



SERV Herts and Beds Annual Report

1ST JANUARY 2022 – 31ST DECEMBER 2022

SERV HERTS AND BEDS

CHARITY NUMBER 1180326

SERV Herts & Beds – The Bloodrunners

CHARITY NO: 1180326

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SERV Herts & Beds – The Bloodrunners

CHARITY NO: 1180326

Brief History of SERV Herts & Beds

The charity was set up in 2009 as part of the SERV Central Group, which was registered under the number 284455. The first hospital to use the services offered was Bedford. In 2015, the independent charity was set up in its own right as SERV Herts and Beds, finally gaining registration with the Charities Commission on 26th October 2015. In October 2018, a further change was made as SERV Herts and Beds became a Charity Incorporated Organisation (CIO), and registered under the new number 1180326

The Objective of SERV Herts & Beds remains as:

The relief of sickness and protection of health through the provision of a courier service to transport blood, human donor milk, samples and other items used for the medical and surgical treatment of patients for doctors, hospitals, and laboratories and to co-operate with the emergency services.

All activities undertaken by the Charity are aligned with and directed towards achieving this objective.

- Ensuring that a current Service Level Agreement (SLA) is in place with each establishment served.
- Recruiting and training enough numbers of suitably skilled volunteers to support the required level of service.
- Raising sufficient funds to provide necessary training and equipment.
- Continuously monitoring performance against agreements.

Charity Status, Structure, Membership and Trustees

Name of Charity: SERV Herts & Beds, Charity Registration Number: 1180326. The registered Address being 53 Wroxham Way, Harpenden, Herts AL5 4PR

SERV Herts & Beds is an independent registered charity and uses the SERV logotype with the agreement and permission of SERV, registered charity number 284455. SERV Herts & Beds maintains a good working relationship with, and is currently part of, the Nationwide Association of Blood Bikes (NABB).

New Trustees, when required, can be recruited from the body of the membership, but are usually already members of the Committee. As of the date of this report, the Committee and the Trustees are formed of the same names. They are:

Chair	Ian Hunt	Controller	Barbara Dalby
Secretary	Andy Cowley	IT	James Light
Deputy Chair	Vacant	Events	Dan Collins
Treasurer	Nick Bailey	Fleet	Ian Hunt
Membership	Paula Brown	GMP/SOP	Peter Nunn
Rota	Roger Elvin	Hospital Liaison	Ron McMurdie

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Training

Duncan Woods

Trustees Chair

Mark Lawrence

There are no special procedures for induction and training of Trustees, the Charity is uncomplicated in concept and operation, and all Trustees are recruited from amongst the Membership, a simple approval by the Committee and ratification at the AGM is considered sufficient.

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charities Commission in exercising their powers or duties.

The Charity consists of around 90 Rider/Drivers who collect and deliver products. There are 22 trained Controllers who despatch and direct the Rider/Drivers. The structure is completely flat.

A Committee was elected at the 2019, re-elected at the 2022 Annual General Meeting to run the day-to-day business of the Charity, with the officers as listed above.

The Committee meets monthly on the fourth Thursday to report on, and discuss, the running of the Charity. The fourth Thursday in October is set aside for the Annual General Meeting. At these meetings, expenditure proposals are debated, and if approved, actioned to individuals. Minutes of each meeting are recorded and approved each month.

Day-to-day decisions regarding the running of the Charity are taken by the Executive Committee. Any decisions with substantial financial or legal implications require approval by a majority of the Trustees.

Financials and Legal

Funding of 1.5 times annual expenditure is held in the deposit account of the Charity as a prudent reserve to cover the irregular nature of donations. The Finance Statement is attached to this report as Appendix A. The Trustees consider the reserves held at the time of this report to be satisfactory.

SERV Herts & Beds has appointed as its bank CAF Bank Limited, Charity Number 26836925, Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ. The charity also holds accounts at Metro Bank, 77 St Peter's Street, St Albans AL1 3ED

SERV Herts & Beds has appointed as its Independent Examiner since 25th February 2016 David Wildey, 9 Waverley Road, St Albans, AL3 5PB. David was also an active member of SERV Herts & Beds but has since retired.

SERV Herts & Beds raises funds to support training and equipping its volunteers. However, the Charity is totally dependent on its volunteers for delivery of its objective. Specifically, volunteers:

- Provide their own vehicle(s) in addition to the 4 Charity-owned motorcycles and 1 Car
- Pay all their own running costs, except when using a Fleet Motorcycle

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- Donate their time for rota duties, Committee tasks and for fund-raising events

SERV Herts & Beds has no paid staff, and there is no intent currently for that to change.

