

Charity Registration No. 1169176

Companies House Ref. CE008794

# **LITTLE LIFESAVERS**

**(CHARITABLE INCORPORATED ORGANISATION)**

## **TRUSTEES' REPORT AND UNAUDITED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022**



## **LITTLE LIFESAVERS**

**(CHARITABLE INCORPORATED ORGANISATION)**

### **LEGAL AND ADMINISTRATIVE INFORMATION**

<b>Trustees</b>	Dr Barbara Stanley (appointed 01 September 2016) Dr Thea Clare Morgan (appointed 21 October 2020) Mr Greig St John Orrell (appointed 21 October 2020) Dr Anne Pinches (appointed 21 October 2020) Dr Anna Finkelstein (appointed 21 October 2020)
<b>Charity number</b>	1169176
<b>Companies House reference</b>	CE008794
<b>Registered office</b>	Honeymead Rectory Lane Ashington Pulborough West Sussex RH20 3LF
<b>Bankers</b>	HSBC UK Bank PLC 1 Warwick Street Worthing West Sussex BN11 3DE

# **LITTLE LIFESAVERS**

**(CHARITABLE INCORPORATED ORGANISATION)**

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## **TRUSTEES' REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2021**

The trustees are delighted to present our annual report for the period April 2021 to March 2022.

The financial statements comply with the Charities Act 2011, the memorandum and articles of association and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

#### **Structure, Governance & Management**

Little Lifesavers was formed as a charitable incorporated organisation (CIO) on 14 September 2016. The charity's trustees who served during 2021/22 were as follows:

Dr Barbara Stanley

Dr Thea Clare Morgan

Mr Greig St John Orrell (appointed 21 October 2020)

Dr Anne Pinches (appointed 21 October 2020)

Dr Anna Finkelstein (appointed 21 October 2020)

New trustees may be recruited to the board at any time by the existing trustees. In selecting individuals for appointment as Trustees, the Trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

The charity has volunteer hubs around the country, but all are managed by the administrative office which is operated remotely and overseen by the board of trustees. Day-to-day management of the charity is delegated to one part-time administrative staff member who manages the network of volunteers.

#### **Public Benefit**

The trustees have due regard to the charity commission guidance on public benefit in deciding what activities it carries out.

#### **Principal Risks & Uncertainties**

Trustees and staff carry out regular risk assessments that affect the operational delivery of our work and longer-term sustainability of the service. The current principal risk to the ongoing viability of the charity is the impact of the COVID-19 pandemic in recruiting and retaining volunteers as well as the ability to deliver the training sessions in schools. This risk is imposed by both official regulations and the risk of infection as perceived by volunteers and school staff.

The charity has reduced its financial risk by leveraging funding from a variety of sources including volunteers, fundraising initiatives, and corporate partners when the opportunity arises.

## **Remuneration policy**

Our part-time administrator is paid on a pro-rata basis and their salary reflects the market rate; this salary is reviewed periodically.

## **Objectives & Activities**

The charity's primary objective is to advance the education of school children in the United Kingdom (including Scotland) including but not exclusively to year 5 primary school in matters relating to the effective application of cardiopulmonary resuscitation (CPR) and other life saving techniques.

Little Life Savers teaches children aged 9 – 13. Basic Life Saving Skills including but not limited to: Management of Child Choking, Management of Adult Choking, Child CPR, Adult CPR, the Recovery Position.

Training is provided free of charge to schools, and children are provided with training and an opportunity to practice these core skills as well as a certificate of attendance containing a summary of the skills discussed.

The primary contribution has been made by the voluntary trustees, as well as the volunteer instructors. In addition, staff, parents, and supporters have contributed their time and labor without charge. The charity would not be able to function without the 300+ volunteers, group coordinators and the employed administrator to run volunteers through the process and so volunteers can deliver the training in the schools throughout the UK.

