

Keele Community First Responders
(Registered Charity number: 1799199)
Financial statements
for the year ended 30 September 2024

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**Keele Community First Responders
Reference and administrative details
for the year ended 30 September 2024**

| | | |
|----------------------------------|--|--|
| 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 Yasmin Cantwell | Chair Secretary (resigned 30 March 2024) Treasurer Fundraising Secretary (appointed 30 March 2024) |
| 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 2024

The trustees present the annual report together with the financial statements of the CIO for the year ended 30 September 2024.

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 is an association CIO with four current trustees who make up the committee. We are a solely volunteer based charity with no current employees. The trustees undertake the roles of chair, treasurer, fundraiser and secretary. This year the trustees undertook online training in the form of the ICAEW online trustee training course. The trustee committee is supported by additional non-trustee 'lead roles' of social media lead and logistics lead.

The charity has a direct link with West Midlands Ambulance Service NHS University Foundation Trust (WMASUFT) as a WMASUFT community first responder (CFR) scheme. WMASUFT provide community first responders (CFR) and the means for the charity to achieve its objectives of providing emergency response to patients in the local community. Keele CFR is one of many charities working with WMASUFT in this regard throughout the West Midlands. WMASUFT provide all operational governance and training for the CFR role. CFRs residing in the Keele and local areas are invited to join the membership of the charity. The charity provides the means for CFRs to perform their role through its assets and fundraising. The membership of the charity is populated with members who are current and ex CFRs. The trustees and members do not currently need to remain active CFRs and may choose to support the charity outside of the WMASUFT CFR role.

The major risks to the charity currently include loss of the charity responder vehicle, being the charities major asset, through either damage or theft. The vehicle is insured currently for its value and in the case of loss of the vehicle a regional pool vehicle can be obtained temporarily to allow the charity to continue its work. Fundraising has changed in the recent years following the covid virus outbreak. In years prior to this the large quantity of the charity's funds came from donations. Currently the largest percentage of the charity income comes from grants. The charity holds a reserve fund which cannot be used in exception of operational requirements. This reserve fund would allow the charity to run for one year with expenses while funds are raised again. The charity has an established team of CFRs with recruitment planned for early 2025 and does not consider a reduction in the number of volunteers to be a present risk.

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.

Keele Community First Responders Trustees' annual report (continued) for the year ended 30 September 2024

Summary of the main activities undertaken

The charity is a first aid/responder scheme, which supports WMASUFT, by facilitating CFRs with their primary activity of responding to 999 calls within Keele and surrounding areas. The primary focus of the charity is to attend emergency 999 calls and provide first aid and basic life support until the arrival of an NHS ambulance resource. This quicker response to patients in our local area can improve the outcomes for critically ill patients.

The charity's secondary aim is to improve the knowledge of basic life support skills in the community by providing public CPR training. The charity also supports several local automated external defibrillators (AED) situated in static outdoor AED cabinets which are accessible to the public in an emergency.

The charity's general aim is to make emergency life support more readily available within the community, thus improving the public health within the community.

Our CFR volunteers contribute to the charity by providing time 'on call' where they are available to be dispatched to 999 calls by the WMASUFT operational control room. In addition, other duties include hosting CPR teaching sessions for the community, maintaining and checking local AEDs, raising charity funds through fundraising events and raising awareness of the charity's work.

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

Over the last financial year our CFR volunteers provided 1571 of on duty hours available to respond to 999 calls. We attended 304 999 calls.

We also provide CPR teaching within the community and hosted 10 courses attended by 368 members of the public.

Through grants and fundraising, the charity has been able to raise funds to purchase a new vehicle and have it equipped as a responding vehicle. This has been an ongoing project requiring raising of funds, purchase of vehicle, equipping with radio and operational equipment and application of identification ambulance livery.

We are currently working with the local community to support and fund an automated external defibrillator (AED) and an AED cabinet which will be available to the public 24 hours a day for emergency use.

Financial review

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

The charity's principal source of funds is currently from grants which have been used to purchase equipment and uniform for our CFRs. Other funds come from locally placed collection pots in the community and from fundraising at events in the local community. Other fundraising has been achieved by volunteers performing sponsored activities.