SERV Herts & Beds running expenditure averages £17,000 - £20,000 per annum, with income around £20,000 - £35,000. Income is made up of individual donations and donations from organisations, supermarket & event collections and donation income from talks and presentations to interest groups around the charity's region.

Recruitment, Assessments & Training of Volunteers

Anyone can apply for membership of the Charity. If they wish to take part in collection and delivery of NHS and Hospice materials, then they must have held a full driving licence for the class of vehicle they propose to use, for at least 2 years. They must also pass such practical and theoretical examinations and assessments as the Trustees deem necessary.

SERV Herts and Beds continually strive to recruit new members, as drivers, riders, and as Controllers or in administrative roles.

Specifically, for riders and drivers, a new member will undertake GMP training, Route Training and then be accompanied on a first ride by an experienced 'Buddy'.

Details of training are contained within the Members Handbook.

On joining SERV Herts and Beds, and once a year, in signing the 'Rules of Engagement' a Rider/Driver is accepting the level of training/support provided and agreeing to the following statement:

I declare the information given is correct to the best of my knowledge. I accept that it is my responsibility to ensure that my vehicles are road legal at all times, and have current and appropriate insurance, road tax and MOT, and that I am the holder of a current driving licence.

I understand that the final decision to undertake a task is with me as the rider/driver.

The purpose of the Route Training and also 'Buddy' rider session is to ensure that the volunteer can demonstrate confidence in handling their vehicle:

- According to speed limits and other legal requirements laid out in the Highway Code, in a range of road and traffic situations
- In a manner that is courteous to other road users
- In a manner that presents a positive view of SERV to the general public, and the hospitals we are serving
- Is able to secure boxes safely and securely

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- See evidence of a roadworthy and a well-maintained vehicle
- See the use of adequate protective clothing.

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Processes and Procedures

All regular journeys for SERV Herts & Beds collections and deliveries have a specified route and a rider/driver who is called out will join the prescribed route at the nearest point to his/her house and leave in the same manner when returning home.

Prescribed routes have been carefully selected with the safety of the rider – and the blood being carried – as the key priority. Wherever possible, routes are over main roads, which are:

- Well lit
- Expected to be a priority for maintenance in circumstances such as snow and other adverse weather
- Expected to keep the rider/driver away from potential ‘trouble spots’ such as football grounds or night clubs
- Ensure ease of locating a rider/driver, in the event of breakdown or accident, by another SERV rider, or the emergency services.

All processes and procedures are written and shared in the Member’s Handbook

Record of Tasks Performed January 2022 – December 2022

SERV have continued to provide H24/7 support to NHS Hospitals, local Hospices, and the Hearts Milk Bank.

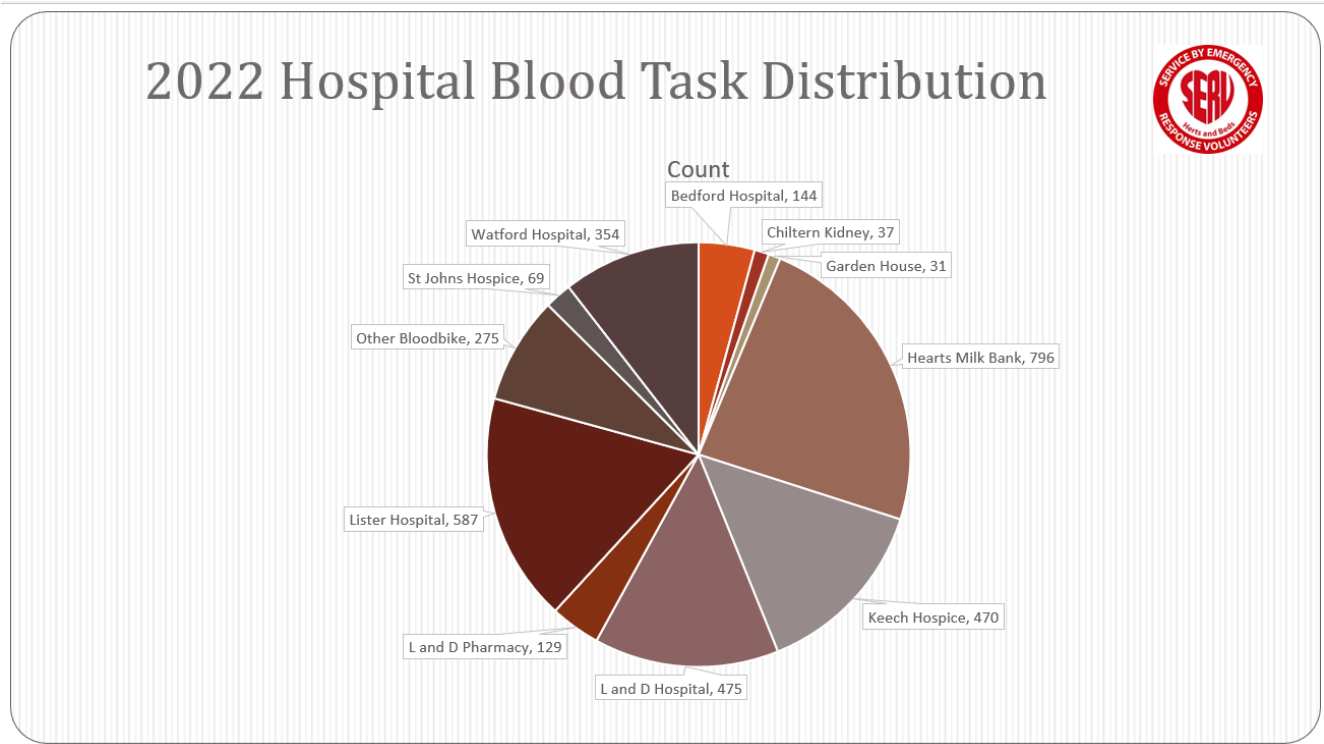
There has again been record growth year on year in the number of tasks undertaken in 2022, against the very challenging pandemic the country has faced, increasing fuel and cost of living prices and other external factors.

