

Trustees' Annual Report Accounts For the year ended 31 March 2021

ICUsteps Chester is a Charitable Incorporated Organisation, no. 1182307, first registered with the Charity Commission on 4 March 2019.

The charity is registered for Gift Aid with HM Revenue & Customs.

Contact details:

ICUsteps Chester
The Bluecoat
Upper Northgate Street
CHESTER
CH1 4EE

07955 848 955

Email: info.icustepschester@gmail.com

Website: www.icustepschester.org

Trustees of the Charity

	Role	Appointed	Resigned
Miles Negus-Fancey	Chair	4 March 2019	
Sue Dean	Treasurer	4 March 2019	
Quentin Underhill		4 March 2019	
Aleta Doran		4 March 2019	31 March 2021
Deborah Graham		8 July 2019	
Elizabeth Hinds		3 September 2019	

Bank

NatWest Bank,
Eastgate Street
Chester
CH1 1LG

Governing Document

Our Constitution is based on the Charity Commission's model governing document for Charitable Incorporated Organisation Association model, where the members have voting rights.

Charitable Objects – as defined in our Constitution:

To preserve and protect the health and well-being of current and former critical care patients, their family members and carers in Chester and surrounding areas by providing and assisting in the provision of facilities and support services and through engaging with and assisting other individuals and organisations towards the same aims.

Trustee Selection Methods

There must be at least 3 Trustees. The maximum number is 9.

In accordance with the Constitution, Trustees are appointed or re-appointed for a term of 3 years by a resolution passed at a properly convened meeting of the Charity members.

In appointing trustees due consideration is given to ensuring that the Trustees have, between them, the skills and experience necessary to manage the charity effectively and in accordance with charity law.

Activities

The Trustees of ICUsteps Chester confirm that they have paid due regard to the guidance issued by the Charity Commission on public benefit in deciding what activities the charity should undertake.

Our overriding intention is to help critical care patients and their families make the best possible recovery from their illness.

From April 2020 we have operated almost exclusively on Zoom and found that it has been surprisingly successful. Many of our members have learnt new IT skills.

Our Trustees and Committee meetings have all moved to Zoom and will remain there – we have found it is extremely time effective.

Our members Drop-In meetings have moved to weekly by demand, Zoom means people can attend at an earlier stage in their recovery as they do not have to leave their home. Everyone is at a different stage of recovery and for many recovery is far from an overnight affair – it can take months or even years in some cases. We often have speakers on subjects that are interesting or relevant and helpful to our members. We also hold a weekly Relatives Drop-In Meeting. These cover someone having a loved one who is still in ICU, someone who is recently discharged from hospital and recovering at home to someone who was discharged some time ago but is still struggling to regain as much of their former fitness as possible.

We have looked to extend the services that we already provided when we held face to face meetings.

We know that a stay in Critical Care almost always causes muscle loss and stress, it can also cause delirium and cognitive dysfunction. It is almost always unplanned so causes financial and practical issues for their family. The disruption to their normal life can also cause social isolation. To counter these problems, we now provide:

- A weekly beginners exercise class for newly discharge patients
- A twice weekly Intermediate class for those progressing from beginners
- A weekly 'advanced' class for those who have improved and are planning at least a part time return to work or some aspects of their normal life.
- We hold weekly Gentle Yoga sessions – these are designed to aid mobility and flexibility and are a good way to deal with stress and lessen anxieties.
- Anyone wishing to attend any of our exercise or yoga classes now attends an induction session – for them to understand what is involved and our trainers to understand their limitations – we have a duty of care to those taking part, and this is slightly more difficult on Zoom.
- We hold regular Relaxation workshops.
- As another option for dealing with stress, and also to combat social isolation we offer arts and crafts activities on Zoom.
- We have run a series of social events – Bingo, Quizzes and Murder Mystery evenings.

The Future

Our Trustees have reviewed the development of the Group, the impact of Covid-19 and the possible future situation for the country as a whole, as far as that is possible.

