



Trustees' Annual Report for the Period							
From	Period Start Date			To	Period End Date		
	1 <sup>st</sup>	April	2021		31 <sup>st</sup>	March	2022



## Section A Reference and Administration Details

Charity name

CHRISTIAN AMBULANCE ASSOCIATION

Registered charity number

1190610

Charity's principal address

The Bridge, Whitefriars Church, Whitefriars Junior School

Boughton Drive, Rushden

Northamptonshire

Postcode

NN10 9HX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Simon King	Chair		Trustee Resolution
2	Andrew Buchanan	Treasurer		Trustee Resolution
3	Robert Fellows			Trustee Resolution
4	Peter Davison			Trustee Resolution
5	Martyn Hallett			Trustee Resolution

### Name of chief executive or names of senior staff members

Mr Simon King - Chair of the Christian Ambulance Association

### Additional information

#### Names and addresses of advisers

Type of adviser	Name	Address
Financial	CAF Bank	25 Kings Hill Avenue, West Malling Kent ME19 4JQ
Solicitor	Katie Crosbie	Anthony Collins, 134 Edmund Street Birmingham B3 2ES
Insurance	Kate Wytchard	Ecclesiastical Insurance, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth Gloucester GL3 4AW
Safeguarding	Thirtyoneeight	PO Box 133, Swanley, Kent BR8 7UQ
Financial	Stewardship	1 Lamb's Passage, London EC1Y 8AB

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted	A Charitable Incorporated Organisation with voting members other than its charity trustees
Trustee selection methods	<ul style="list-style-type: none"> <li>Charity trustees shall first request nominations from members of the CIO.</li> <li>Apart from the first charity trustees, every charity trustee must be appointed from among the charity trustee nominations for a term of three years by a resolution passed at a properly convened meeting of the charity trustees.</li> <li>In selecting individuals for appointment as charity trustees from the charity trustee nominations, the existing charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.</li> <li>Elected trustees will be subject to a basic DBS check.</li> <li>All charity trustees must subscribe and adhere to, in belief and lifestyle, the Statement of Faith.</li> </ul>

### Additional governance issues

To include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity's organisational structure headed by the chair of the charity Simon King, is overseen by the board of trustees and supported by a leadership team from within the membership.

Regional leads in turn, support the leadership team with specific responsibilities to supporting members within their designated regions.

The following policies and procedures ensure transparency and compliance with the regulatory bodies. Each policy is reviewed annually with specific references appertaining to any of the policies, discussed further at the quarterly trustees' meetings.

- Social Media & Communications Policy
- Safeguarding Policy
- Risk Management Policy
- Complaints Handling Policy
- Conflict of Interest Policy
- Reserves Policy
- Privacy Policy
- Health & Safety Policy

Implementation of the Risk Management document allows for consideration to be given to governance, operational, financial, external, environmental and compliance risks against a matrix which looks at the impact .v. likelihood which allows for early identification and the subsequent management of those risks identified.

## Summary of the objects of the charity set out in its governing document

The object of the charity is, for the public benefit, the advancement of the Christian faith through working with ambulance services and the wider health care sector in which ambulance professionals work.

## Summary of the main activities undertaken for the public benefit in relation to these objects including within this section, the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit

The charity was established on 3<sup>rd</sup> July 2020.

This report covers the period from this date however, the financial returns will cover the full financial year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022.

This past year has and continues to be challenging. Covid19 and the ramifications of this continuing disease, has impacted upon members who by nature of the membership, continue to serve and provide that front-line response in often challenging and stressful situations.

The role of the Christian Ambulance Association is therefore seen to be paramount in providing that support not only to members but their families and to those with whom they work with and alongside.

A number of factors have impacted upon the trustees' and leadership team which has meant that progress in promoting the association, has not been the priority that had been envisaged. It is acknowledged that although Covid has had an impact, other external factors have influenced the lack of progress however, we have engaged in a number of initiatives that allows for the association to remain encouraged as we learn to live with the barriers that the Covid disease brings.

The Christian Ambulance Association through our website, which has undergone a revamp, social media channels, ambulance trust intranet pages together with the distribution of our newsletter, allows for that means of internal and external communication to be maintained across the country.

We continue to look to engage with ambulance services, seeking to raise our awareness as a charity; looking to support and engage with equality, diversity and inclusion streams within ambulance trusts and, to reach out to prospective members which includes students during their training at a time where social isolation remains a challenge.

The Christian Ambulance Association has also had opportunities to raise an awareness in the media of current issues within the ambulance services and to provide a Christian perspective on those areas that impact upon staff.

Hosting a worship event, Emergency Services in Praise, to support those across the emergency services sector together with participating at the Emergency Services Show was a step of faith that enabled us to meet together, support and encourage not only members but the wider audience with plans to explore holding both events during 2022.

These activities have been overseen by the trustees who have had regard to the guidance issued by the charity commission ensuring that we continue to deliver on those requirements with regards to public benefit.

## Additional details of objectives and activities

**To include further statements, where relevant, about:**

- **policy on grantmaking;**
- **policy programme related investment;**
- **contribution made by volunteers.**

We are grateful to our members for their support during this past year.

We also recognise the contribution of members of the central leadership team including those engaged with our internal and external communication and the responsibilities that this entails, continuing that encouragement, the welcoming of new members as well as representing the charity at external events together with, media opportunities and the development of new procedures.

Key positions within the association remain unfilled and although certain key positions have been filled, we will continue to seek out members who are able to give time in supporting the charity including the need to ensure that we, remain mindful with regards to future succession planning.