The tasks performed were distributed as follows:

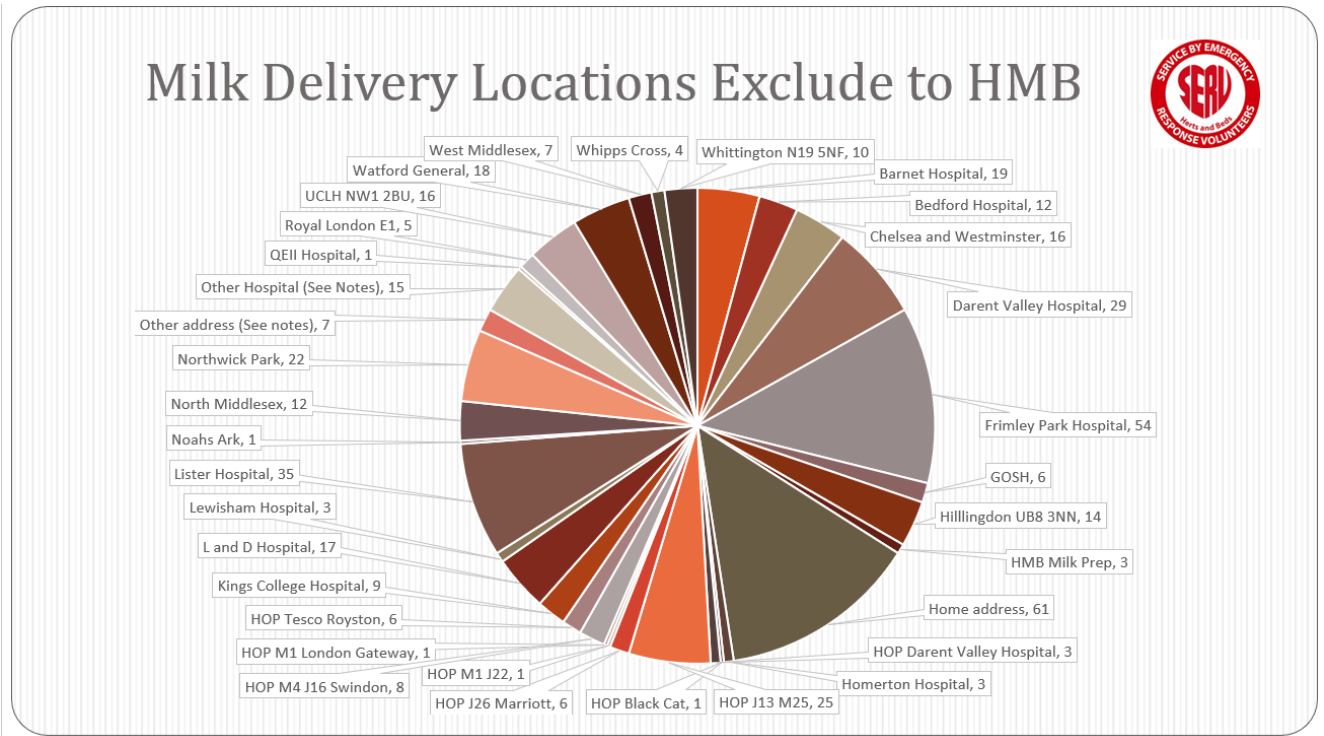
SERV Herts & Beds – The Bloodrunners

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Hospital Deliveries for Blood and Sample Services



