down by 20% compared to last year, but is still a tremendous amount considering every ones hardships. The end of year figures are April 1<sup>st</sup> 2021 till 31<sup>st</sup> March 2022 income £ 48,705.58, Expenditure for the same period was £ 35,308.06, expenditure is only £399.86 more than last year. This means we added £13,397.52 to our funds. Our bank account @31<sup>st</sup> March sat @ £119,452.92.

The Trustees have reviewed our strategy plan are satisfied we are on track. In line with this plan we have acquired new bikes & will still budget to keep £40,000 as a reserve. This means if all revenue were to stop overnight our yearly expenses would still be covered enabling keep us to keep going for a year.

Tim Bennett  
Treasurer & Trustee

June 2022



## Treasurer's Report Cont'd

### **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley MAAT AATQB

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12.05.2022



## Treasurer's Report - Cont'd

The accounts as laid out on pages 7 & 8 were accepted.

Proposed by Norman Wareing.  
Seconded by Steve Parker..

### SERV Wessex For the year ended 31 March 2022

	2022
<b>Turnover</b>	
Gifts and Donations Income: Donation	45,982.66
Gifts and Donations Income: Easy Fundraising	59.19
Gifts and Donations Income: PayPal	167.50
Gifts and Donations Income: Virgin Money	446.43
Jackets, badges, covers	809.80
Joining fees	940.00
Miscellaneous Income- Refunds	300.00
<b>Total Turnover</b>	<b>48,705.58</b>
<b>Gross Profit</b>	
	<b>48,705.58</b>
<b>Administrative Costs</b>	
Audit & Accountancy fees	1,066.67
Bank Fees	64.00
CAF Bank	32.00
Depreciation Expense	18,403.05
Dues and Subscriptions	166.67
Fuel reimbursement	972.40
Miscellaneous Expense	314.99
Operational Expense	1,218.10
Profit/loss on disposal of fixed assets	(7,235.84)
Telephone & Internet	71.88
Vehicle Expenses	20,234.14
<b>Total Administrative Costs</b>	<b>35,308.06</b>
<b>Operating Profit</b>	
	<b>13,397.52</b>
<b>Profit on Ordinary Activities Before Taxation</b>	
	<b>13,397.52</b>
<b>Profit after Taxation</b>	
	<b>13,397.52</b>

## Treasurer's Report Cont'd



### Balance Sheet

SERV Wessex

As at 31 March 2022

31 MAR 2022

#### Fixed Assets

##### Tangible Assets

Vehicles and Trailers	98,400.92
Less Accumulated Depreciation on Vehicles and Trailers	(38,952.92)
Clothing	860.00
Less Accumulated Depreciation on Clothing	(154.80)
<b>Total Tangible Assets</b>	<b>60,153.20</b>

**Total Fixed Assets** 60,153.20

#### Current Assets

##### Cash at bank and in hand

Serv Wessex	119,452.92
<b>Total Cash at bank and in hand</b>	<b>119,452.92</b>

Prepayments 4,002.46

**Total Current Assets** 123,455.38

#### Creditors: amounts falling due within one year

Accounts Payable	(356.22)
Rounding	0.02
VAT	(522.30)
<b>Total Creditors: amounts falling due within one year</b>	<b>(878.50)</b>

**Net Current Assets (Liabilities)** 124,333.88

**Total Assets less Current Liabilities** 184,487.08

**Net Assets** 184,487.08

#### Capital and Reserves

Current Year Earnings	13,397.52
Share capital	24,426.00
Unrestricted net assets	146,663.56
<b>Total Capital and Reserves</b>	<b>184,487.08</b>

### Formal Questions raised

There were no formal questions raised.

### End of Formal Business.

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM, no records of the following discussions were kept.

# Profit and Loss

SERV Wessex

For the year ended 31 March 2022

2022

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## Turnover

Gifts and Donations Income: Donation	45,982.66
Gifts and Donations Income: Easy Fundraising	59.19
Gifts and Donations Income: PayPal	167.50
Gifts and Donations Income: Virgin Money	446.43
Jackets, badges, covers	809.80
Joining fees	940.00
Miscellaneous Income- Refunds	300.00
<b>Total Turnover</b>	<b>48,705.58</b>

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## Gross Profit

**48,705.58**

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## Administrative Costs

Audit & Accountancy fees	1,066.67
Bank Fees	64.00
CAF Bank	32.00
Depreciation Expense	18,403.05
Dues and Subscriptions	166.67
Fuel reimbursement	972.40
Miscellaneous Expense	314.99
Operational Expense	1,218.10
Profit/loss on disposal of fixed assets	(7,235.84)
Telephone & Internet	71.88
Vehicle Expenses	20,234.14
<b>Total Administrative Costs</b>	<b>35,308.06</b>