## **Achievements and performance**

During the Year 01.04.21 – 31.03.22 the Charity delivered 8 training sessions UK wide and trained 410 children – an excellent restart after the Pandemic, which demonstrates both the ongoing need for our sessions and the effectiveness of the new framework put in place during the previous year.

We continue to work hard to refine the framework and process – streamlining it to increase accessibility to our tool.

The charity is growing in line with expectations, given the current UK-wide conditions

## **Financial Summary and Review**

Total income: £13,198.53

Expenditure on charitable activities: £33,282.17

We will be able to continue to function at our current financial position with our current assets for another 24 months – our focus has been volunteering process and recruitment which has generated regular matched income to begin to cover recruitment cost (umbrella body DBS fee)

We have invested £15,761 in building the charity volunteering and session organisation framework and in necessary changes to charity structure (such as transition to home working (moving out of office and temporary storage) and other short-term costs – such as website rebuild and booking system outlay, validating the need for reserves.

## Reserves Policy

The charity has put in place a reserves policy for two reasons:

- 1) We have no large corporate partner or regular donor or sponsor base to cover regular outgoings- making income sporadic and matched to fundraising events and
- 2) The planned expansion of volunteer numbers with equipment provision and necessary investment to achieve this is ahead of our fundraising income. We will therefore keep a minimum of 2 years of operating costs in reserve based on 2021-2022 figures (minus extraordinary costs e.g., storage fees and HR support)

Annual running costs estimated at £20,500 and provision for 10 new sets of manikins over 2 years at approximately £650 per set of 3 gives a 2 -year reserve of £47,356

Reserves held at 31 March 2022 were £58,455.36 (2021: £78,539) (2020: £76,138).

## Trustees' Responsibilities

The trustees acknowledge their responsibilities for maintaining the accounting records of the charity.

The trustees confirm that there is no requirement for an audit of the financial statements.

The trustees confirm that they have no reason to believe that the charity is not a going concern.

The trustees declare that they have approved the trustees' report above and the following accounts.

Signed on behalf of the board by

A handwritten signature in black ink that reads "Greig Orrell". The signature is written in a cursive style. Below the signature, there is a small, faint watermark that says "SIGNATURE.COM".

Dr Barbara Stanley

Chair of trustees

Date:

# LITTLE LIFESAVERS

(CHARITABLE INCORPORATED ORGANISATION)

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Unrestricted funds	Restricted funds	Total 2022	Total 2021
<b>Income and endowments from:</b>				
Donations and legacies	13,198	-	13,198	35,292
Other	-	-	-	-
<b>Total</b>	<b>13,198</b>	<b>-</b>	<b>13,198</b>	<b>35,292</b>
<b>Expenditure on:</b>				
Furtherance of charity's objectives	32,932	-	32,932	27,051
Raising funds	350	-	350	280
<b>Total</b>	<b>33,282</b>	<b>-</b>	<b>33,282</b>	<b>27,331</b>
<b>Net income/(expenditure)</b>	<b>(20,083)</b>	<b>-</b>	<b>(20,083)</b>	<b>7,961</b>
<b>Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,961</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	77,594	945	78,539	70,578
Total funds carried forward	57,380	945	58,455	78,539

# LITTLE LIFESAVERS

(CHARITABLE INCORPORATED ORGANISATION)

## BALANCE SHEET

AS AT 31 MARCH 2022

		31 March 2022		31 March 2021	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		1,625		7,061
<b>Current assets</b>					
Debtors	10	364		236	
Cash at bank and in hand		<u>56,935</u>		<u>72,212</u>	
		57,171		72,448	
<b>Creditors: amounts falling due within one year</b>	11	(470)		(970)	
<b>Net current assets</b>			<u>56,8300</u>		<u>71,478</u>
Total assets less current liabilities			58,455		78,539
<b>Income funds</b>					
Restricted funds	14		945		945
Unrestricted funds			<u>57,510</u>		<u>77,594</u>
			<u>58,455</u>		<u>78,539</u>

# **LITTLE LIFESAVERS**

## **(CHARITABLE INCORPORATED ORGANISATION)**

### **NOTES TO THE ACCOUNTS**

#### **FOR THE YEAR ENDED 31 MARCH 2022**

##### **1. Statutory information**

The charity is a charitable incorporated organisation registered in England and Wales. The registered office and other administrative information can be found on the legal and administrative information page of these accounts.