We are seeing an increasing number of people joining our Group as the impact of Covid-19 is felt, either through the virus directly, or the impact on normal NHS care and services. Our aim is to help as many people as possible – we will look to secure funding to continue and increase our services

We are extremely grateful to those who have supported us through this difficult year – more details in the Financial Report – to our dedicated trainers who have been a great source of encouragement to our members and of course to our Trustees and Committee members who have continued their hard work and are working with us to plan for a busy and constructive future.

Financial Review

Details of any funds materially in Deficit

The Charity has no funds which are materially in deficit.

Policy on Reserves

The Charity's policy on reserves is to generate and maintain a balance which is sufficient:

- a. to preserve the financial viability of the Charity in the event that unforeseen and/or unavoidable circumstances precipitate a short-term fall in its income;
- b. to enable the Charity, in the interests of meeting its objectives, to undertake from time to time the setting up of new and innovative projects on a pilot basis to demonstrate the viability and potential benefits of such activities as a precursor to securing the external funding necessary to maintain such projects on an on-going basis.
- c. Currently the policy is to have £1000 in reserve.
- d. This policy is reviewed annually at the start of the financial year.

Principal Sources of Funding and Outgoings

In March 2020 due to Covid-19 the country went into lockdown and all our plans either had to change or be put on hold.

Income

No fundraising events took place in this financial year. General donations and Donations in Memory totalled £3533 and we were able to reclaim Gift Aid of £365. We are extremely grateful for three grants which allowed us to continue and expand our services this year – two grants totalling £4070 were received from Cheshire West & Chester Covid Response Funds and a grant of £2080 was received from Cheshire Community Foundation.

Expenditure

Our main expenditure has been a total of £6660 on all the activities – Exercise, Yoga, Relaxation and the Bereavement Group. The remaining expenditure covered insurance Zoom, prizes for social events, stationery and postage

Remuneration of Trustees

All Trustees act in a voluntary capacity and receive no remuneration or other material benefits from their services to the Charity.

Out-of-pocket expenses necessarily and reasonably incurred by Trustees in promoting the purposes of the Charity are reimbursed at cost.

Statutory Statements on Liabilities

The Trustees declare that:

- a. The charity has given no guarantees where potential liability under the guarantee is outstanding at the date of this statement (e.g.: any outstanding/ongoing contract or legal undertaking to buy or provide specific services);
- b. The charity has no debt outstanding at the date of this statement which is owed by the CIO and which is secured by an express charge on any assets of the CIO.



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

ICU steps CHESTER

**On accounts for the year
ended**

31st March 2021

**Charity no
(if any)**

1182307

Set out on pages

(Indicate to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

**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:

K. W. Healy

Date:

7th May 2021

Name:

K. W. HEALY

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

FCCA
FIIA

Address:

KOLOSSI, PEN-Y-PALMANT ROAD
MINERA,
WREXHAM . LL11 3YW

Receipts & Payments Account for the Financial Year Ended 31-Mar-21					
ICUsteps CHESTER-Registered charity 1182307					
	Current Financial Year, Apr'20-Mar'21				Last Year
	Unrestrict ed Funds	Designated Funds	Restricted Funds	Total	Total
	£	£	£	£	£
RECEIPTS					
Voluntary Income	3,898			3,898	4,943
Income Generation	0			0	6,177
Investment Income	0			0	0
Charitable Income	0		6,150	6,150	2,834
Advance Receipts	0			0	0
TOTAL RECEIPTS	3,898		6,150	10,048	13,954
PAYMENTS	£	£	£	£	£
Costs of Generating Funds					
Fundraising	455			455	1,554
Charitable Trading	0			0	0
Other	0			0	0
Sub-total	455	0	0	455	1,554
Charitable Activities					
Specific Projects			6,317	6,317	1,054
General Activities	343			343	6,273
Sub-total	343	0	6,317	6,660	7,327
Support Costs					
Governance	0			0	97
Administration	489			489	648
Sub-total	489	0	0	489	745
Advance Payments	0			0	0
TOTAL PAYMENTS	1,287	0	6,317	7,604	9,626
NET RECEIPTS-PAYMENTS	2,612	0	-167	2,445	4,328

