

REGISTERED COMPANY NUMBER: 08413881 (England and Wales)
REGISTERED CHARITY NUMBER: 1154278

**HEALTHWATCH DERBYSHIRE LIMITED
REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE PERIOD
21 FEBRUARY 2013 TO 31 MARCH 2014**

HEALTHWATCH DERBYSHIRE LIMITED

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014**

	Page
Report of the Trustees	1 to 4
Independent Examiner's Report	5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 11
Detailed Statement of Financial Activities	12 to 13

HEALTHWATCH DERBYSHIRE LIMITED

REPORT OF THE TRUSTEES FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 21 February 2013 to 31 March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

08413881 (England and Wales)

Registered Charity number

1154278

Registered office

Unit 14 Riverside Business Centre
Foundry Lane
Milford
Derbyshire
DE56 0RN

Trustees

D C Armin	- appointed 13.12.13
P C Arnold	- appointed 21.2.13
D Bailey	- appointed 21.2.13
Mrs M R Fullerton	- appointed 13.12.13
Ms P Gill	- appointed 13.12.13
J Martin	- appointed 21.2.13
	- resigned 11.11.13
Mrs C D Morgan	- appointed 21.2.13
	- resigned 12.8.13
Mrs S F Rafferty	- appointed 21.2.13
Dr C E M Shearer	- appointed 21.2.13
A J Simmons	- appointed 21.2.13
Mrs Y G Wood	- appointed 21.2.13

Independent examiner

G S Gilbert
FCA
CAMERON HUGHES LTD
Chartered Accountants
16 Jubilee Parkway
Jubilee Business Park
Derby
DE21 4BJ

INCORPORATION AND COMMENCEMENT OF ACTIVITIES

The charitable company was incorporated on 21 February 2013 and commenced activities on 1 April 2013.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity was incorporated under the Companies Act 1985 on 21 February 2013 as a company limited by guarantee and is governed by its Memorandum and Articles of Association which were amended by special resolution on 9 July 2013. It was registered as a charity on 18 October 2013.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

A director (who also serves as a trustee and management group member) must be aged 18 years or older. Directors are appointed at the Annual General Meetings or by other directors. For full details of the appointment and duties of directors please refer to the Articles of Association. After the first Annual General Meeting, at each subsequent annual general meeting, one third of the directors, or, if their number is not three or a multiple of three, the number nearest to one third, must retire from office. Retiring directors can stand for appointment as directors again if they wish to do so. It is accepted that potential directors could be identified by personal recommendation or by advertising the vacancy.

Organisational structure

The Trustees delegate management responsibilities to the Chief Executive and also delegate certain functions to sub-committees. Each sub-committee has specific terms of reference and a chairman appointed by the Trustees. Trustees strengthen the sub-committees by co-opting experts in the relevant field when required.

This delegation is controlled by requiring regular reporting from the Chief Executive and the sub-committees to the Board of Trustees. Trustees acknowledge that such a system is designed to manage rather than eliminate the risk of failure to achieve Healthwatch Derbyshire's charitable purpose's, and can only provide reasonable and not absolute assurance against material misstatement or loss.

Through the oversight of the Finance and Audit and Governance Sub-committees, Trustees review the effectiveness of the system of internal control and risk management.

Wider network

Healthwatch Derbyshire is part of a national network of Healthwatch organisations in England.

Risk management

Healthwatch Derbyshire is committed to a policy of identifying, monitoring and managing the risks that might adversely affect the activities in which they are involved. We define risk as the potential to fail to achieve business objectives and for loss both financial and reputation, inherent in the environment in which we operate and in the nature of the transactions undertaken.

The risk register is developing throughout the year as an ongoing process for identifying, evaluating and managing risk that Healthwatch Derbyshire faces and regularly reviewed by the Trustees. Appropriate actions have, where possible, been put in place to mitigate these risks.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's objectives are the advancement of health and the relief of those in need by reason of youth, age, ill-health, disability or financial hardship by:

- providing information and advice to the general public about local health and social care services;
- making the views and experiences of members of the general public known to health and social care providers;
- enabling local people to have a voice in the development, delivery and equality of access to local health and care services and facilities;
- providing training and development of skills for volunteers and the wider community in understanding, scrutinising, reviewing and monitoring local health and care services and facilities.