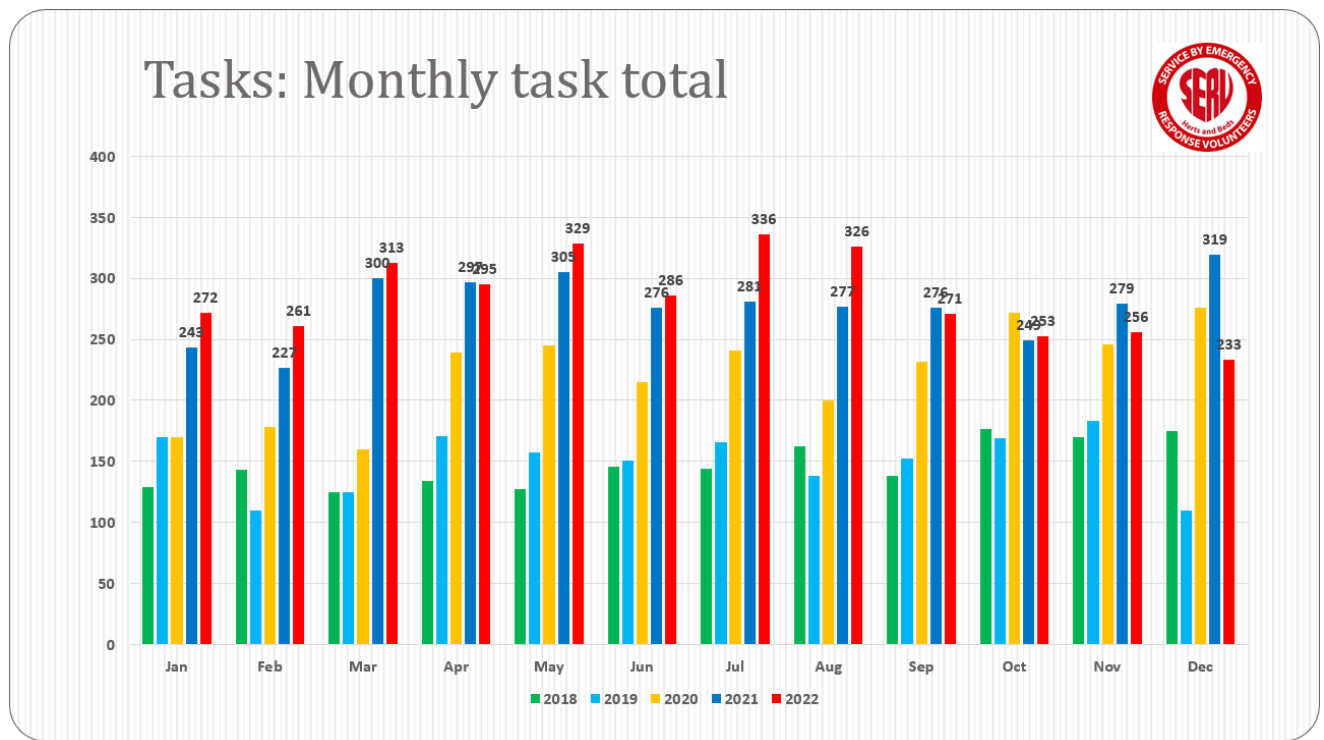
Milk Deliveries for Hospitals



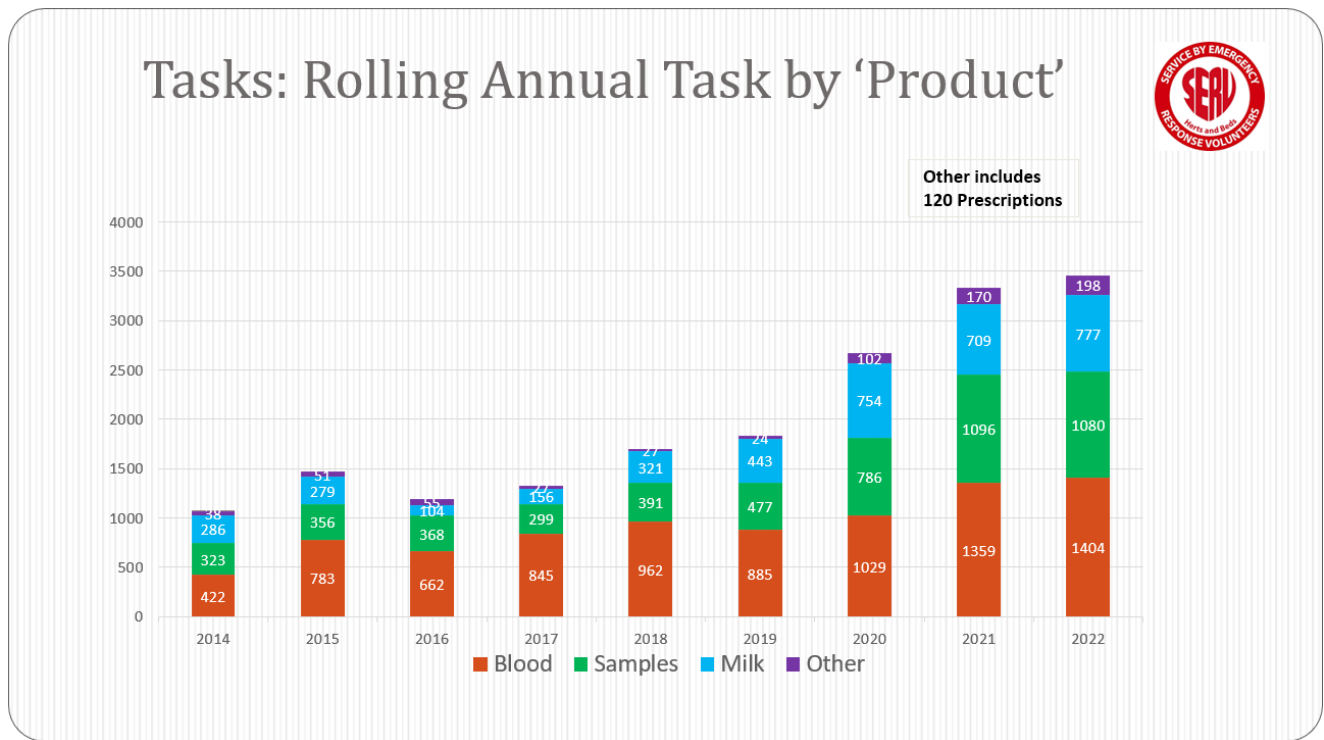
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As an overall average the group equalled 2021 levels, and exceeded job counts by far. This is in itself testimony to the commitment, dedication, and generosity of all members of the group.



There has been steady growth in all of the products carried, and also unsurprisingly during a pandemic, the carriage of samples and specimens.