Movements in Funds for the Financial Year To 31-Mar-21					
	BtFwd at 01-Apr-20	Receipts in Period	Payments in Period	Transfers in Period	
Cash Assets					
Cash at Bank & in Hand					
Petty Cash	19	0	0	0	19
Bank Current Account	7,459	10,048	-10,048	0	7,460
	7,478	10,048	-10,048	0	7,479
Sundry Debtors (Unreconciled Deposits)	0				0
Sundry Creditors (Unreconciled Payments)	-20				0
	-20				0
Investment/Deposit Accounts	BtFwd	Interest		Net	CdFwd
Bank, Deposit Account	3,008	1		0	3,009
Total Cash Assets	10,466				10,488

Allocation of Funds for the Financial Year To 31-Mar-21					
	BtFwd at 01-Apr-20	Receipts in Period	Payments in Period	Transfers in Period	CdFwd at 31-Mar-21
Cash Assets					
Comprising:					
General (Unrestricted) Fund	10,466	2,604	-1,939	0	11,153
Designated Funds	0		0		0
Restricted Funds					
R1-Mindfulness	0	0	0		0
R2-Exercise classes- Monday	0	1,294	-1,088		206
R4R-CW&C Covid 2	0	1,780	-1,290		490
R4R- Drop-in Meetings	0	0	0		0
CW&C Zoom	0	2,290	-2,603		-313
R6-Cheshire Community Fund	0	2,080	-2,048		32
R7-Exercise classes - Thursday	0	0	0		0
R8-Yoga- Wednesday	0	0	0		0
R9-Yoga-Saturday	0	0	-1,080		-1,080
R10-Rename or delete	0	0	0		0
Total Restricted Funds	0	7,444	-8,109		-665
Total Funds	10,466				10,488

Statement of Assets & Liabilities as at 31-Mar-21					
	Unrestrict ed Funds	Designated Funds	Designated Funds	Restricted Funds	Total at 31-Mar-21
Cash Assets	11,153	-		-665	10,488
Other Monetary Assets					0
Investments Assets					0
Assets Retained for Own Use					0
Liabilities					0

Note: Assets retained for own use are shown at purchase price. Current (residual) value is unknown.

Notes to the Accounts

- a) Accounting Policies
The financial statements have been prepared in accordance with the Charities Act 2011 Section 133, using the Receipts and Payments basis available to small charities. and the charity's own Simple Accounts Spreadsheet.
- b) Reimbursement of Out-of-Pocket Expenses
Out-of-pocket expenses incurred necessarily, reasonably and incidentally in the course the charity's activities are reimbursed at cost.
No Trustees received any reimbursement of out-of-pocket expenses in the financial year.
- c) Salaries & Professional Fees
No trustee receives any payments for the services they provide to the charity. In the current financial year the charity employed no staff.
- d) Exercise and Yoga classes and similar are taken by qualified trainers who are paid a session fee, they are not employed by the Charity.
- e) Fixed Assets
The charity has not purchased or disposed of any fixed assets in the current financial year;
- f) Creditors & Debtors
Cheques for goods or services purchased, or invoices for goods or services delivered, which are issued prior to the end of the financial year but not appearing in the end of financial year bank statement are reported as outstanding creditors or debtors respectively.
- g) Rounding Discrepancies
All amounts are recorded to the penny, but in these accounts are shown as digitally rounded to the nearest pound. This can occasionally result in a total apparently not being the sum of its constituent amounts. All individual amounts, and their totals, are nevertheless correct.

Approval of the Board of Trustees

The Trustees declare that they approved the above Annual Report and Statement of Financial Activity.

Signed on behalf of the Trustees

Miles Negus-Fancey
Chair

Susan Dean
Treasurer

Date_____

Date_____