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## Operating Profit

**13,397.52**

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## Profit on Ordinary Activities Before Taxation

**13,397.52**

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## Profit after Taxation

**13,397.52**

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley MAAT AATQB

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12.05.2022

**SERVICE BY EMERGENCY RIDER VOLUNTEERS (SERV WESSEX)**

England & Wales - Charity number 1156383

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# Accounts

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# **SERV Wessex**

## **AGM Meeting Minutes**

8th April 2021 - 20:00hrs

Video call via Teams

### **Present**

Ross Allen  
Ashley Baker  
Mike Ball  
Tim Bennett (Treasurer & Trustee)  
Richard Buchan  
Stuart Clark  
John Davies (Secretary)  
Julie Davies  
Chris Devrell  
Jon Dunster  
Tony Emans  
Martin Farrelly  
Kevin Graves  
Rob Harris  
Chris Hobson  
Clare Hyde

Steven Hyde (Trustee)  
Tony Johnson  
Roger Jones  
Mike Leaming  
James Liness  
Dee Linnell-Cook  
Steve Lockett  
Richard Morgan  
Dave Morton  
Steve Nicholson  
Martin Orrell  
Steve Parker  
Caroline Smith (Trustee)  
Robert Smith (Chair)  
Sarah Trinick  
Norman Wareing

### **Apologies**

Julia Barham-Cook  
Paul Turle  
Peter McAlpine

David Manchester  
Gary Clark

### **Minutes of last AGM meeting - 24/8/20**

The previous minutes were accepted as a true reflection of the discussions

Proposed - Norman Waring  
Seconded - Richard Buchan



## Trustees Report

Steven Hyde gave a brief overview of the situation from the perspective of the trustees.

### Trustees Report - 2021

SERV Wessex Trustees operate to the charities commission guidelines and this annual report is based on the recommendations from the UK Governments [website](#).

SERV Wessex is a registered charity (No.1156383) that provides a free transportation service for NHS Hospitals in Hampshire, Dorset and South Wiltshire.

The registered address is Ruby Lodge  
5 Wallis Road  
Waterlooville  
PO7 7RX

The current trustees are Steven Hyde  
Caroline Smith  
Tim Bennett

A Trustees Recruitment Policy is going to be created, when completed it will be available for all members to read.

SERV Wessex activities and objectives in the previous period have included

- Increasing capacity in line with NHS demands
- Expanded service offering to the NHS, medication etc
- Raised monies to replace one of the bikes
- Allocated monies to contribute to volunteers fuel costs
- Second Duster – HIOWAA
- Replaced Two bikes
- Disposed of old vehicles
- Development of an Emergency plan in response to the Covid 19 pandemic
- Development of risk assessments associated with the Covid 19 emergency plan

The benefit to the NHS in 2020 has been estimated at £431,299.00

The charity doesn't have any debts and has increased its financial reserves holding of holding (one years running costs) from £35 to £40k.

The Executive committee and committee run the charity, as trustees we have had a few issues to deal with in the last 12 months, none have proved insurmountable. Our meetings are held separately from the committee meetings, but we do like to have representation at each committee meeting.

The trustees thank you for your ongoing support for this amazing charity which would be nothing without you all.

Steven Hyde  
Chair SERV Wessex Trustees



## Chairman's Report

Robert Smith gave a general overview of his take on the organisation, its challenges over the last year. He was keen to thank all involved.

### **Chairman's Report – 2021**

Welcome to this report for the forthcoming SERV Wessex AGM. We are all still living through extraordinary times, which has seen our service adapt and perform outstandingly. Hopefully we are now heading towards returning to something like normality, whatever that will look like.

It has only been 7 months since the last AGM which was delayed from April 2020. Since September we have gone through another two lock downs. SERV Wessex has continued to go from strength to strength and performed admirably, receiving many accolades, thanks and admiration from the NHS and the Community we serve. We continue to have an active and well supported committee which has continued to help the charity to evolve to meet the different landscape and challenges laid before us. I would like to give Tim Bennett a mention for all his tireless efforts carrying out his roles of Treasurer, Rota Manager and Trustee, he has provided guidance and continuity for the charity and myself as the new Committee have found their feet.