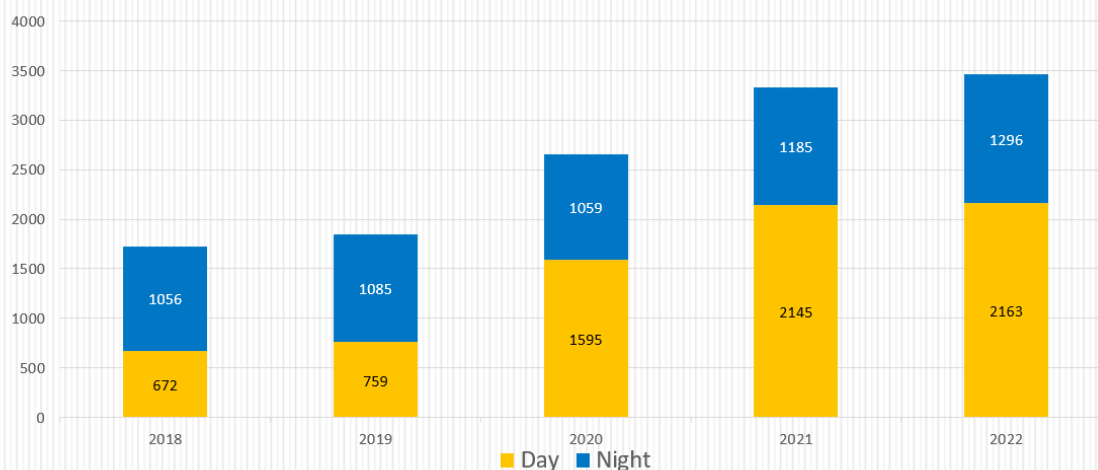


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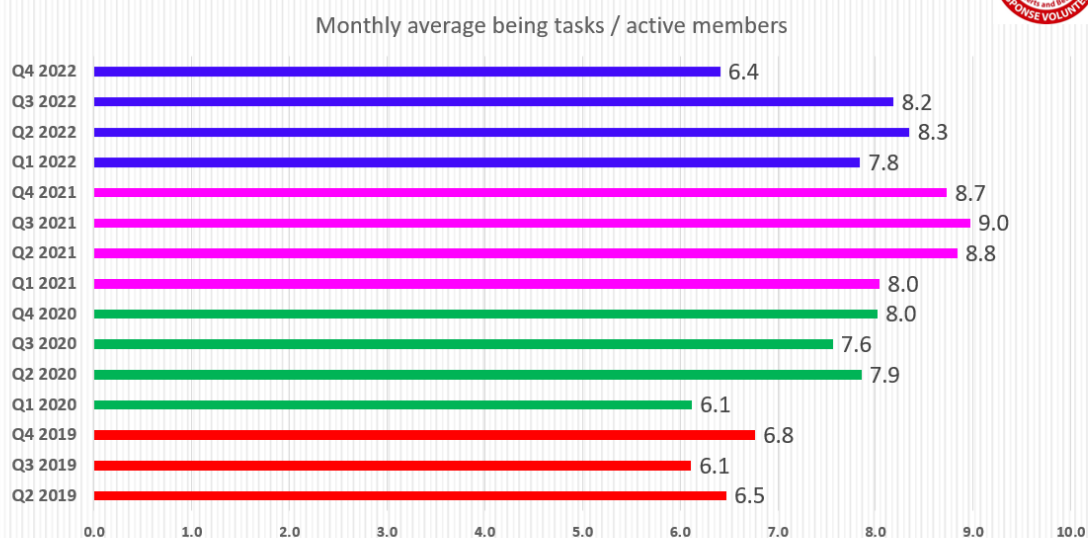
A shift in the time of the day when requests are made is also apparent, the calls used to be predominantly at night, but that has steadily changed. In 2022, around two thirds of requests have been in the daytime.

Tasks: Day Versus Night



The increase in work load has put pressure on our resources. Recruitment during 2022 has been challenging but steady. As a consequence, the average work rates began to decrease to those seen in prior years, Towards the end of the year, we have been successful recruiting new members and that increase in work load has started to level off.