##### **2. Accounting policies**

###### **2.1. Basis of preparation**

These accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS 102)).

Little Lifesavers meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless stated otherwise.

There are no material uncertainties about Little Lifesavers' ability to continue as a going concern.

###### **2.2. Income**

Income is included in the statement of financial activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is certainty over the receipt of the income.

Grants and donations are recognised on an accrual's basis, accounted for in the period to which they relate.

###### **2.3. Expenditure**

Expenditure is recognised on an accrual's basis. The charity is not registered for VAT and therefore expenditure is shown as inclusive of VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both directly and indirectly attributable costs which are necessary to support them.

Governance costs include those associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees. These costs are included within support costs.

# LITTLE LIFESAVERS

(CHARITABLE INCORPORATED ORGANISATION)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

### 2.4. Tangible fixed assets and depreciation

Any tangible fixed assets under £150 are written off in the year of purchase.

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its useful life, as follows:

Fixtures, fittings & equipment – 25% straight line

### 3. Income from donations and grants

	Unrestricted funds £	Restricted funds £	Total 2022 £	Total 2021 £
<b><i>Restricted funds</i></b>				
Co-Op Local Community Fund	-	-	-	2,295
Tesco Bags of Help – Hampshire	-	-	-	1,000
Tesco Bags of Help – Burgess Hill	-	-	-	2,000
Tesco Bags of Help – King’s Lynn	-	-	-	1,000
Tesco Bags of Help – Bicester	-	-	-	3,000
Tesco Bags of Help - Storrington	-	-	-	1,166
Tesco Bags of Help – Yeovil	-	-	-	1,000
<b><i>Unrestricted funds</i></b>	13,198	-	13,198	23,831
<b>Total</b>	<b>13,198</b>	<b>-</b>	<b>13,198</b>	<b>35,292</b>

### 4. Expenditure

	Staff costs £	Depreciation £	Other Costs £	Total 2022 £	Total 2021 £
<b><i>Furtherance of charity’s objectives:</i></b>					
Activities undertaken directly	-	-	-	-	10,040
Support costs	8,936	5,662	18,684	33,282	17,011
<b>Total</b>	<b>8,936</b>	<b>5,662</b>	<b>18,684</b>	<b>33,282</b>	<b>27,051</b>

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**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2022**

**5. Support costs**

	<b>Total 2022</b>	<b>Total 2021</b>
	<b>£</b>	<b>£</b>
Miscellaneous costs	14,993	8,104
Insurance	680	472
Professional fees	2666	1,418
Administrative salaries	8811	6,416
Depreciation	5662	151
Governance costs	470	450
<b>Total</b>	<b>33,282</b>	<b>17,011</b>

Governance costs relate to independent examiner's fees.

**6. Trustees**

None of the trustees (or any persons connected with them) received any remuneration during the year. No trustee invoiced for services provided (2021: none).

**7. Employees**

During the year, the average number of employees was 1 (2021: 0). The full-time equivalent was 0.4 (2021: 0).

There were no employees whose annual remuneration was £60,000 or more (2020: none). The key personnel of the charity comprised the chairperson and treasurer whose roles are voluntary.