The funds raised are mainly used to fund equipment and assets which allow the charity to attend medical emergencies, administer emergency assessment and medical intervention. The charity also uses its funds to purchase training and education equipment to help educate members of the community in basic life support. The charity funds are also used to cover insurances where necessary. The charity has no current investments.

**Keele Community First Responders
Trustees' annual report (continued)
for the year ended 30 September 2024**

The organisation's policy on reserves

The charity holds a reserve fund of £2000. When funds are equal to or below the reserve the charity can only have expenses for immediate and essential operational requirements. This reserve fund is designed to allow the charity to operate for one year while further fundraising is done. At 30 September 2024 the charity held reserves of £5,725 of which £373 was restricted (2023: £nil) and £5,050 unrestricted (2023: £2,194).

Signed on behalf of the Trustees:

Signed Richard Lawton Date 02/06/25

Richard Lawton
Chair

**Independent examiner's report to the Trustees of
Keele Community First Responders
for the year ended 30 September 2024**

I report to the charity trustees on my examination of the accounts of the charity for the period ended 30 September 2024 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 03/06/2025

Daryl Denson ACMA
VAST

**Keele Community First Responders
Receipts & payments account
for the year ended 30 September 2024**

| | | Restricted Funds | Unrestricted Funds | 2024 Total Funds | 2023 Total Funds |
|---|-------------|-----------------------------|-------------------------------|---------------------------------|---------------------------------|
| | Note | £ | £ | £ | £ |
| Receipts | | | | | |
| Fundraising | | - | 3,002 | 3,002 | 3,176 |
| Grant | 2 | 853 | - | 853 | 10,000 |
| Mileage reimbursement | | - | 989 | 989 | 1,041 |
| Car Sale | | - | 6,500 | 6,500 | - |
| Insurance payout | | - | 469 | 469 | - |
| Total receipts | | 853 | 10,960 | 11,813 | 14,217 |
| Payments | | | | | |
| Equipment | | 108 | 2,406 | 2,514 | 497 |
| Uniform | | 296 | 487 | 783 | 409 |
| Fuel | | - | 1,127 | 1,127 | 779 |
| Car maintenance | | - | 1,505 | 1,505 | 20,757 |
| Insurance | | - | 1,528 | 1,528 | 882 |
| Fundraising costs | | - | 238 | 238 | - |
| Accounts costs | | - | 254 | 254 | 252 |
| Website | | - | 60 | 60 | - |
| Postage, stationary & printing | | 70 | 111 | 181 | - |
| Travel Costs | | - | 92 | 92 | - |
| Total payments | | 474 | 7,808 | 8,282 | 23,576 |
| Net receipts/(payments) | | 379 | 3,152 | 3,531 | (9,359) |
| Cash funds at start of this period | | - | 2,194 | 2,194 | 11,553 |
| Cash funds at end of this period | | 379 | 5,346 | 5,725 | 2,194 |

**Keele Community First Responders
Statement of assets and liabilities
at 30 September 2024**

| | 2024 | 2023 |
|----------------------------|---------------------|---------------------|
| | £ | £ |
| Cash assets | | |
| Bank Accounts | 5,725 | 2,194 |
| | <u>5,725</u> | <u>2,194</u> |
| Liabilities | £ | £ |
| Independent Examiner's fee | 256 | 254 |
| | <u>256</u> | <u>254</u> |

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

Signed Richard Lawton

Dated 02/06/25

Richard Lawton
Chair

Keele Community First Responders
Notes to the accounts
for the period ended 30 September 2024

1. Trustees' remuneration and related party transactions

No remuneration or expenses were paid to Trustees or any related party during the year except the following:

Richard Lawton – Travel Expenses - £92 (2023: £nil)

2. Grants

| | 2024 | 2023 |
|--------------------------|-------------------|----------------------|
| | £ | £ |
| Madeley CFR | - | 5,000 |
| Keele University KeyFund | - | 5,000 |
| Co-Op Fund | 853 | - |
| | <u>853</u> | <u>10,000</u> |