Work rate: Ave Deliveries Per Quarter Per Person

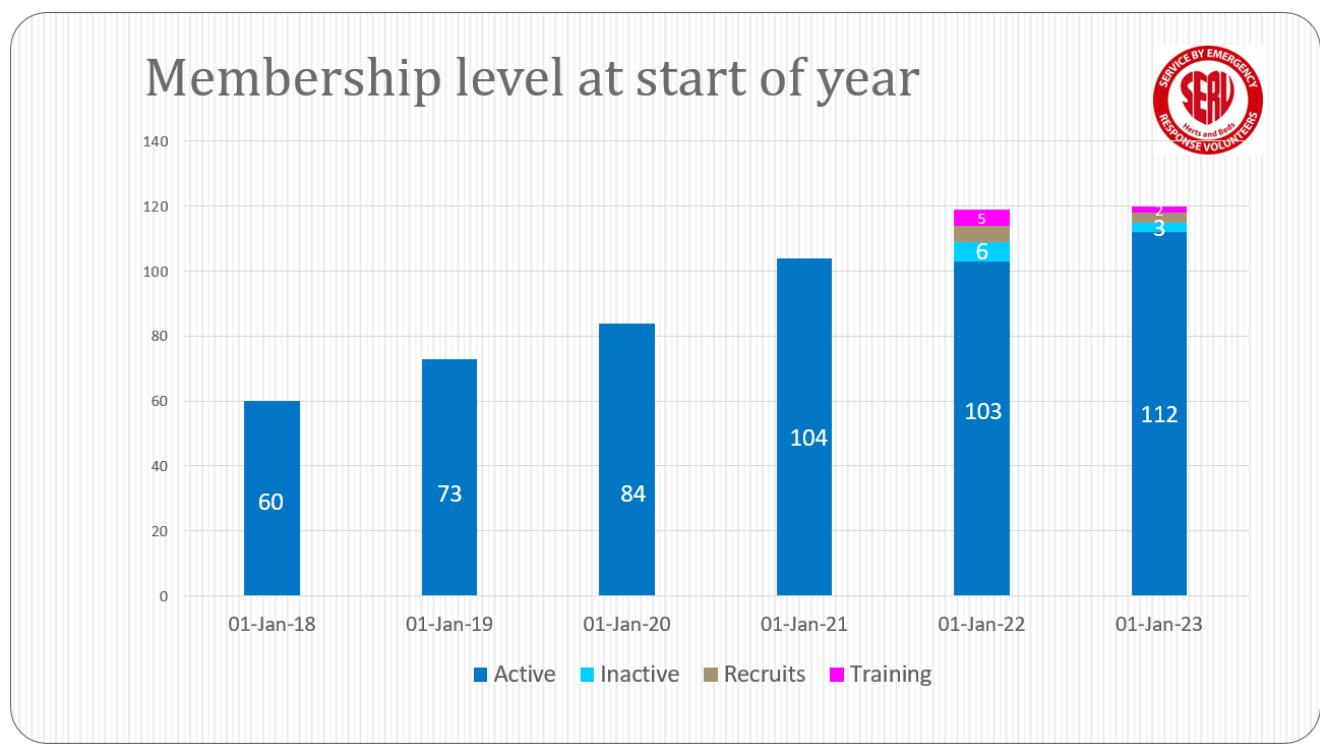


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Membership Levels

Membership levels have grown, during 2022 the group received a lot of new applications, though a number of current members also had to retire from SERV as normal working patterns began to resume post pandemic.



Significant Events for 2022

2022 was again a year during which we saw a recovery to normal operations as the pandemic affect reduced. The following demonstrates a number of changes and landmarks achieved or undertaken during the year

- Quarter 1
 - Fuel crisis began to take effect
 - Rise in positive Covid cases reduced overall availability
- Quarter 2
 - Fuel price continued to rise
 - Summer heatwave made use of motorcycles much more challenging, and at times impossible.
- Quarter 3
 - Pressure was simply on workload, a extremely busy period with many requests
- Quarter 4
 - Cost of living, driven in part by fuel costs but also other international affairs, put huge pressure on the membership and the number of tasks they were able to accept
 - With a focus on cost, and a good year of very positive donations, the group has now ordered a second car and very shortly a fifth bike, to provide our membership with an opportunity to assist by reducing cost to the member themselves
 - BP also started a period of 4 months free fuel to SERV groups nationwide, for use by fleet bikes and cars only. Further reason why the group is putting effort in to fleet expansion

Financial Statement 2022

The SERV Herts & Beds Receipts and Payments statement laid out below reflect the financial period starting on 01/01/2022 and ending 31/12/2022

Fundraising in 2022 has been very successful despite the challenges around the pandemic. Fundraising activity comprises a combination of cash collection outside selected supermarkets, individual donations and money raised from giving a number of talks about the charity's activities.