We rely on the support of the public and corporate sponsors to enable us to provide our service. Fundraising has been quite successful during 2020. We have had donations from various groups, such as the Lions, Round Table, Masons and Tesco to name a few. We have also been actively chasing grants from councils and large organisations such as the National Lottery. Financially we are in reasonable shape for the remainder of the year. We do however now need to start to attend events to kick start our fundraising activities, as grants have all but dried up. Organisations who provide them are now focusing on different areas in the community.

The majority of our events are at weekends. We expect you as volunteers not only to support us on the rota, but also come along and support our fundraising efforts. If anyone has any ideas or contacts that could help with fundraising please let us know. We can support your efforts or take on the task ourselves. Marked vehicles provide us with the professional image and presence out on the road and are a big draw when it comes to fund raising, they are also our biggest cost. For continuity I am still fulfilling the roles of Events and Fundraising Manager, so if anyone would like to help with those activities, please let me know.

Since the last AGM we have managed to launch our new web site, which will continue to evolve, thanks to everyone who helped with that project. We have also updated various operational documents and have been carrying out a rationalisation and update of the file store on 3Rs. We now have a new location to garage for one of our bikes, which is Romsey Fire Station we will also look at other locations. Romsey will complement the Andover Fire Station garage, which we have had to temporarily vacate, but intend to be back as soon as possible.

Our keep the wheels turning campaign is still running although we have updated its focus, but we are still able to pay a small amount towards volunteers mileage whilst on duty. This will continue until the pot runs out.



## Chairman's Report - Cont'd

### Chair Report – April AGM 2021 - Cont'd

You will all be aware of the difficulties of getting onto the rota. Recruitment of new riders and drivers has been reduced, but we will maintain an agreed level to support our operational requirements. We will also continue to review our offering in respect of the service we provide. Day time support has increased significantly from our pre-Covid service. As restrictions ease, we can hopefully expect the Pharmacies reliance on our help to ease. Subsequently as the NHS starts to return to normal, I would expect our night time requests to increase to pre covid levels.

The Queens Award for Voluntary Service. You will have possibly noticed some Blood Bike Groups proudly display the fact they were awarded this accolade. We submitted an application in 2017 but were not successful. This precluded us from applying again for 3 years and then only if something had changed with our service from the last application. A team consisting of Caroline (Trustee), Tim and myself, dusted off our previous application and set about updating it to cover our new daytime offerings. Applications have to be supported by two sponsors, who write supporting letters which is an important and key enabler. Pharmacy departments at both Portsmouth Hospital and Hampshire Hospitals agreed to support our application, which we submitted in September 2020. We have so far progressed through the various stages of the application and I would like to say a particular thank you to Caroline who worked with both QA and Hampshire Hospital Chief Pharmacists and Chief Executives to deliver a very strong bid for SERV Wessex. I would also like to thank Lillian Hobbs and Kenny Lister who were interviewed along with Tim and myself by the representative of the Lord Lieutenant of Hampshire as part of the selection progress. Thanks to all those that also volunteered but were not required. Everyone did a sterling job and we received great feedback from the Deputy Lord Lieutenant following the interviews. We should hear towards the end of May if we are successful in our application.

Finally, I would like to thank you all for your support over the past year and especially the hard-working fellow members of the Committee and the Trustees for their continued and enthusiastic support, who work tirelessly in the background to keep the great charity that is SERV Wessex operating.

Robert Smith  
Chairperson.



## Treasurer's Report

Tim Bennett gave an overview of financial standing of the organisation.

### Section 6 - Treasurer's Report.

Attached is the Profit & Loss for April 1<sup>st</sup> 2020 -31 March 2021. These figures are provisional and are currently with the book keepers for final confirmation and verification. Any changes made should be very low and most likely will be on the deprecation of the vehicles. The 'signed off' figures will be released as soon as they have been verified & checked.

If anyone would like anymore details or has any questions please let me know and I will answer them later.

As we know the last year has been very different and our fund raising has changed significantly with no supermarket tin shakes at all. However as you can see our donations have still been coming from various sources, which makes our income look very good. The grant from the HIOWAA has now been paid as well as grants from the Lottery Fund & from Tesco. Robert has excelled, being busy applying for any source of money that we thought could support us. We are expecting grant providers to be more selective and there will be fewer around.

Our 'Keep the wheels turning' campaign we started is still receiving donations from grateful people to whom we have delivered medication for. Currently we have had £9,582.78 donated.

I am fully expecting our income to drop this coming year & this is where our cash reserves will come in. Our fuel costs have been reduced this year due to the support of BP giving our marked vehicles free fuel. We also introduced a mileage allowance for all volunteers and have paid out over £3000 to those that have claimed.