OBJECTIVES AND ACTIVITIES

Public benefit

The charity's Trustees have had due regard to the public benefit guidance published by the Charity Commission.

Healthwatch Derbyshire gives people in Derbyshire a powerful voice locally, regionally and nationally. Healthwatch works to help local people get the best out of their local health and social care services. Whether it is improving them for today or helping to shape them for tomorrow.

Healthwatch Derbyshire's activities have been set up to represent patient and public interests via targeted work of engagement and dialogue by collecting the views and experiences of people who use health and social care services, influence and improve national policy, advice and guidance.

ACHIEVEMENT AND PERFORMANCE

During the Charity's first year of activity our achievements have included:

- the creation of a bespoke database to log all our intelligence and create reports for service providers and commissioners;
- developing Information Sharing Protocols in consultation with key stakeholders, which govern the way intelligence is shared with service providers and commissioners. These have been well received, and have been instrumental in improvements to service delivery and design;
- representation on each of the Clinical Commissioning Groups in Derbyshire, at the Health and Wellbeing Board at the Quality Surveillance Group and at the Scrutiny Committee. We are in the process of putting together a report format for these meetings, which if well received, will be rolled out as a way of reporting to other meetings, ensuring that we speak up using evidence based opinions and recommendations as a result of the intelligence we receive;
- implementing an Enter and View training programme and training 12 volunteers who have all conducted Enter and View visits;
- development of various systems of feeding back to patients and the public about what impact their comments have had. This includes the production of the Speak Out Report, reporting on the work we are doing and the outcomes we have achieved so far;
- development and implementation of systems to monitor our outcomes;
- organising and targeting our engagement activity around certain key priorities with a clear rationale, in order to bring in quality intelligence;
- the appointment of an Insight and Intelligence Co-ordinator which gives us the time and resources to look at how we analyse the intelligence we receive, report on trends, themes and concerns, and follow up on any action taken;
- recruitment and training of 18 champions;
- development of a Communication Action Plan which is monitored at the Communication Sub Group and includes the development of a website and social media engagement strategy;
- setting up the signposting service, including a database to log calls and evaluate the service.

FINANCIAL REVIEW

Reserves policy

It is the aim of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to three month's expenditure.

FINANCIAL REVIEW

Principal funding sources

Healthwatch Derbyshire became operational from 1 April 2013 and has completed the first year of business, gaining charitable status in 18 October 2013. Our principal and single funding source is a five year contract from Derbyshire County Council to represent patient and public interests in health and social care locally, with all income classified as un-restricted funds for all our activities.

In the first year Healthwatch Derbyshire has had a total income of £317,356. We have actively worked in partnership with our commissioners to ensure value for money and effective use of our resources while developing strategic direction for the future.

Operating Efficiently

Healthwatch Derbyshire has effective governance and accountability and risk systems in place to oversee the work and ensure it has a robust management and staff structure to deliver the service remit.

We will continue to seek efficiencies and cost savings in our coming year, with frequent monitoring of expected costs and effective financial management critical to securing evidence based value for money and critical outcomes of engagement activities for people to receive of their local health and social care services.

Restricted Funds

In our first year there have been no restricted funds by way of donations or investment income or long leasehold premises.