Regular expenditure comprises purchasing bespoke clothing (motorcycle jackets etc.), promotional material and vehicle running costs.



CHARITY COMMISSION
FOR ENGLAND AND WALES

SERV HERTS & BEDS

No (if any)
1180326

Receipts and payments accounts

CC16a

For the period
from

Period start date

01/01/22

To

Period end date

31/12/22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
DONATIONS	43,545	-	-	43,545	30,800
MEMBERS CLOTHING DONATIONS	966	-	-	966	11,850
FUNDRAISING EVENTS	7,560	-	-	7,560	2,835
VAT REFUNDS & INTEREST ON DEPOSIT A/C	3,954	-	-	3,954	1,446
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	56,025	-	-	56,025	46,931
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	56,025	-	-	56,025	46,931
A3 Payments					
COST OF FUNDRAISING EVENTS AND VEHICLE RUNNING COSTS	12,297	-	-	12,297	7,405
RENT/HIRE OF ROOMS, STORAGE & CATERING	305	-	-	305	393
CLOTHING AND TRAINING	8,502	-	-	8,502	17,018
PROFESSIONAL FEES, DBS CHECKS AND INSURANCE	6,162	-	-	6,162	7,036
PRINTING, POSTAGE, STATIONERY AND COMPUTER SUPPLIES	340	-	-	340	122
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	27,606	-	-	27,606	31,974
A4 Asset and investment purchases, (see table)					
PURCHASE OF MOTOR CAR (in 2021)	-	-	-	-	19,550
	-	-	-	-	-
Sub total	-	-	-	-	19,550
Total payments	27,606	-	-	27,606	51,524
Net of receipts/(payments)	28,419	-	-	28,419	4,593
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	33,960	-	-	33,960	38,553
Cash funds this year end	62,379	-	-	62,379	33,960

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	CURRENT ACCOUNTS	1,857	-	-
	DEPOSIT ACCOUNTS	60,522	-	-
		-	-	-
	Total cash funds	62,379	-	-

(agree balances with receipts and payments account(s))

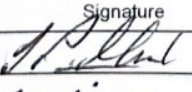
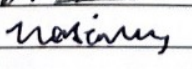
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	FOUR MOTORCYCLES		59,160	33,000
	ONE MOTORCAR		19,550	14,000
	COMPUTERS, PROJECTORS & OTHER EQUIPMENT		1,672	-
	JACKETS, BOX COVERS & STRAPS		3,136	-
	GAZEBOS, LASER ID CARD PRINTER & OTHER EQUIPMENT		3,388	504
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf
of all the trustees