To sum up our income for April 1<sup>st</sup> 2020 till 31<sup>st</sup> March 2021 was £ 61,659.89, Expenditure for the same period was £ 34,908.20. This means we added £26,751.69 to our funds. Money held with our bank account is just over £100,000.00.

The Trustees have decided that in line with our strategy plan we will budget to keep £40,000 as a reserve. This means if all revenue were to stop overnight our yearly expenses would still be covered enabling keep us to keep going for a year. Also we consider we can afford to consider upgrading one or two bikes this year.

Tim Bennett  
Treasurer.



## Treasurer's Report - Cont'd

The accounts as laid out on pages 6 & 7 were accepted.

Proposed by Tim Bennett.  
Seconded by John Davies.

### Customised Balance Sheet

**SERV Wessex**  
**As at 3 April 2021**

	3 APR 2021
<b>Fixed Assets</b>	
<b>Tangible Assets</b>	
Vehicles and Trailers	95,668.32
Less Accumulated Depreciation	(32,635.56)
<b>Total Tangible Assets</b>	<b>63,032.76</b>
<b>Total Fixed Assets</b>	<b>63,032.76</b>
<b>Current Assets</b>	
<b>Cash at bank and in hand</b>	
Serv Wessex	102,299.73
<b>Total Cash at bank and in hand</b>	<b>102,299.73</b>
VAT refund	127.88
<b>Total Current Assets</b>	<b>102,427.61</b>
<b>Creditors: amounts falling due within one year</b>	
Accounts Payable	988.83
VAT	(374.60)
<b>Total Creditors: amounts falling due within one year</b>	<b>614.23</b>
<b>Net Current Assets (Liabilities)</b>	<b>101,813.38</b>
<b>Total Assets less Current Liabilities</b>	<b>164,846.14</b>
<b>Net Assets</b>	<b>164,846.14</b>
<b>Capital and Reserves</b>	
Current Year Earnings	(4,031.36)
Share capital	24,426.00
Unrestricted net assets	144,451.50
<b>Total Capital and Reserves</b>	<b>164,846.14</b>



## Treasurer's Report - Cont'd

### Personalised Profit and Loss

**SERV Wessex**

**For the year ended 31 March 2021**

	2021
<b>Turnover</b>	
Campaign income	2,951.18
Collection Tins	562.07
Gifts and Donations	34,909.14
Grants	20,000.00
Jackets, badges, covers	1,062.50
Joining and Membership Fees	2,175.00
<b>Total Turnover</b>	<b>61,659.89</b>
<b>Gross Profit</b>	
	<b>61,659.89</b>
<b>Administrative Costs</b>	
Allstar	292.68
Audit & Accountancy fees	797.98
CAF Bank	66.00
Depreciation Expense	14,185.91
Dues and Subscriptions	272.00
Fuel reimbursement	2,765.40
Miscellaneous Expense	25.00
New Duster	(416.67)
Operational Expense	1,597.74
Profit/loss on disposal of fixed assets	(460.15)
Vehicle Expense	15,782.31
<b>Total Administrative Costs</b>	<b>34,908.20</b>
<b>Operating Profit</b>	
	<b>26,751.69</b>
<b>Profit on Ordinary Activities Before Taxation</b>	
	<b>26,751.69</b>
<b>Profit after Taxation</b>	
	<b>26,751.69</b>



## **Formal Questions raised**

There were no formal questions raised.

## **End of Formal Business.**

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM, no records of the following discussions were kept.

Personalised Profit and Loss  
SERV Wessex  
For the year ended 31 March 2021

Account	2021
Turnover	
Campaign income	2951.18
Collection Tins	562.07
Gifts and Donations	37245.37
Grants	20000
Jackets, badges, covers	1082
Joining and Membership Fees	2295
Total Turnover	64135.62
Gross Profit	64135.62
Administrative Costs	
Allstar	292.68
Audit & Accountancy fees	797.98
CAF Bank	74
Depreciation Expense	15831.42
Dues and Subscriptions	272
Fuel reimbursement	2970
Miscellaneous Expense	25
New Duster	-416.67
Operational Expense	909.05
Profit/loss on disposal of fixed assets	-460.15
Telephone & Internet	71.88
Vehicle Expense	14804.68
Total Administrative Costs	35171.87
Operating Profit	28963.75
Profit on Ordinary Activities Before Taxation	28963.75
Profit after Taxation	28963.75

## **Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383**

I report on the accounts of the Trust for the year ended 31 March 2021, which are set out on page 1.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

### **Basis of independent examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley MAAT AATQB

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 11.11.2021