ON BEHALF OF THE BOARD:

D Bailey - Trustee

9 June 2014

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HEALTHWATCH DERBYSHIRE LIMITED

I report on the accounts for the period 21 February 2013 to 31 March 2014 set out on pages six to eleven.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this period (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of FCA.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G S Gilbert
FCA
CAMERON HUGHES LTD
Chartered Accountants
Derby

9 June 2014

HEALTHWATCH DERBYSHIRE LIMITED

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014

	Notes	Unrestricted fund £
INCOMING RESOURCES		
Incoming resources from generated funds		
Voluntary income		317,356
RESOURCES EXPENDED		
Charitable activities		
Cost of provision of services		240,249
Governance costs		8,332
Other resources expended		<u>39,968</u>
Total resources expended		<u>288,549</u>
NET INCOMING RESOURCES		<u>28,807</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>28,807</u></u>

The notes form part of these financial statements

HEALTHWATCH DERBYSHIRE LIMITED**BALANCE SHEET
AT 31 MARCH 2014**

	Notes	Unrestricted fund £
FIXED ASSETS		
Tangible assets	5	16,900
CURRENT ASSETS		
Debtors	6	5,448
Cash at bank and in hand		<u>10,027</u>
		15,475
CREDITORS		
Amounts falling due within one year	7	(3,568)
		<u>11,907</u>
NET CURRENT ASSETS		<u>11,907</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>28,807</u>
NET ASSETS		<u>28,807</u>
FUNDS	8	
Unrestricted funds		<u>28,807</u>
TOTAL FUNDS		<u>28,807</u>

The notes form part of these financial statements

HEALTHWATCH DERBYSHIRE LIMITED

BALANCE SHEET - CONTINUED AT 31 MARCH 2014

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the period ended 31 March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 9 June 2014 and were signed on its behalf by:

D Bailey - Trustee

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery etc - 33% on cost and 20% on reducing balance

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	£
Depreciation - owned assets	7,332
Hire of plant and machinery	<u>1,930</u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014**

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the period ended 31 March 2014.

Trustees' expenses

Travel costs amounting to £4,076 were reimbursed to 11 trustees during the period ended 31 March 2014.

4. STAFF COSTS

	£
Wages and salaries	195,165
Other pension costs	<u>9,080</u>
	<u>204,245</u>

The average monthly number of employees during the period was as follows:

Charitable activities	<u>9</u>
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No employees received emoluments in excess of £60,000.

5. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
Additions	<u>24,232</u>
DEPRECIATION	
At 21 February 2013	<u>7,332</u>
NET BOOK VALUE	
At 31 March 2014	<u>16,900</u>

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Other debtors	<u>5,448</u>

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	£
Trade creditors	1,918
Other creditors	<u>1,650</u>
	<u>3,568</u>

8. MOVEMENT IN FUNDS

	Net movement in funds £	At 31.3.14 £
Unrestricted funds		
General fund	28,807	28,807
	<u> </u>	<u> </u>
TOTAL FUNDS	<u>28,807</u>	<u>28,807</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	317,356	(288,549)	28,807
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>317,356</u>	<u>(288,549)</u>	<u>28,807</u>

HEALTHWATCH DERBYSHIRE LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014**

	£
INCOMING RESOURCES	
Voluntary income	
Grants	<u>317,356</u>
Total incoming resources	317,356
RESOURCES EXPENDED	
Charitable activities	
Wages	195,165
Pensions	9,080
Publicity costs	15,324
Travel expenses	8,104
Conferences	1,104
Staff development costs	7,992
Volunteer costs and expenses	1,233
Room hire	<u>1,025</u>
	239,027
Governance costs	
Accountancy	1,230
Independent examiner's fees	750
HR professional fees	2,276
Trustees' travel expenses	<u>4,076</u>
	8,332
Support costs	
Management	
Hire of office equipment	1,930
Insurance	2,081
Light and heat	1,360
Telephone	4,219
Postage and stationery	5,902
Advertising	1,799
Sundries	2,433
Cleaning	426
Rent	8,099
Premises expenses	196
IT support	4,500
Subscriptions	913
Depreciation - fixtures and fittings	1,118
Depreciation - computer equipment	<u>6,214</u>
	<u>41,190</u>
Total resources expended	288,549

This page does not form part of the statutory financial statements

HEALTHWATCH DERBYSHIRE LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE PERIOD 21 FEBRUARY 2013 TO 31 MARCH 2014

	£
	<hr/>
Net income	<u>28,807</u>

This page does not form part of the statutory financial statements