Signature	Print Name	Date of approval
	IAN HUNT	13/2/2023
	NICK BAILEY	18.2.23

Receipts and payments accounts

CHARITY COMMISSION FOR ENGLAND AND WALES **SERV HERTS & BEDS** **1003328** **CC16a**

Receipts and payments accounts

For the period From 01/01/22 To 31/12/22

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	41,548	-	-	41,548	35,888
Grants	988	-	-	988	11,888
Merchandise	7,888	-	-	7,888	2,888
Interest on deposits	3,994	-	-	3,994	1,488
Sub total (Gross income for A1)	54,418	-	-	54,418	51,112
A2 Asset and investment sales (see table)					
Sub total	-	-	-	-	-
Total receipts	54,418	-	-	54,418	51,112
A3 Payments					
Cost of fundraising events and merchandise	12,287	-	-	12,287	7,488
Cost of running costs	388	-	-	388	188
Cost of running costs	3,888	-	-	3,888	12,288
Professional fees, fees, checks and insurance	6,188	-	-	6,188	7,888
Printing, postage, inventory and computer purchase	388	-	-	388	188
Sub total	27,888	-	-	27,888	31,888
A4 Asset and investment purchases (see table)					
Purchase of motor car (in 2021)	-	-	-	-	19,888
Sub total	-	-	-	-	19,888
Total payments	27,888	-	-	27,888	51,776
Net of receipts/payments	26,530	-	-	26,530	-6,664
A5 Transfers between funds					
A5 Cash funds last year end	31,388	-	-	31,388	38,112
Cash funds this year end	57,918	-	-	57,918	31,448

CC16a R1 accounts (S5) 100223

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to the nearest £	Restricted funds to the nearest £
B1 Cash funds			
	CURRENT ACCOUNTS	1,888	-
	DEPOSIT ACCOUNTS	60,888	-
	Total cash funds	62,776	-
(see below for receipts and payments accounts)			
B2 Other monetary assets			
		-	-
B3 Investment assets			
		-	-
B4 Assets retained for the charity's own use			
	FOUR MOTORCYCLES	-	8,188
	ONE MOTORCAR	-	19,888
	COMPUTERS, PROJECTORS & OTHER EQUIPMENT	-	1,812
	BOARDING BOX COVERS, ASSESSMENTS	-	1,188
	SAZESSE, LAMER TO CARD PRINTER & OTHER EQUIPMENT	-	1,388
B5 Liabilities			
		-	-
Signed by one or two trustees on behalf of all the trustees			
Signature		Print Name	Date
[Signature]		IAN HUNT	13
[Signature]		NICK BAILEY	13

CC16a R2 accounts (S5) 2 10



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

SERV HERTS & BEDS

On accounts for the year
ended

31st December 2022

Charity no
(if any)

1180326

Set out on pages

11, 12 and 13 of the Annual Report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 12 / 2022.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

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

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (~~other than that disclosed below~~ *) 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.

* Please delete the words in the brackets if they do not apply.

Signed:

D.A. Willey

Date:

10/02/2023

Name:

Mr. David Willey

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

Accountant/Auditor (Retired)

Address:

9 Waverley Road

St. Albans

Hertfordshire AL3 5PB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

Charity name (if any)	Charity no. (if any)	On accounts for the year ended	Report to the trustees (members of)
		31 December 2022	2022, 2021 & 2020
		Set out on pages 11 to end of the Annual Report	
<p>I report to the trustees on my examination of the accounts of the charity (the Trust) for the year ended 31 December 2022.</p> <p>As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 and the Act.</p> <p>I report to you on my examination of the Trust's accounts for the year ended 31 December 2022 and in carrying out my examination I have followed the applicable Charities Commission guidance given by the Charities Commission under section 40(3)(b) of the Act.</p> <p>I have completed my examination. I confirm that no material matters have come to my attention which cause me to believe that there is any material misstatement in the examination which gives rise to a material misstatement in any material respect.</p> <p>Accounting records were not kept in accordance with section 220 of the Act.</p> <p>The books and records were not kept in accordance with the requirements of the Act.</p> <p>There are no donations and no income records and no other records in connection with the management of the charity which are held in order to enable proper records and accounting records to be kept.</p> <p>Please refer to the notes to the accounts for details of the examination.</p>			
Signed:		Name: Mr David Wiley	
Relevant professional qualifications (if any)		Accountant/ Auditor (Required)	
Address:		St Andrew's Road	