**A summary of the main achievements of the charity during the year**

In the period 2021/22, CAA membership has grown from 318 in March 2021 to 365 as of 31st March 2022 an annual increase of 15%.

During this year, the CAA has continued to develop our communication through the use of social media channels such as Twitter, Facebook and Instagram together with enhanced engagement with ambulance trusts/services.

The website has been revamped to reflect our status as a CIO and work continues to allow members to have direct access to policies and procedures which have previously only been available on request.

A quarterly newsletter along with a monthly prayer diary remains our first point of contact with regards to internal communications however, it is acknowledged that this has not always been possible for reasons outlined in section C.

We continued to establish coordinators in all UK regions to better support our members and engage with ambulance services locally. For reasons outlined in section C, this is an area that will be carried forward to 2022/2023.

By establishing regional leads, this has enabled the charity to review its structure ensuring that it remains fit for purpose as the charity develops and grows.

We participated in promoting the association at the Emergency Services Show in Birmingham and hosted a worship event 'Emergency Services in Praise' event (ESiP) both of which, remain a possibility of repeating as we progress through 2022 and beyond subject to Government restrictions.

The commitment of members in taking on responsibilities within the charity remains a challenge and one that will continually be at the forefront of the trustees as the expected level of growth, is likely to bring with it, the increase in workload in ensuring that the charity remains compliant in its obligations in meeting the requirements as laid down by the regulatory bodies.

As we enter the next reporting period, we remain resilient that the financial situation together with the ongoing work of the leadership team is strong and predicted to remain so, as the charity looks to further its aims and objectives in the months to come.

## Brief statement of the charity's policy on reserves

Our Reserves Policy reflects the importance of ensuring that our reserves are in line with our expected expenditure. This is reviewed annually.  
A maximum of £500.00 has been agreed by the Trustees which allows for payments to be made without referring back to the Trustees for authorisation. All payments are dual authorised. This amount is reviewed annually.

## Details of any funds materially in deficit

Nothing to report.

## Further financial review details

### To include additional information, where relevant about:

- the charity's principal sources of funds including any fundraising;
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's primary source of funds is through the generosity of its members, either through regular monthly giving or as a one-off donation.

We are indebted to those who have supported us this past year outside of our membership base.

Stewardship supports our funding by managing gift aid in line with HMRC regulations.

The Christian Ambulance Association is registered with HMRC.

Known annual expenditure as well as initiatives to promote the charity's key objectives, is primarily communicated through the charity's quarterly leadership team meetings and disseminated via the charity's quarterly newsletter.

This past year, the charity has supported a number of members including family members by way of welfare assistance payments following personal bereavement and/or hardship.

The Ambulance Staff Charity (TASC) continue to be recipients with regards to a 3-year agreement starting in April 2021, to tithe 10% of our income to support TASC in the work that they do.

All requests for financial assistance are duly considered to ensure that it meets our regulatory requirements of that as a CIO and falls within the remit of that classified as for the public benefit.

This past year, as a Charitable Incorporated Organisation, has been and continues to be challenging, whereby the foundations that will underpin all that we do, have been instrumental in maintaining transparency and integrity whilst upholding the objectives of the charity, its mission statement and vision alongside our Statement of Faith.

## Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	SK	MH
Full name(s)	Simon King	Martyn Hallett
Position (eg Secretary, Chair, etc)	Chair/Trustee	Trustee
Date	25/4/2022	



Christian Ambulance Association		1190610		CC16a
Receipts and payments accounts				
For the period from	Period start date 1st April 2021	To	Period end date 31st March 2022	

## Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Donations to CAF Account	3,252	-	-	3,252	3,476
Donations via Stewardship	2,035	-	-	2,035	1,345
Gift Aid via Stewardship	418	-	-	418	265
Charitable Contribution Via Amazon	6	-	-	6	-
31-8 Refund (Covid19)	97	-	-	97	-
Paypal Account Verification (E0.01)	0	-	-	0	-
Stationary Refund (Duplicate)	12	-	-	12	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>5,820</b>	<b>-</b>	<b>-</b>	<b>5,820</b>	<b>5,086</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>5,820</b>	<b>-</b>	<b>-</b>	<b>5,820</b>	<b>5,086</b>
<b>A3 Payments</b>					
Account Charges	97	-	-	97	145
Zoom	144	-	-	144	-
Conference's (CPA) / Training	230	-	-	230	-
Thirtyoneeight	129	-	-	129	173
Website (Including Domain)	1,498	-	-	1,498	415
Merchandise/Promotional Material	-	-	-	-	492
Tithe / Gift Donation (TASC)	582	-	-	582	500
Welfare Payments	550	-	-	550	100
Stationary - Administration	59	-	-	59	-
Insurances	213	-	-	213	-
ESIP/ESS2021	2,879	-	-	2,879	-
<b>Sub total</b>	<b>6,380</b>	<b>-</b>	<b>-</b>	<b>6,380</b>	<b>1,816</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>6,380</b>	<b>-</b>	<b>-</b>	<b>6,380</b>	<b>1,816</b>
<b>Net of receipts/(payments)</b>	<b>- 560</b>	<b>-</b>	<b>-</b>	<b>- 560</b>	<b>3,270</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,571</b>	<b>-</b>	<b>-</b>	<b>4,571</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>4,011</b>	<b>-</b>	<b>-</b>	<b>4,011</b>	<b>3,270</b>

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

Categories	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B1 Cash funds</b>				
	Held in Charities Aid Foundation Bank	4,011	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,011</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>				
	Details	Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>				
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	-
			-	-
			-	-
			-	-

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

Signature

Print Name

Date of approval

SK  
MH

Simon King  
Martyn Hallett

25/4/2022  
25/4/2022