

Keele Community First Responders
(Registered Charity number: 1799199)
Financial statements
for the year ended 30 September 2020

Page	Contents
2	Reference and administrative details
3 - 5	Trustees' annual report
6	Independent examiner's report
7	Receipts & payments account
8	Statement of assets & liabilities
9-10	Notes to the accounts

Keele Community First Responders Reference and administrative details for the year ended 30 September 2020

Full name	Keele Community First Responders	
Registered Charity number	1179199	
Principal address	Horwood I Keele University Newcastle-under-Lyme ST5 5BG	
Trustees	Richard Lawton Alice Gwyn-Jones Philip Moore Philip Bramwell	Chair Secretary Treasurer Fundraising
Bankers	Natwest 75 High Street Newcastle-under-Lyme Staffordshire ST5 1PP	
Independent examiner	Daryl Denson ACMA VAST The Dudson Centre Hope Street Stoke-on-Trent ST1 5DD	

Keele Community First Responders Trustees' annual report for the year ended 30 September 2020

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2020.

Governance and management

The charity is a CIO operated under the rules of its constitution adopted 16 July 2018. Once registered with the Charity Commission, the existing unregistered charity immediately transferred all assets, liabilities and assets to the CIO in July 2018.

Methods adopted for the recruitment and appointment of new trustees

Trustees are elected annually by the members of the charity.

The charity's organisational structure and wider network

The charity side of the group is managed by four trustees who are elected from members of the group. These trustees take on the role of chair, treasurer, fundraiser and secretary. Charity members can either be volunteer responders or non-operational associate members who participate in fundraising or training activities.

The organisational structure of the charity includes the coordinator of the group (which at present is the chair trustee) with the group volunteers who form the operational members of the group. The Keele group is overseen by an area coordinator who is then overseen by West Midlands Ambulance service trust who provide policy and procedures for our Community First Responders.

The charity continues to benefit from its relationships within its network. The charities wider structure includes a close partnership with West Midlands Ambulance Service (WMAS). WMAS provide trained volunteers (Community First Responders CFRs) to Keele Community First Responders. The charity also utilises volunteers from Keele University and the local community to meet its objectives. The charity continues to have a close relationship with Keele University who provide facilities to enable the charity to operate on the university campus.

Aims and objectives

- The relief of sickness and the preservation of life in Keele and the surrounding area by providing trained volunteers to attend medical emergencies as directed by West Midlands Ambulance Service.
- To advance the education and training of the public in support of Basic Life Support.

Summary of the main activities undertaken

Our Community First Responders respond to 999 calls from Keele, Silverdale, Madeley and its surrounding areas, in partnership with West Midlands Ambulance Service. The charity attends 999 calls in a vehicle and provides immediate assessment and life support treatment before the NHS ambulance arrives. The charity also provides local teaching of basic life support, CPR and automated defibrillator use to groups and members of the public.

Public Benefit

The Trustees of the Charity are aware of the Charity Commission's guidance on public benefit and have regard to it in their administration of the Charity.

Summary of the main achievements during the period

In the financial year of 2019-2020 we gave a total of 867 hours of cover and in that time we responded to 100 emergency 999 calls in our response area. The group gave instruction on 1 Heartstart course.

In the previous financial year of 2018-2019 we gave a total of 1291 hours of cover and in that time we responded to 197 emergency 999 calls in our response area. The group gave instruction on 13 Heartstart courses.

**Keele Community First Responders
Trustees' annual report (continued)
for the year ended 30 September 2020**

Financial review

The results for the year are set out on page 6.

The principal sources of funds are from collections at events attended by the charity. Collection pots are also placed in local businesses which are collected regularly. Donations are periodically made to the charity. Grants have been awarded in previous financial years, usually with a specific purchasing goal of a new piece of equipment.

Expenditure supports the running and operational ability of the charity. Equipment and vehicle servicing and upkeep maintains the operational ability of the charity.

No investments are made by or on behalf of Keele Community First Responders.

The organisation's policy on reserves

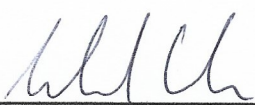
The charity aims to keep a reserve of £1,000 to comfortably cover maintenance and running of the charity vehicle and essential expenditure. At 30 September 2020 the charity held reserves of £2,397 (2019: £3,051).

Main Risks and impact of Covid-19

Risks include a lack of fundraising opportunities. Currently during the Covid-19 pandemic the opportunities to fundraise are limited. As a group we have tried to ensure that the backup funds in the account are adequate to maintain the group's operational ability.

The frequency of training provided by the ambulance service has limited our new volunteers over the past 3 years however new courses are now becoming available and our current volunteers are maintaining cover. Covid-19 has also provided operational changes which the group have adapted to.

Signed on behalf of the Trustees:

Signed  Date 25/11/20

Richard Lawton
Chair

**Independent examiner's report to the Trustees of
Keele Community First Responders
for the year ended 30 September 2020**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2020 which are set out on pages 6 to 8.

Respective responsibilities of trustees and examiner

As the charity's trustees of Keele Community First Responders you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Keele Community First Responders' accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

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

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

Signed  Date 01/12/2020

Daryl Denson ACMA
VAST

**Keele Community First Responders
Receipts & payments account
for the year ended 30 September 2020**

	Note	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
Receipts				
Funds transferred from Keele Community First Responders unregistered charity		-	-	2,901
Fundraising		1,072	1,072	2,297
Heartstart training		250	250	400
Mileage reimbursement		389	389	522
Total receipts		1,711	1,711	6,120
Payments				
Medical equipment		-	-	1,065
Uniform		130	130	-
Fuel		214	214	425
Car maintenance		1,704	1,704	1,483
Insurance		89	89	-
Fundraising costs		174	174	96
Website costs		48	48	-
Sundries		6	6	-
Total payments		2,365	2,365	3,069
Net receipts/(payments)		(654)	(654)	3,051
Cash funds at start of this period		3,051	3,051	-
Cash funds at end of this period		2,397	2,397	3,051

**Keele Community First Responders
Statement of assets and liabilities
at 30 September 2020**

Cash assets	2020 £	2019 £
Bank Accounts	2,397	3,051
	<u>2,397</u>	<u>3,051</u>
 Liabilities	 £	 £
Accrual for 2019 Independent Examiner's fee	240	240
Accrual for 2020 Independent Examiner's fee	240	-
	<u>480</u>	<u>240</u>

Non Monetary Assets held for Charity's Own Use

The charity holds various assets which were donated to the CIO by the unregistered charity
These include the following:

Ambulance car and associated lighting and equipment
Response equipment
Training equipment
Uniform
Various spares and miscellaneous items

These financial statements are accepted on behalf of the charity by:

Signed 

Dated 25/11/20

Richard Lawton
Chair

**Keele Community First Responders
Notes to the accounts
for the period ended 30 September 2020**

1. Trustees' remuneration and related party transactions

No remuneration or expenses were paid to Trustees or any related party during the year.