**8. Comparative funds – Statement of Financial Activities for the year ended 31 March 2021**

	<b>Unrestricted funds</b>	<b>Total 2021</b>	<b>Total 2020</b>
<b>Income and endowments from:</b>			
Donations and legacies	35,292	35,292	56,788
Charitable activities	-	-	-
Other	-	-	100
<b>Total</b>	<b>35,392</b>	<b>35,292</b>	<b>56,888</b>
<b>Expenditure on:</b>			
Furtherance of charity's objectives	27,051	27,051	18,737
<b>Total</b>	<b>27,051</b>	<b>27,051</b>	<b>18,737</b>

# LITTLE LIFESAVERS

(CHARITABLE INCORPORATED ORGANISATION)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

Net income/(expenditure)	7,961	7,961	<u>38,151</u>
Reconciliation of funds			
Total funds brought forward	70,578	70,578	<u>32,427</u>
Total funds carried forward	58,325	58,325	<u>70,578</u>

These figures have been restated to reflect corrections required to the accounts for the year ended 31 March 2020 identified in the independent examination for the year ended 31 March 2021.

### 9. Tangible fixed assets

	<b>Fixtures, fittings &amp; equipment</b>
<b>Cost</b>	
At 1 April 2021	22,846
Additions	<u>226</u>
At 31 March 2022	23,072
<b>Depreciation</b>	
At 1 April 2021	15,785
Charge for year	<u>5,662</u>
At 31 March 2022	21,447
<b>Net book value</b>	
<b>At 31 March 2022</b>	<u><b>1,625</b></u>
At 30 March 2021	<u>7,061</u>

### 10. Debtors

	<b>31 March 2022</b>	<b>31 March 2021</b>
	<b>£</b>	<b>£</b>
Prepayments and accrued income	<u>364</u>	<u>236</u>
		<u>236</u>

# LITTLE LIFESAVERS

(CHARITABLE INCORPORATED ORGANISATION)

## NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

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

	31 March 2022	31 March 2021
	£	£
Trade Creditors	20	20
Accruals and other creditors	450	450
Taxes and social security	-	500
	<b>470</b>	<b>970</b>

### 12. Control

The charity is under the control of the board of trustees.

### 13. Related Party Transactions

During the year, the charity received donations from the juvenile son of the chairperson, Dr Barbara Stanley, who has been fundraising for the charity; the total received in the year was £54 (2020: £nil).

### 14. Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balance of donations and grants held for specific purposes:

	Balance at 1 April 2021	Incoming Resources	Resources Expended	Transfers to/from Unrestricted Funds	Balance at 31 March 2021
	£	£	£	£	£
Co-op Local Community Fund	945	-	-	-	945
Tesco Bags of Help – Hampshire	-	-	-	-	-
Tesco Bags of Help – Burgess Hill	-	-	-	-	-
Tesco Bags of Help – King’s Lynn	-	-	-	-	-
Tesco Bags of Help – Bicester	-	-	-	-	-
Tesco Bags of Help – Storrington	-	-	-	-	-
Tesco Bags of Help – Yeovil	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>945</b>

**Co-op Local Community Fund** - The funds are to be used towards recruiting and training our volunteers, provision of equipment for teaching the children and creating a simple booking system for schools to book sessions.

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## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2022

**Tesco Bags of Help** – *The Bags of Help grant is to be used expand and create further groups in the specified region. They should be used to secure further Mannikins for training and teaching equipment such as t-shirts, certificates, stickers and connectivity such as email and web presence etc., and DBS checks for all coordinators/volunteers.*

#### 15. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total 2022 £
Fund balances at 31 March 2022 are represented by:			
Tangible fixed assets	1,625	-	1,625
Current assets	57,300	945	57,300
Creditors: amounts falling due within one year	(470)	-	(470)
	<b>58,455</b>	<b>945</b>	<b>58,455</b>

#### 16. Analysis of net assets between funds – comparative

	Unrestricted funds £	Restricted funds £	Total 2021 £
Fund balances at 31 March 2021 are represented by:			
Tangible fixed assets	7,061	-	7,061
Current assets	71,503	945	72,448
Creditors: amounts falling due within one year	(970)	-	(970)
	<b>77,594</b>	<b>-</b>	<b>78,539</b>